



Legacy Christian School Application and Enrollment Packet

Church of Joy | 2000 Western Avenue, Waukegan IL | (847)731-2117 | Info@thenewchurchofjoy.com

Thank You for Considering Our School!

We are excited to partner with your family to further the education of your child. Our vision is to provide biblically based academics for future generations! We take a biblical approach towards education and our purpose is to impart biblical principles daily to produce character and leadership within our students. We are committed to providing the best Christian Education to families in the Lake County Area.

Legacy Christian School's core values focus on students not only being academically successful but also spiritually equipped to be representatives of Christ for future generations. Our students are encouraged to carry a spirit of excellence in all areas of their lives.

Thank you for considering Legacy Christian School as the top education option for your child! We are pleased to provide our community with a quality Christian Schooling option. We believe that a Christian environment can aid in producing positive outcomes for learning. We look forward to the potential of partnering with you and your children on this amazing journey! Please refer to the enrollment checklist and application packet included to begin the process of applying for our school!

Sincerely,

Tina Wilson

Legacy Christian School Staff

Tina@thenewchurchofjoy.com

(847)731-2117

Application and Enrollment Checklist

The following forms must be review completed, signed, and turned into Legacy Christian School admissions office to begin the application process.

Admission Packet:

- Admissions Understanding Form
- Enrollment application and other forms
- Tuition and fees
- School Calendar and Attendance Policy
- Discipline policy
- Legacy Christian School Parent Handbook

Admissions Understanding Form

All applicants for admission to Legacy Christian School must complete an application for admission. Our school reserves the right to establish and maintain its own standards for student conduct and dress. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the administration.

Legacy Christian School makes no distinction in the admission of students based upon race, gender, nationality, or ethnic culture. As a private Christian institution, admission to Legacy Christian School is a privilege rather than a right. This privilege may be forfeited and enrollment terminated should a student, new or returning, fail to meet his or her responsibilities as a student at Legacy Christian School.

By signing these documents, I am stating that I have read and do understand the rules and guidelines set forth in this student handbook. I am willing to follow these guidelines in letter and in spirit.

This document must be signed by students in 5th grade and above.

Signature of Parent

Date

Signature of Parent

Date

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date

Application For Enrollment

Student #1 Information

Date: ____/____/____

| | | | |
|-----------------|------------|-------|-----------------------------|
| First | Middle | Last | |
| Enrollment Year | Age | DOB | Grade at time of enrollment |
| Cell Phone | Home Phone | | |
| Email Address | | | |
| Street Address | City | State | Zip |

Student #2 Information

Date: ____/____/____

| | | | |
|-----------------|------------|-------|-----------------------------|
| First | Middle | Last | |
| Enrollment Year | Age | DOB | Grade at time of enrollment |
| Cell Phone | Home Phone | | |
| Email Address | | | |
| Street Address | City | State | Zip |

Student #3 Information

Date: ____/____/____

| | | | |
|-----------------|------------|-------|-----------------------------|
| First | Middle | Last | |
| Enrollment Year | Age | DOB | Grade at time of enrollment |
| Cell Phone | Home Phone | | |
| Email Address | | | |
| Street Address | City | State | Zip |

Student #4 Information

Date: ____/____/____

| | | | |
|-----------------|------------|-------|-----------------------------|
| First | Middle | Last | |
| Enrollment Year | Age | DOB | Grade at time of enrollment |
| Cell Phone | Home Phone | | |
| Email Address | | | |
| Street Address | City | State | Zip |

Student #5 Information

Date: ____/____/____

| | | | |
|-----------------|------------|-------|-----------------------------|
| First | Middle | Last | |
| Enrollment Year | Age | DOB | Grade at time of enrollment |
| Cell Phone | Home Phone | | |
| Email Address | | | |
| Street Address | City | State | Zip |

Father's/Guardian's Information

| | | | |
|----------------|----------|------------|-----|
| First | Middle | Last | |
| Cell Phone | text y/n | Home Phone | |
| Email Address | | | |
| Street Address | City | State | Zip |
| Employer | | | |

Mother's/Guardian's Information

| | | | |
|----------------|----------|------------|-----|
| First | Middle | Last | |
| Cell Phone | text y/n | Home Phone | |
| Email Address | | | |
| Street Address | City | State | Zip |
| Employer | | | |

