



**SUNSHINE CHRISTIAN ACADEMY**  
Early Learning Center • Elementary • Middle

**2022 - 2023**

# **Enrollment Application Form**

*for new and existing families*

**Mission:**

*The mission of Sunshine Christian Academy is to partner with Manatee County to provide a biblically based academic environment where children will grow intellectually, physically, socially, and spiritually.*



**Kindergarten-Grade 8 APPLICATION FORM**



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**Affordable Tuition and Rates**

Sunshine Christian Academy is a non-profit entity that strives to keep our prices affordable while striving for an excellent program for all seeking a Christian education for children. Funding the education of a student is a major investment for most families and it is our goal to have a socioeconomic base among our students that represent the broader Christian community. All tuition costs go to the operations of the institution. To achieve this objective, SCA accepts several scholarships, discounts, to keep tuition affordable.

**Tuition Schedule:** The tuition schedule is broken down into three choices.

- (1) Paid in full. 5% tuition discount if paid in Full **by July 1** prior to the school year starting.
- (2) 10 installments of full tuition price. Each installment due on the 1st of the month starting August 1 ending May 1. The first installment falls on August 1. This is not related to any summer camp payments or rates, including summer camp or SCA Pre-K summer camp. The first installment is allocated for school tuition only. Please note there may be fees due for your summer camp at the same time, allocated to summer camp only.

**Tuition Discounts:**

- (1) A 2nd Child discount at 15% of tuition cost. This applies to a sibling in the Daycare as well. The Office Administrator will determine which child the 15% discount applies to.
- (2) A 15% discount applies to TCAB members, after meeting the named requirements: must have attended for OVER 6 months, currently attend regularly, and an approval letter written from the Senior Pastor of the Church, all prior to discount being in effect.
- (3) **The State of Florida Scholarships**  
Offer funding opportunities to Florida residents. Those that are accepted at SCA include: SUFS ([Step Up for Students](http://www.stepupforstudents.org)), Family Empowerment Scholarship, FES-UA (formerly Gardiner) Scholarship, [McKay](http://www.mckayscholarship.com) Scholarship, and AAA scholarship. These are administered through the State of Florida, and each has its own set of qualifying criteria. To learn more or to begin the application process, please visit the following websites. Each scholarship is subject to change by the state, and the parent owes any fees unpaid by any of the scholarships. **The parent is ultimately responsible for all tuition to the student account, if unpaid by the scholarship program.** The parent is also responsible for each students’ scholarships management partnering with Sunshine Christian Academy. The parent contacts the State Agency for all scholarship questions.

**Step Up for Students (SUFS) and Family Empowerment** [www.stepupforstudents.org](http://www.stepupforstudents.org) (Determined by family income for grades K-8)

**AAA Scholarship**.....[www.aascholarships.org](http://www.aascholarships.org) (Determined by family income for grades K-8)

**Gardiner** .....[www.stepupforstudents.org](http://www.stepupforstudents.org) (For students diagnosed with learning disability)

**McKay Scholarship** [www.mckayscholarship.com](http://www.mckayscholarship.com) (For student with a 504 plan or IEP plan) *This scholarship is merging with the others this year and will most likely have the same web address as they do soon.* ([www.stepupforstudents.org](http://www.stepupforstudents.org))



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TUITION FOR 2022-2023 SCHOOL YEAR

**KINDERGARTEN (K5) ANNUAL TUITION\* .....\$8900**

*(or 10 installments of.....\$890*

**KINDERGARTEN (K5) BOOK FEES\*\*\* .....\$250**

\*\*\*Due by June 1st.

**GRADE 1 - 9 ANNUAL TUITION\*.....\$10,300**

*(or 10 installments of.....\$1030*

**GRADE 1 - 3 BOOK FEES\*\*\* .....\$250**

**GRADE 4-9 BOOK & TECHNOLOGY FEE\*\*\* .....\$500**

\*\*\*Due by August 1st.

\*STEP UP FOR STUDENTS, FAMILY EMPOWERMENT, FES-UA (formerly GARDINER), McKay, & AAA scholarships are awarded by the State of Florida. Please see their website for more information. They pay the school directly, if you meet the requirements and follow all the policies set forth. The parents must be current with all the tuition fees owed to Sunshine Christian Academy to remain in the program, and the student must follow the attendance policy. The parent owes any additional fees and tuition not paid by these programs, paid in full or 10 installments. Also, if a scholarship does not pay any portion of what they quoted us, the parent is responsible for the remaining balance.

