



NORTHSIDE
Christian Academy

2214 Bank Street, Louisville, KY 40212

502-778-1113 | info@northside.academy | ncaky.com

**STUDENT
PACKET**



FINANCIAL POLICIES & FEES

REGISTRATION FEE: No child is considered to be registered until the registration fee has been paid. A place will not be reserved in that class until the registration fee has been paid. **Registration fees are non-refundable.**

**Returning Students- Accounts must be current and in good standing to qualify for the early registration discount.*

BOOK FEE: Our book fees pay for all curriculum based books needed for each grade. This fee must be paid on or before June 1 (or as early as registration of student). No books will be ordered or issued until fees are paid. **Book fees are non-refundable.**

TUITION FEE: Tuition is paid on a 10 month schedule, with one month's tuition due on or before July 1, and then each month's tuition is due on the first day of each month, ending May 1. Tuition will automatically be applied to your student's account the 24th of each month, but is not considered due until the 1st. **Students having attended one day or more of any month will owe the full month's tuition. Tuition can also be paid in full at the beginning of each school year. A 5% discount is given when paying in full.**

LATE FEE: A late fee of \$25.00 will be charged to accounts if tuition is not received by the 6th of each month. All accounts must be kept current. Students whose accounts are more than 30 days in arrears will not be allowed to return to class until the account is current or prior arrangements have been made in writing with the principal/administrator.

RETURNED CHECK FEE: A \$35 fee will be added to accounts for each returned check marked "insufficient funds". At such time that two checks are returned to the school due to insufficient funds, that account will then be placed on a cash only basis.

LOST BOOK FEE: NCA will replace lost books at the parent's expense. The replacement fee is typically \$35 per book, but can vary depending on the type of book needing replaced.

We hope everyone prospers, but in the best regulated homes, emergencies arise. If financial difficulties occur, it pays to communicate with us, as our Financial Policy will be strictly enforced.

FEE COST BREAKDOWN: (fees are per student cost)

REGISTRATION: Early \$150 (current through March 31) | **Regular** \$200 (April 1 -May 31) | **Late** \$250 (June 1- start of school)

BOOK: K4 \$175 | **Kindergarten** \$250 | **1st-5th** \$300 | **6th-12th** \$325 (\$25 late fee applies after August 1st)

FUNDRAISER- \$200 **\$100 due 1st semester and \$100 due 2nd semester**

TUITION: Preschool

Full Day: 5 days- \$350 | **3 days-** \$300 | **2 days-** \$250

Half Day: 5 days- \$275 | **3 days-** \$225 | **2 days-** \$175

TUITION: Kindergarten-12th grade

1 student- \$350 | **2 students-** \$675 | **3 students-** \$950 | **4 or more students** - \$150 each additional student

**Shawnee Baptist Church members, please see the office for tuition details*

Miscellaneous fees:

PE SHIRT: \$15 *only for Kindergarten-12th grade

ATHLETIC: Junior Varsity \$100 | **Varsity** \$150 *only for students in sports programs (6th-12th)

K5 GRADUATION: \$75 [DUE April 1st] *only for K5 students

12th GRADE GRADUATION: \$125 [DUE April 1st] *only for 12th grade students

AFTER CARE: 3:15-5:30pm \$10 daily rate (\$5 daily for each additional sibling)

ELECTIVES: Certain classes (7th-12th grade) may incur extra fees for labs, online registration, etc.

UNIFORM: School uniforms and PE uniforms are to be bought by parents/guardians. *(See Dress Code)*



UNIFORM & DRESS CODE



MEN'S DRESS

- Hair must be clean and cut so that it is at least one finger width above the eyebrows on the forehead, and sideburns should be no longer than the middle of the ear opening. If a student's hair cut is not in compliance with our handbook they will be given a notice and it must be corrected within 3 days. Hair is to be off the ears and off the collar. Hair is to be tapered in the back and sides and may not be a "block" or "bowl" cut. Spiked hair, clean shaven (to the skin), dyed, or colored hair is not permitted.
- No mustaches are permitted by students. When applicable, secondary students must be clean shaven each day.
- Baggy, sagging, wide-leg pants, and "skinny" pants with elastic ankles are not to be worn.
- Knee-length shorts are permitted to be worn only by male students taking physical education and athletic team members at practice or scheduled games.
- Belts must be worn with all pants that have belt loops. The end of the belt should not hang down below the rest of the belt when worn. Belts should be solid and dark colored. Patterned belts are not permitted.
- Necklaces, bracelets, rings, or earrings are not to be worn on school property.
- Crocs will not be permitted as appropriate shoes for school (except preschool and kindergarten). No slippers, flip-flops, foam runners, or slides will be permitted as appropriate shoes as well.