Previous Schools Attended

| | | | |
|-----------------|------------|----------|-----|
| School Name | | | |
| Grades Attended | Start Date | End Date | |
| Address | City | State | Zip |
| Phone | Fax | | |
| Website | | | |

Previous Schools Attended

| | | | |
|-----------------|------------|----------|-----|
| School Name | | | |
| Grades Attended | Start Date | End Date | |
| Address | City | State | Zip |
| Phone | Fax | | |
| Website | | | |

Previous Schools Attended

| | | | |
|-----------------|------------|----------|-----|
| School Name | | | |
| Grades Attended | Start Date | End Date | |
| Address | City | State | Zip |
| Phone | Fax | | |
| Website | | | |

Home Church Information*Although church attendance is strongly encouraged, it is not required to enroll in LCS.*

| | | | |
|-----------------------------|--------------|-------------------------------|-----|
| Church Name | | | |
| Address | City | State | Zip |
| Pastors Name | Church Phone | | |
| Pastor's Email | | | |
| How long have you attended? | | How frequently do you attend? | |

Has the student ever been expelled or suspended from school? Yes No If so, please explain.

Has the student ever been held back a grade in their previous school? Yes No If so, please explain.

How did you hear about LCS? Social Media Billboard Email Church Friend Mailing
 Student _____ Other_____

I intend to communicate clearly with my student's teachers and the administration concerning my student's grades and behavior.

I understand that it is a privilege, not a right, to attend Legacy Christian School. With this in mind, students must conduct themselves in a manner that is respectful and honoring towards all authority.

I have read the Student Handbook paying special attention to all bold typed changes from any previous handbooks.

I understand the rules and policies in the Handbook and as a parent and give Legacy Christian School faculty permission to carry out any disciplinary action in the aforementioned handbook they deem necessary for my student.

I will work cooperatively with the school whenever disciplinary procedures are deemed necessary.

I will pay my tuition and fees in a timely manner and will communicate with the administration if there is any reason for delay in my payments.

Name Relationship Date

Name Relationship Date

Medical Release

I give permission for Legacy Christian School to seek appropriate medical care for my child in the case I cannot be reached. This includes calling 911 or taking them to the hospital if necessary.

Should an emergency arise, it is understood that a conscientious effort will be made to locate, in order; all persons listed as emergency contacts on the registration form, before emergency action is taken.

I agree to provide a copy of my child's shot records to LCS.

I agree that any expenses of emergency treatment, care and transportation are my financial responsibility.

Medical Information

| | |
|--------------------|-------|
| Student Name | Age |
| Personal Physician | Phone |
| Allergies | |
| Insurance Provider | |
| Policy Number | |

Emergency Numbers

| | | |
|--------------------|------|--------------|
| Emergency Number 1 | Name | Father |
| Emergency Number 2 | Name | Mother |
| Emergency Number 3 | Name | Home |
| Emergency Number 4 | Name | Relationship |
| Emergency Number 5 | Name | Relationship |
| Emergency Number 6 | Name | Relationship |
| Emergency Number 7 | Name | Relationship |
| Emergency Number 8 | Name | Relationship |

Comments:

Signature of Parent/Guardian

Date

Pick-up Permission Form

Please note: Only those persons listed on this form are granted permission to pick-up your student from Legacy Christian School. Any alterations for this list must be made, dated and initialed by the Parent/Guardian.

The persons listed below have my permission to pick-up my student from Legacy Christian School.

Signature of Parent/Guardian

Date

| | | |
|------|--------------|-------|
| Name | Relationship | Phone |
| Name | Relationship | Phone |
| Name | Relationship | Phone |
| Name | Relationship | Phone |
| Name | Relationship | Phone |

Photography/Video Agreement

I understand that a photographer or videographer from Legacy Christian School may take a picture with my student (listed below) in it, either individually or in a group.

I further understand that these pictures, whether in print or online, may be used in future brochures, videos, or other publications of Legacy Christian School or its affiliate corporations.

Student's Name

Signature of Parent/Guardian

Date

Tuition and Fees

This is one area in which we are proud to be **comparable to other Christian Schools!** We desire for Christian education to be affordable. Our church, Church of Joy, Inc. provides resources that permit us to offer a private, Christian education at a price you can afford. Our teachers serve as ambassadors in Christian education because they believe in the vision of education the next generation.

