

# **OZARKS CHRISTIAN ACADEMY**

## ***EQUIPPING THE NEXT GENERATION OF DISCIPLES***

### **ADMISSIONS & APPLICATION PROCEDURES**

#### **ADMISSIONS**

The selection and make-up of the school's student body is second only to staff selection in the impact it has upon the school's mission. The family-like atmosphere OCA seeks to foster is due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we want to do all we can to maintain and build up that atmosphere.

#### **The basic process for new applicants is as follows:**

- 1. January 1 through June 1 of each year:** New applications will be dispersed, and completed applications will be collected. Date of application will be recorded but will not be a consideration in acceptance.
- 2. June 1 – June 30:** Interviews, school visits, and requisite documentation related to each new student will be evaluated. (After June 1, applications will still be accepted and reviewed according to the same selection standards but only after the initial pool of applications has been considered.)
- 3. June 1 – July 15:** Notification of acceptance or denial will be mailed to each applicant. Accepted applicants will receive all appropriate information for preparing for school, including financial arrangements.
- 4. After July 15 (or after all notifications have been mailed):** Applications will be considered as they are received and as space permits.

A student's academic achievements will be considered in the application process, but only for grade placement, not as the primary determinant for acceptance. Again, we are seeking to enroll those students who, because of their own families' priorities, will most benefit from what OCA can offer to them.

#### **APPLICATION PROCESS**

##### Application Forms

The application process will begin upon submission of the following enclosed forms and the \$25.00 application fee:

- Student Application
- Parent Questionnaire & Statement of Faith Agreement Form
- Pastoral Reference Form
- Student Record Release Form

##### Interview

An interview between Headmaster, Board and prospective parent(s) and student(s) will be scheduled upon receipt of the above forms. This interview is required for acceptance into OCA.

##### Testing

All applicants for Kindergarten must meet only age and maturity requirements for developmental readiness.

Applicants for 1<sup>st</sup> grade and above without standardized test records are required to undergo admissions testing as follows:

- The Math and Reading portions of a standardized achievement test are used.
- Admissions tests are given by appointment only.
- Results of individual tests are confidential.

### Acceptance

The Headmaster and Board reviews an application file only when it is complete. Parents will be notified of acceptance by mail. Upon acceptance, an appointment must be made to complete the enrollment process. The enrollment appointment will consist of the following:

- Completion of Contact and Emergency/Medical Form
- Payment of Curriculum Fee of \$200.00 Per Child
- Distribution of Teacher’s Welcome Letter and School Supply List

## **TUITION AND FEES**

<u>Preschool</u>	<u>Kindergarten</u>	<u>1<sup>st</sup> -10<sup>th</sup> Grade</u>	
M-F \$125.00	\$1,750.00	1 <sup>st</sup> Student	\$2,950.00
M/W/F \$75.00		2 <sup>nd</sup> Student	\$2,360.00
		3 <sup>rd</sup> Student	\$1,770.00
		4 <sup>th</sup> Student	\$1,180.00
		5 <sup>th</sup> Student and over	\$ 590.00

-Tuition is due on the 1<sup>st</sup> of each month, with the first payment due July 1 (12 monthly payments).

-If an account becomes more than 30 days delinquent, the student(s) will be suspended. If the account is not paid within an additional 15 days the student(s) will be dismissed from the school. There will be a \$15.00 late fee after the 5<sup>th</sup> day of the month and \$5.00 per day until paid in full.

-For your protection, payments will be accepted in check or money order. Please do not pay in cash.

-Tuition for students who attend for only part of a school year will be pro-rated on a school calendar monthly basis. Attendance during any part of a school month will require full payment of tuition up to the end of that month.

-Transportation, food, clothing, books and certain student supplies are not included in the tuition.

### **Application Fee - \$25.00**

The application fee is for each new student and is due when all forms are completed (non-refundable).

### **Curriculum Fee - \$200.00 per student/ \$100.00 per preschool student**

The curriculum fee is due upon acceptance (non-refundable).