LADIES' DRESS

- Hair must be clean and styled neatly. Faddish or unisex hairstyles (including unnatural coloring or bleaching) are not permitted. Hair should be of one general color and not two different colors on top and on bottom. Hair should not be in the eyes. The face should be fully visible at all times.
- Make-up may be worn with discretion. It should be light and natural looking.
- Clothing for all NCA events must not be tight-fitting or otherwise immodest. This includes low or plunging necklines or low-cut backs. Generally, a neckline should be no lower than three finger widths below the collarbone and no wider than the collarbone.
- Blouses for all NCA events are to be modest (all bottom hems of blouses, sweaters, and shirts must extend to the waistline).
- Skirts (for classroom wear) and culottes (for Physical Education) must touch the floor in the front and back when in a kneeling position. The kneecaps should be covered by the skirt when the student is seated. Skirts with slits may be worn if the slit is sewn from the bend of the knee up. Straight skirts must be loose and not be form fitting.
- No pants, slacks, capris, or shorts (including walking and basketball shorts) are permitted. (Girls can wear shorts under their skirts.)
- Earrings are allowed for girls in moderation and students may not have more than two earrings (pierced and/or clip-on) in each ear at school. No piercing on any area of the body other than the bottom earlobe is permitted to be worn during school (pierced or clip-on). Female students may have no more than two pierced holes in each ear. Jewelry, in general, should not reflect a worldly style.
- Nose rings, spacers, ear gauges, and lip piercings are not permitted.
- Open-toed shoes without backs or straps are not permitted. The heel of the shoe should be no more than 3" tall. Crocs will not be permitted as appropriate shoes for school (except preschool and kindergarten). No slippers, flip-flops, or slides will be permitted as appropriate shoes as well.
- All leggings must be one solid color (acceptable colors: black, white, royal blue, gray, or navy blue). No pajama bottoms or loose-fitting sweatpants are allowed under skirts.

UNIFORM

ELEMENTARY

Girls-Jean/casual (navy, khaki, black) skirt that covers the knee, NCA polo, casual/tennis shoes.

Guys-Jeans/casual (navy, khaki, black) pants, (belt required in 2nd - 12th grades), NCA polo shirt, socks, and tennis/casual shoes

MIDDLE SCHOOL/HIGH SCHOOL

Girls-NCA polo; navy/khaki/black skirt that covers the knee; dress, casual, or tennis shoes.

Guys-NCA polo; navy/khaki/black casual pants with belt; socks; dress, casual, or tennis shoes

ALL STUDENTS

- Only NCA approved polos and /or NCA jackets may be worn by students inside the classrooms during school hours.
- Shirts or blouses with words or worldly pictures printed on them are not permitted at any NCA events.
- Mod, unisex, and gang-related clothing is not permitted. ("Mod" refers to current fashion trends which reflect a worldly attitude as determined by the school administration.)
- Denim clothing is not to be worn during school hours unless otherwise announced by the administration (6th-12th).
- No heavy winter coats may be worn inside of the classroom. No hoodies can be worn in class at anytime.
- Along with their uniform polo, students may wear an approved light zip-up NCA jacket, a quarter zip NCA pullover, or an NCA pullover. The approved apparel is solely available thru Shaheens and must have the embroidered uniform logo.
- Caps and hats are not to be worn indoors. (classrooms, gym, etc.)
- When hats are worn for extra-curricular activities, they are to be worn with the bill in front and never during the National Anthem.
- Backpacks and lunchboxes with words or worldly pictures printed on them are not permitted.
- Students are to leave school dressed as they were dressed upon arrival (except those in physical education classes at the end of the day). Any article of clothing in question should be brought to a school administrator prior to being worn. In general, if clothing must be questioned, it should probably not be worn. It would be well to remember the saying, "When in doubt, leave it out."

CHAPEL ATTIRE

Girls-Khaki skirt that covers the knee, black school polo, appropriate shoes that follow the dress code

Guys-Khaki pants, black school polo, appropriate shoes that follow the dress code

NCA SPORTING EVENT ATTIRE

Girls-Skirt that covers the knee, or culottes; modest and appropriate shirt, or school polo; casual shoes or athletic shoes.

Guys-Jeans, sweat pants (maintaining the dress code), or knee-length shorts; appropriate shirt, casual or athletic shoes.