Tuition Payment Policy and Tuition Contract

All forms, application and Tuition Contract, must all signed by the parents, acknowledge the parents' acceptance of school policies and financial obligations to LCS. Tuition payments may be paid in full annually, by semester, or monthly. Tuition payments are due on the 1st of each month and are late if paid after the 5th. Make checks payable to Legacy Christian School. Payments can be made at the school office by cash or check made out to Legacy Christian School.

*****LATE CHARGE---** A late charge of \$35.00 will be assessed to your account if any payment is not received within 5 days from the payment due date.

DISHONORED PAYMENT-- A returned check fee of \$30.00 will be assessed to your account for any checks returned to your bank unpaid. Delinquent automatic deduction accounts may incur multiple fees if we unsuccessfully attempt withdrawals for both current and past due amounts. Your bank may impose additional fees.

NOTE: For tuition which is 5 calendar days past due, you will receive by email and mail, a late notice with a \$35.00 late fee applied to your account. If your account remains unpaid after 30 calendar days, you will receive a letter by mail that states your child will be dismissed from Legacy Christian School if the amount due is not received 60 days from the original due date. Your child may be reinstated into LCS when all fees are paid in full. A student may be re-enrolled for the following year only if all tuition and fees from the prior year have been paid in full.

Tuition

| Annual Tuition | Monthly Payment |
|----------------|-----------------|
| \$5,000 | \$500 |

Fees

| Registration Fee | Books/Materials |
|------------------|--------------------|
| \$100 | Pending Enrollment |

First month's tuition and fees are due by September 5th. Each month going forward tuition for each child is due the 1st of each month.

School Calendars

Legacy Christian School follows a traditional school schedule with regular breaks and holidays. The yearly calendar, given out at the beginning of the year, is tentative and subject to change. Please refer to the monthly calendar on our website for more accurate dates and closings.

The school day begins at 8:30 a.m. for all students and dismisses at 3:30 p.m.

Attendance

Excused absences will consist of the following:

- A. Personal illness or injury,
- B. Death in the family,
- C. Court appearance,
- D. Medical or dental appointments,
- E. Family emergencies, or
- F. Family trips when excused by the school staff in advance.

The parents or guardian shall email or call the school office by 10am any time a student is absent. If no email is sent and no call received, the student will be marked "Unexcused Absence". It is the responsibility of the parent of the student to contact the teacher regarding make-up work. One day for each day absent will be allowed for the child to complete and return make-up work.

**Any illness causing absence of three days or more will require a note from the child's doctor upon the child's return to school.

Late Pick-up Fees

For a full-time student remaining ten minutes after dismissal, he/she will automatically be placed in after-school care. There will be an additional charge of \$5.00 PER HALF HOUR, which will be added to the student's account. If students are not picked up by closing time, there will be an additional charge of \$5.00 per 5 minutes, beginning with the first five minutes after closing.

End of Day Dismissal Form

A Dismissal Authorization Form for EACH CHILD must be provided stating who may pick up the child from school. This form MUST be on file on or before the first day of school. LCS will only release students to parents or other individuals designated on the form; ID's will be checked at initial pickup by a new pickup person.

Contact the office for changes.

Discipline Policy

Proverbs 10:17, "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."

Legacy Christian School adheres to the expectations and guidelines set forth in the Bible as behaviors that are **"true, noble, right, pure, lovely, admirable, excellent or praiseworthy."**

Philippians 4:8

Legacy Christian School expects students to participate in the pledges to the Bible, Christian flag, American flag and chapel every day.

There are certain behaviors which LCS considers intolerable and for which it has developed a zero-tolerance policy. These offenses are as follows:

- A. Fighting or threatening to fight.
- B. Disrespect of school staff or other students. This may include, but not be limited to, the use of obscenities towards others, willful disobedience of staff members, sexual harassment, etc.
- C. Destruction and/or damage of school/property.
- D. Possession, use, or distribution of illegal drugs or alcohol.
- E. Possession of any weapons, real or fake.
- F. Any circumstantial evidence of any of the things listed above gives the administration the right to suspend a student.

The consequence of any of these offenses is suspension. The length of suspension will be determined by the administration based on the seriousness of the offense, prior discipline record, and the student's attitude.