**Office Use Only**

- 1. Date Application Received \_\_\_\_\_
- 2. Registration Fee Received \_\_\_\_\_
- 3. Interview Date \_\_\_\_\_
- 4. Entrance test taken \_\_\_\_\_
- 5. Accepted \_\_\_\_\_ Denied \_\_\_\_\_

**OCA STUDENT APPLICATION**

Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Sex \_\_\_\_\_ D.O.B. \_\_\_/\_\_\_/\_\_\_ Grade Entering \_\_\_\_\_

Name of Student \_\_\_\_\_ Sex \_\_\_\_\_ D.O.B. \_\_\_/\_\_\_/\_\_\_ Grade Entering \_\_\_\_\_

Name of Student \_\_\_\_\_ Sex \_\_\_\_\_ D. O.B. \_\_\_/\_\_\_/\_\_\_ Grade Entering \_\_\_\_\_

Home Address \_\_\_\_\_

City/ State/ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

Mother's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

E-Mail address (if any) \_\_\_\_\_

1. Do you agree to have your children taught in accordance with the attached Statement of Faith? \_\_\_\_\_

Are there any points in it which are inconsistent with your convictions? \_\_\_\_\_

If so please explain. \_\_\_\_\_

2. Have you read the school handbook? \_\_\_\_\_ Are there any points of philosophy or school policy which are inconsistent with your goals for your family? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

3. How did you hear about OCA? \_\_\_\_\_

4. Why do you want your child to attend OCA? \_\_\_\_\_

5. How do you think the parents should participate in the education of their children? \_\_\_\_\_

6. Is either parent, step-parent, or guardian opposed to a Christian education? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

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7. Family's Church \_\_\_\_\_ Pastor \_\_\_\_\_

8. OCA is greatly helped by parents who regularly and enthusiastically serve as volunteers. Do you have skills that could be of assistance? \_\_\_\_\_

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9. Please list the school last attended or presently attending.

a. Name of Student \_\_\_\_\_ Teacher's name \_\_\_\_\_

School name \_\_\_\_\_ Phone \_\_\_\_\_

Address: City/State/Zip \_\_\_\_\_

b. Name of Student \_\_\_\_\_ Teacher's name \_\_\_\_\_

School name \_\_\_\_\_ Phone \_\_\_\_\_

Address: City/State/Zip \_\_\_\_\_

c. Name of Student \_\_\_\_\_ Teacher's name \_\_\_\_\_

School name \_\_\_\_\_ Phone \_\_\_\_\_

Address: City/State/Zip \_\_\_\_\_

10. OCA is not staffed to handle students with severe learning disabilities or those who have trouble behaviorally. For your child's best interest, please be candid when you answer the following questions. (If more than one child is applying, please consider each one when answering.) Further elaboration on your answers may take place during an interview.

a. Has the student ever been referred for testing or placed in a special program? Yes \_\_\_\_  
No \_\_\_\_

b. Has the student received any other special help or tutoring? Yes \_\_\_\_ No \_\_\_\_

c. Has the student ever repeated a grade for any reason? \_\_\_\_ If so, which grade? \_\_\_\_\_

d. Has the student received any special honors or awards for scholastic achievements?  
Yes \_\_\_\_ No \_\_\_\_

e. Has the student ever been suspended or expelled by a previous school? Yes \_\_\_\_ No \_\_\_\_

f. Has the student ever seen a counselor/doctor/psychiatrist for any type of social, behavioral, or mental problems? Yes \_\_\_\_ No \_\_\_\_ If so, briefly state the nature of the problem: \_\_\_\_\_

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g. Has the student ever been examined or treated by a counselor/doctor/psychiatrist for hyperactivity or attention deficit disorder (ADD or ADHD)? Yes \_\_\_\_ No \_\_\_\_

h. Do you suspect or have you been told that your child might have dyslexia? Yes \_\_\_\_ No \_\_\_\_

I. Has the student ever been involved in legal problems or been arrested? Yes \_\_\_\_ No \_\_\_\_

11. After the school receives the completed application and other required materials, we will contact you to arrange an interview. If it is determined that an entrance exam may be helpful, the school will arrange that with you as well.

PARENTAL SIGNATURE

I certify that this application is correct. I understand my financial commitment and the dates payments are due, and I agree to faithfully meet my obligations to the school. I have read, understand, and agree with the school's guidelines and policies in the appropriate handbook(s).