STATEMENT OF FAITH



1. We believe the Bible to be the one inspired, infallible, authoritative Word of God.
(2 Timothy 3:16-17, 2 Peter 1:20-21, John 20:31, Matthew 25:35)
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
(Deuteronomy 6:4, Mark 12:29, Matthew 28:19, 2 Corinthians 13:14)
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
(Matthew 1:20-21, John 10:30-38, Matthew 26:28, Hebrews 9:14, 1 Peter 3:22, Philippians 2:9, Revelation 19:11-12)
4. We believe that regeneration by the Holy Spirit is absolutely necessary for salvation of the lost and sinful man.
(Romans 8:11, 1 Peter 3:18, Romans 10:9-13, 1 John 1:9)
5. We believe the Lord Jesus Christ died for man's sins according to the Scriptures, and all who believe in Him have the forgiveness of sins through His blood. (1 Corinthians 15:3, Ephesians 1:7)
We believe an individual becomes a child of God by being born of the Holy Spirit by the word of God through a personal faith in Jesus Christ.
(John 1:12-13, 1 Corinthians 3:16)
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
(Romans 8:16, Galatians 4:6, 1 John 3:24, 1 Corinthians 3:16)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
(Hebrews 9:27, 2 Peter 2:9, Revelation 20:12, Psalm 96:13)
8. We believe that heaven and hell are definite places.
(Luke 11:12, Acts 7:49, John 14:2-4, Hebrews 11:10)
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.
(John 14:23, Ephesians 5:30, 2 Corinthians 11:2, Deuteronomy 14:2)



MISCELLANEOUS INFORMATION



Withdrawal Policy:

The office must be given one week's notice if a child is being removed from the school. If notice is not received, parents are required to pay the amount of one week's tuition.

Late Pick Up:

After school care is available for an extra charge. If your student is not picked up by 3:15pm, he/she will be sent to aftercare and the student's financial account will be charged.

FOR PRESCHOOL: Half-day students are to be picked up by 12 noon. If he/she remains past 12 noon, a \$2 fee will be charged for every 15 minutes subsequent.

Medical Care:

In case of an emergency, the parents or emergency contacts will be contacted. In the event of serious injury, 911 will be called. If the child requires medical attention, the parent's medical insurance will be responsible for any expenses connected with the injury.

Sick Policy:

Children experiencing heavy coughing, fever, or vomiting during the night should be kept home the next day. If children exhibit any symptoms of illness in the morning, it is requested that they be kept out of school. If children experience any of these symptoms during the school day, you will be notified to come and pick them up immediately.

Nut Policy:

Due to some students having severe allergies to nuts, NCA Preschool is a "Nut Free" zone. Please do not pack peanut butter, almond butter, Nutella, or any form of nuts to be in the classroom.

Phone Policy:

Students are permitted to bring a cell phone, but it must be powered down and turned into the homeroom teacher every day. Students will receive their phone back at dismissal. Students are not permitted to use their cell phone during school hours (arrival to dismissal). Students may come to the office if they need to call home.



STUDENT ENROLLMENT FORM

ALL PAGES OF THIS FORM (FRONT AND BACK) MUST BE COMPLETELY FILLED OUT & RETURNED WITH PAYMENT TO CONSIDER EACH STUDENT "ENROLLED".

Student's Name: _____ DOB ____/____/____ Grade: _____ Gender: _____ SS#: _____

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Address: _____ City: _____ ST: _____ Zip: _____

Student(s) live with: Mother Father Both Parents Guardian

Father's Name: _____ Employer: _____ Work#: _____

Father's E-mail: _____ Cell#: _____ Text Yes No

Mother's Name: _____ Employer: _____ Work #: _____

Mother's E-mail: _____ Cell#: _____ Text Yes No

Marital Status: Married Divorced Other, Please explain: _____

If the parents are separated or divorced, with whom does the student live? _____
If parent is not enrolling the child, please put official guardian information in corresponding "father or mother" lines.

Would you be willing to be a classroom/office substitute (for hire when needed)? Yes. No If yes, classroom or office? _____

School attended last year: _____ City: _____ ST: _____

Have any of your students ever failed a grade? Yes No If yes, which child & grade? _____

Have any of your students ever been tested for or diagnosed with a learning disability? Yes No

If yes, explain: _____

Have any of your students been suspended or expelled from school? Yes No

If yes, please explain: _____

Has the student ever been under the supervision of a parole officer or under the custody of a juvenile court or any other court? Yes No

If yes, please explain: _____

Have any of your students been previously enrolled at NCA? Yes No If yes, which student and year: _____

Does your family attend church? Yes No If yes, which church? _____

Have you or any of your students accepted Christ as Saviour? Yes No Unsure Baptized?: Yes No Unsure

If yes, who: _____

Were you referred by a current student? Yes No If yes, current student name: _____

Parent/Guardian Signature: _____ Date: _____



EMERGENCY, FINANCIAL, & CONSENT FORM



Are any of your students on any medication? Yes No If yes, which student and what? _____

Is it to be taken at school?: Yes No Dosage amount: _____

Is the office permitted to administer medicine such as Children's Tylenol, Children's Ibuprofen, Pepto Bismol, Tums, Benadryl, etc.?