**All applicants for admission are considered without regard to sex, race, age, or national origin. Application/registration fee of \$75 for K - Grade 9 is due at time of registration and is non-refundable.**



## SUNSHINE CHRISTIAN ACADEMY

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### **ENROLLMENT POLICY:**

When a child enrolls in Sunshine Christian Academy a place is reserved for the entire school year. We ask parents to make every effort to complete each semester before making changes in their child's school or community. When a change during the school year is unavoidable, tuition charges will be prorated monthly. New students will be charged for the entire month when they are first enrolled and transferring students will be charged for the entire month during which they are last enrolled. An adjustment will be made when the ending or beginning of a quarter does not coincide with the month. Report cards and transcripts are released to students, parents, or other schools only when the student's account is current. A full Sunshine Christian Academy parent/student handbook will be given to each family at Back-to-School night in August.

**The parent is responsible for all fees to equal full tuition.**

**\*\*\*\*TUITION IS NON-REFUNDABLE**

### **Academy Hours :**

Sunshine Christian Academy is open from 7:00 am to 6:00 pm, Monday through Friday, except for the holidays listed in the Parent-Student Handbook. School hours are 8:00 am until 3:30 pm. A student is tardy after 8:00. Seven tardies equal one absence.

**No portion of the tuition is designated as a before and after care fee.**

**Curriculum:** Sunshine Christian Academy basically uses A Beka and Ignitia faith-based curriculum to give students a Christ centered world view

### **School Days Off.**

See our calendar for a schedule of our school year. The weeks of **Fall Break, Christmas Break and Spring Break we are closed.**

### **Lunch Policy:**

K-8 Students are required to bring their own lunch/drink from home. We do not use a refrigerator. We only have minimal access to a microwave. Soda is not allowed under any circumstances/each student will have one snack time per day so pack accordingly/we encourage parents to bring healthy lunches and snacks/please no candy, cakes, chocolate, etc.

\*\*Sunshine Christian Academy also offers hot lunches from our Early Learning Center kitchen. A monthly menu is sent out and you have the option to order lunches.

\*\*You can choose to order lunches for the whole month, or you can pick and choose which days your student wants a catered lunch and bring a lunch from home on the other days. Our ordered lunch policy states that a menu will only be accepted if the payment is attached with it. There are no lunch refunds or credits given for days absent.

### **School Uniform Policy:**

\*\*Boys may wear Navy or khaki shorts or slacks with royal blue, burgundy, or white, collared polo shirts.

\*\*Girls may wear navy, khaki or red/blue uniform plaid skirts, jumpers, slacks, or shorts with light blue, royal blue, burgundy, or white c collared polo shirts.

\*\*\*Socks and closed toe shoes must be worn daily. Tennis shoes must be worn on PE days. No sandals, crocks, or flip flops permitted at any time. (Navy blue shorts may be worn under the skirt or jumper for dance, P.E., and playground purposes.

Enrolling for Grade \_\_\_\_\_ (K through Grade 9) Year Applying for \_\_\_\_\_ Race \_\_\_\_\_

Student's FULL Name \_\_\_\_\_ (M or F) Age \_\_\_\_\_ Birthdate \_\_\_\_\_

County of Residence \_\_\_\_\_ Birthplace \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If your child's last name is different than your name, please state \_\_\_\_\_

Home Phone # \_\_\_\_\_

Home Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Last School Attended \_\_\_\_\_ Phone of last school \_\_\_\_\_ Grade Enrolled \_\_\_\_\_

Marital Status: Married ( ) Divorced ( ) Separated ( ) Widowed

Child's Living Arrangements: { } Both Parents { } Mother { } Father { } Grandparent { } Other \_\_\_\_\_

Child's Legal Guardian(s): { } Both Parents { } Mother { } Father { } Grandparent { } Other \_\_\_\_\_

-----  
*Please list below in order of who can be contacted for the student beginning with the first person to be contacted for emergency (Mom, Dad, Guardian, grandparent, etc.). The student may be released to the persons stated below in the box and the persons below may be contacted in case of emergency.*  
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Relationship	Last	First	Cell #	Work #	Home #	Work Name

Fill in what is applicable for contacts below.