Date \_\_\_\_\_ Parent or Guardian \_\_\_\_\_

# OCA PARENT QUESTIONNAIRE

(answer key on next page)

Names of Parents: \_\_\_\_\_

1. Would you be willing to volunteer in any of the following areas?  fine arts  secretarial  
 classroom aide  building maintenance  subbing  other \_\_\_\_\_

2. Do you support the following aspects of the curriculum and school policies?

<b>Please circle:</b>	<b>Y=Yes</b>	<b>N=No</b>	<b>Q=Qualified Answer</b>
Discipline Policy	Y-N-Q		Scripture memorization Y-N-Q
Required outside reading	Y-N-Q		Frequent memorization Y-N-Q
Latin	Y-N-Q		Learning Disability Policy Y-N-Q
Dress Code	Y-N-Q		Applied classical ed. philosophy Y-N-Q

3. If a conflict arises between you (or your child) and the classroom teacher, an administrator, or the school board, in your attempt to resolve it, at what point, if any, would you call or write to other parents?

\_\_\_\_\_  
\_\_\_\_\_

4. Which virtues would you most like your child to exhibit?

\_\_\_\_\_  
\_\_\_\_\_

5. With regard to your child's personal priorities, which is more important: high achievement (grades, leading roles, rebounds) or doing one's best? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. If you find that your child is sinking academically, how would you respond?

\_\_\_\_\_  
\_\_\_\_\_

7. How much time for homework is tolerable in your family?

\_\_\_\_\_  
\_\_\_\_\_

8. Should a grade of "C" be a cause for pride and praise if a student is working to the best of his potential?

Yes \_\_\_\_\_ No \_\_\_\_\_ Why or why not? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Would you expect a teacher in a class of 18 students to spend 25 % of his/her effort on one child with academic, behavioral, or emotional problems if that child were yours? \_\_\_\_\_ If it were not yours? \_\_\_\_\_.

10. How do you promote spiritual values in your home? \_\_\_\_\_

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Signatures of adults bearing responsibility for these applicants:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ANSWER KEY**

### **to Parent Questionnaire**

Why are we giving you an open-book test? It's similar to a driver's license examination. You get the questions and answers ahead of time because the goal is not to flunk applicants, but rather to make sure they read and understand the lesson. Every one of those questions deals with real-life questions and concerns that could arise. When you read these answers which reflect the school's philosophy, you may wholeheartedly agree, or you may not agree at all. If you don't agree, then you have three choices of action. First, you can decide not to enroll your child and choose another school more in keeping with your philosophy. Second, you can be honest about your disagreement but plan to go along with our philosophy of education. Third, you can agree and figure you can always object later. If this isn't a school you can appreciate unreservedly (or at least tolerably) and support without major changes, the best course would be to back out gracefully now. The Lord God (Deut. 6:4-9, Eph. 6:4) requires parents to be active leaders in the education of their children, but that responsibility does not include trying to re-shape an entire class or institution to fit your individual preferences. Positive criticism and ideas are always welcome, especially when they are in line with our adopted philosophy. We are eager to answer any questions you may have which will help you make a good decision.

1. A great school needs the active participation of parents. Everyone has skills and knowledge which contribute to advancing our educational mission.
2. You would be surprised how often parents will object to one facet of the curriculum. They may love the reading program but don't see why their child has to memorize, take Latin or follow the dress code. We expect parents to support them. We are constantly seeking to upgrade the curriculum. However, no aspect of the curriculum is optional, and school policies should be willingly obeyed. If your attitude is not supportive, your child will pick it up, and this will be reflected in his work and attitude at school.
3. Conflicts should be resolved at the lowest level possible, in accordance with Matthew 18. If you have a problem with a teacher, the headmaster, a board member, or other parents, you must first meet with the headmaster, and if an agreement cannot be reached, both parties should then approach the next level of authority. You should not gossip with other parents about a problem.
4. Answers to this question will vary from family to family and child to child. But we would like to get an idea of what values are important to your family.
5. Wise parents will not contribute to modern society's worship of success by paying too much attention to the outward marks of achievement. Our goal is for every student to do his best, to work up to his potential in every area. Not every student can jump seven feet, and not every student can make the honor rolls at OCA. All students have their strengths and their weaknesses.
6. Our curriculum goals demand much effort from every student. Parents of students who must work harder to keep up with the academic demands may well need to limit extracurricular activities and insist on completion of homework on some nights. We don't work academics around our extracurricular activities; studies come first.
7. We have set certain guidelines for homework within the elementary. We base these guidelines on what we have come to believe are reasonable, necessary amounts for most students. We also highly value family time and will do all we can to respect it. If your student uses the time given in class to work, normally he should not have an excessive amount of homework.
8. Students transferring in and out of OCA often find that good grades are harder to come by at this school. A grade of "C" may represent average achievement at OCA but may also represent excellent effort by a given student. That student should not be made to feel inferior by a parent's expectation for higher marks. If you want uniformly high grades, this may not be the school for you. If you want high achievement, it is.
9. A teacher's attention is never going to be evenly divided among students; nor is a parent's among his own children. But there is a point beyond which we are being unfair to the compliant majority. This is a small school with a conservative budget and limited resources, and we simply