Yes No If yes, would you like to be notified before administering? Yes No

Do any of your students have any physical defects? Yes No

If yes, please explain: _____

Do any of your students have any allergies? Yes No

If yes, which student and what allergies: _____

Family Physician: _____ Phone#: _____

If your student has an emergency, what are your preferred medical procedures (i.e. call parents first, call 911 first, etc.):

Emergency Contact: a responsible adult if the parent cannot be contacted:

Name: _____ Relation: _____ #: _____

Name: _____ Relation: _____ #: _____

Name: _____ Relation: _____ #: _____

In case of emergency, I consent to and authorize Northside Christian Academy personnel or their designee to take whatever medical action is deemed appropriate in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle and the parents will assume full responsibility for any action taken.

Parent/Guardian Signature: _____ Date: _____

I assume all financial responsibility for my student's tuition and fees at Northside Christian Academy and I understand the following:

1. Tuition is due at the 1st of each month.
2. All accounts must be kept current, and no student may attend classes if account is more than 30 days in arrears.
3. A \$25 per student late fee will be added to my account if it is delinquent after the 6th of each month.
4. The book fee is due before my child's books will be ordered.
5. The policy of Northside Christian Academy is to make no refunds on fees or tuition after the due date.
6. If a student is enrolled in NCA for even one day, a full month of tuition is owed.
7. All accounts must be current for the students to receive report cards, transcripts, or to participate in graduation exercises.
8. Before a child is considered "withdrawn" the parent MUST notify the school business office and sign a withdrawal form. Until the withdrawal form is turned in at the business office, the child will remain enrolled and will be billed accordingly.
9. Student records such as report cards, transcripts, etc. are not released until the account is PAID IN FULL.
10. NCA reserves the right to dismiss any student not in harmony with our goals and policies. The school also reserves the right to dismiss any student whose financial obligations remain unpaid after the due date.



Parent/Guardian Signature: _____ Date: _____

In making application for my child, I desire to have him/her complete the school year at NCA. I hereby give my permission for my child to take part in all activities of Northside Christian Academy. I further agree to indemnify and hold Northside Christian Academy harmless for any and all liability that may result from my child attending or participating in all activities of Northside Christian Academy. I believe that discipline is necessary for the welfare of each student. I give Northside Christian Academy permission for my child's teacher and/or school representative to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in NCA's handbook. We agree that if a conflict arises between our child/family and others in the NCA family (students, parents, faculty, staff, or administrator), we will address the concern directly with that person alone. I agree to cooperate with the school to ensure our child's daily attire meets the Dress Code. I hereby grant permission for Northside Christian Academy to use my child's photograph and/or video recorded image for purpose of marketing promotions. I have read all of the policy provisions listed on this form. The signature below indicates my understanding of these policies.

If you wish for your child's photo to not appear on our social media/ads, please send in a handwritten statement with your detail, signature, and date.

Northside Christian Academy reserves the right to dismiss any student not in harmony with our goals and policies.

Northside Christian Academy does not discriminate on the basis of race, color, national or ethnic origin.



Parent/Guardian Signature: _____ Date: _____



AUTHORIZATION TO RELEASE RECORDS

ATTENTION: Please provide previous school information.

Previous School: _____

School Address: _____ City: _____ ST: _____

School email : _____ Phone: _____

Student Name: _____ DOB: _____

Student Start Date at NCA: _____

I hereby request and permit the release and forwarding of the student records indicated herein for the above named student. I understand my rights to review these records.

Parent/Guardian Signature: _____ Date: _____

To Whom It May Concern:

The above named student has enrolled in our school. Please release any and all records including but not limited to permanent records, Certificate of Immunization status, behavioral records, etc.

PLEASE SEND RECORDS TO:

NORTHSIDE CHRISTIAN ACADEMY

2214 Bank Street

Louisville, KY 40212

School Phone: 502-778-1113

Contact: Heather Mitchell

Email: heather@shawneebaptist.church

NCA OFFICE USE ONLY

DATE SENT RECORDS REQUESTED _____

FORMAT OF REQUEST _____

SPECIFIC PERSON OR EMAIL SENT TO _____

NOTES _____