Father's Name \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Guardian Name \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



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**PHOTO RELEASE PERMISSION TO PUBLISH PHOTO IN YEARBOOK, WEBSITE, BROCHURES,**

**ADVERTISEMENTS ETC.** YES \_\_\_\_\_ NO \_\_\_\_\_ Parent Signature \_\_\_\_\_

Check the way in which you became interested in Sunshine Christian Academy: ( ) Street Sign ( ) Online ( ) Newspaper Church ( ) Relative ( ) Brochure ( ) Academy Parent ( ) Alumni ( ) other \_\_\_\_\_

Please list below in chronological order all other siblings or children living in the same household.

Relationship	Last	First	DOB	School Attending	Grade

Church affiliation: (optional) \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Child's Physician Name: \_\_\_\_\_ Phone # \_\_\_\_\_ City \_\_\_\_\_

Health Insurance Policy # and Group # \_\_\_\_\_

Has the student ever been suspended or expelled from any school? \_\_\_No \_\_\_Yes

My child has the following special physical, psychological or educational need(s): (Specify none if there are none).

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

My child has the following pre-existing illness, allergies, or health concerns (physical or psychological):

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

Statement of Nondiscrimination

Sunshine Christian Academy admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate based on race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated remediation/special programming. Sunshine Christian Academy does not have a formal Special Education program such as a public-school IEP or 504 plan. We do not formally accept these plans; however, we do accept students with these plans, and we do our best to accommodate them also. Furthermore, struggling students will be offered tutoring services, when available, the cost of which vary and ultimately are the parent's responsibility.

PARENT AGREEMENT with SUNSHINE CHRISTIAN ACADEMY

Should (Student Name) \_\_\_\_\_ (DOB) \_\_\_\_\_ suffer an injury or illness while in the care of Sunshine Christian Academy and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

1. I agree to allow Sunshine Christian Academy provide care for (Child's Name) \_\_\_\_\_ on Monday through Friday (unless the school is closed according to the published school calendar or inclement weather or other unforeseen acts of God) during regular school hours from August to June according to the published school calendar.
2. Before any medication is dispensed to my child, I will provide a written authorization, which includes dates; name of child; name of medication; prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with my child's full name marked on it.
3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), or person authorized by parent(s), or facility personnel.
4. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records, etc.
5. Sunshine Christian Academy agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.
6. I agree to pay all monthly tuition and fees by the 5<sup>th</sup> of each month. All fees are due and payable regardless of the child's attendance. I agree to pay a \$60 fee for all returned checks.
7. I understand that any account that becomes past due by 30 days may result in the financial suspension of the student(s) from Sunshine Christian Academy and that the student(s) may not come to class if the account is not paid as stated. I understand that should the account become 60 days past due, the student(s) may be automatically withdrawn from the roll. I understand that all school records are held until the account has a zero balance, including any tax forms.
8. I agree to abide by the policies and procedures for Sunshine Christian Academy.
9. It is my understanding that there is no refund made on the enrollment or book fees.
10. I agree that the continued enrollment of my child in Sunshine Christian Academy is dependent on my parental support of the school, its staff, and its policies. Parents are strongly encouraged to commit to and participate in all school sponsored meetings and fundraising events.

PARENT/GUARDIAN \_\_\_\_\_

Signature

Date

**FOR OFFICE USE ONLY:**

Date Application Rec'd: \_\_\_\_\_ Entrance Exam Administered: \_\_\_\_\_

Application Approved Yes \_\_\_ No \_\_\_ Approved by: \_\_\_\_\_ Grade Level Approved: \_\_\_\_\_

Date enrolled: \_\_\_\_\_

Transcript Received from prior school: \_\_\_\_\_ Immunization Records Rec'd: \_\_\_\_\_

Date Birth Cert Rec'd: \_\_\_\_\_ Physical Form Rec'd: \_\_\_\_\_

Registration Fee Rec'd: \_\_\_\_\_ Date Book Fee Rec'd: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_