can't be all things to all people.

10. There is no right answer here, of course. We want to know what is important to your family.

## **STATEMENT OF FAITH**

This is a statement of the primary doctrines OCA embraces and teaches. If this is the statement of your basic Christian convictions also, please indicate this by your signature. If at any point you disagree or have questions, please state your view or questions on the back of this application.

**WE BELIEVE** and teach that there is one sovereign God, eternally existing in three persons: the everlasting Father; His only begotten Son, Jesus Christ our Lord; and the Holy Spirit, the giver of life, and we believe and teach that God created the Heavens and the earth out of nothing by His spoken Word and for His own glory.

**WE BELIEVE** and teach that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing so that they are fully trustworthy and of supreme and final authority in all they say.

**WE BELIEVE** and teach that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and was true God and true man, existing in one person and without sin, and we believe in and teach the physical resurrection of the crucified body of our Lord, His ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate.

**WE BELIEVE** and teach that God directly created Adam and Eve, the historical parents of the entire human race, and that they were created in His own image, distinct from all other living creatures and in a state of original righteousness.

**WE BELIEVE** and teach that our first parents sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.

**WE BELIEVE** in and teach the existence of Satan, sin, evil powers and that God has defeated all these through the cross of Christ.

**WE BELIEVE** and teach that the Lord Jesus Christ died for our sins, according to Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil and that all who repent and believe in Him are justified by His shed blood and forgiven of all their sins.

**WE BELIEVE** and teach that all who embrace the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.

**WE BELIEVE** and teach that God the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living, and equips them for service and witness.

**WE BELIEVE** and teach that the one, holy, universal Church is the body of Christ and is composed of the communities of Christ's people. The task of the Church is to be God's redeemed community, embodying His love

by worshipping God with confession, prayer, and praise; by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy.

**WE BELIEVE** in and teach the blessed hope that Jesus Christ will return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.

**WE BELIEVE** in and teach the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting blessedness of the saved.

**Signature of Parent(s):** \_\_\_\_\_

\_\_\_\_\_

**OZARKS CHRISTIAN ACADEMY**  
*Equipping The Next Generation Of Disciples*

**Confidential Pastoral Reference**

**OCA thanks you for your reference. Thoughtful consideration will be given to your reference and comments. God bless you and your ministry.**

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Do you know the family personally? \_\_\_\_\_ If yes, for how long? \_\_\_\_\_

**Church Attendance**

Please circle the appropriate worship attendance.

Father	Weekly	Monthly	Yearly
Mother	Weekly	Monthly	Yearly
Student	Weekly	Monthly	Yearly

Please circle the appropriate Sunday School/Small Group attendance.

Father	Weekly	Monthly	Yearly
Mother	Weekly	Monthly	Yearly
Student	Weekly	Monthly	Yearly

Please list all activities in which this family is involved. \_\_\_\_\_

\_\_\_\_\_

Please list all leadership roles the parents have filled. \_\_\_\_\_

\_\_\_\_\_

What have you observed about this family's Christian walk? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on my personal knowledge of this family, I

- \_\_\_\_\_ Highly recommend them.
- \_\_\_\_\_ Recommend them.
- \_\_\_\_\_ Recommend them with reservations.
- \_\_\_\_\_ Do not recommend them.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Official Title \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Church \_\_\_\_\_

**Please return to: Ozarks Christian Academy  
P.O. Box 1620  
West Plains, MO 65775**