

**RE-ENROLLMENT CHECKLIST – 2008-2009**

GRACE BROTHERS CHRISTIAN SCHOOL  
 6501 Surratts Road, Clinton, MD 20735  
 301-868-1600; Fax #301-868-9475; web address - www.gbcseagles.org  
 email: [Kathy.r.fry@gbcseagles.org](mailto:Kathy.r.fry@gbcseagles.org)

Dear Returning Parents,

The 2008-2009 school year is rapidly approaching. Thank you for giving us the opportunity to educate your child(ren) this past year. Many new families are seeking to enroll their children in GBCS, therefore, it is important for you to become familiar with the contents of this packet. If you would like to reserve a spot for your child(ren) for next year, please **update or complete and sign** the following forms and return them **with the appropriate fees** to the Registrar in the Student Services Office. A \$25 discount (see Returning Student Rate Sheet) for registration fees will be offered through January 31, 2008. **After January 31, 2008, new families will be given the same status as current families.**

The following items **are required to complete re-enrollment:** If paperwork is turned into the office incomplete, it will be returned home and will not be entered into the system until all of the forms and proper payment is received. Please read through the information carefully to avoid delays in registration.

<b>X</b>	<b>Forms</b>
	Re-Enrollment Application (SIGNED)
	Financial Agreement (SIGNED)
	Parent/Guardian Statement of Support (SIGNED)
	Extended Care Registration (K4-12 <sup>th</sup> Grades) (SIGNED)
	Secondary School Pledge (6 – 12 <sup>th</sup> Grades) (SIGNED)
	Social Security Number, if not already on file
	New Dress Code for students K4 – 12 <sup>th</sup> grades
	<b>Fees (MUST ACCOMPANY RE-ENROLLMENT FORMS)</b>
	Application fee per child (\$100, or \$125 after Jan. 31, 2008)
	Academic/Activity fee per child (\$135, \$185, \$200, \$215, \$230)
	Tuition management fee per family (\$55, \$50, \$45)
	<b>Total Payment Enclosed</b>

Your child's re-enrollment application will be processed after the Registrar receives the **completed paperwork and payment of the applicable fees.** In order to reserve a place on a class roster, the Academic/Activity fee must be paid, as well as, the \$55.00 tuition management fee for a payment plan.

We look forward to the opportunity of serving your family during the 2008-2009 school year. It is our commitment to provide your child(ren) with a quality Christian education. If you need clarification on any aspect of the application process, please call the Student Services Office at 301-868-1600, extension 331.

Yours in Christian Education,

Terrell L. Elam  
 Director of Student Services

Kathy Fry  
 Registrar

# **GRACE BROTHERS CHRISTIAN SCHOOL OF CLINTON**

## **STATEMENT OF FAITH**

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, become sinners in thought, word, and deed and consequently need redemption.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as our representative and substitutionary sacrifice; and that all who believe in Him are justified through His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.

We believe in "that blessed hope," the personal imminent return of our Lord and Savior Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

## **MISSION STATEMENT**

The mission of Grace Brethren Christian School is to provide an environment of academic excellence conducive to developing educated citizens with a Biblical World-View who are prepared to represent our Lord Jesus Christ in all walks of life.

## **NON-DISCRIMINATION POLICY**

The Grace Brethren Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletic and other school administered programs nor in the hiring of faculty and administrative staff.

# RETURNING STUDENT RATE SHEET 2008-2009

GRACE BROTHERS CHRISTIAN SCHOOL

6501 Surratts Road, Clinton, MD 20735

301-868-1600; Fax # 301-868-9475

Web address: [www.gbcseagles.org](http://www.gbcseagles.org) \* email: [kathy.r.fry@gbcseagles.org](mailto:kathy.r.fry@gbcseagles.org)

## ENROLLMENT FEES:

*Fees are always due in advance and are non-refundable*

**Application Fee:** \$100.00 - per child for early re- registration through January 31, 2008.

\$125.00 – per child for re-registration after January 31, 2008.

\$400.00 – maximum re-registration application fee per family, through January 31, 2008.

\$375.00 – maximum re-registration application fee per family after January 31, 2008.

**Tuition Service Fee:** \$ 55.00 - for management of monthly accounts. All accounts not paid in one full payment must register with FACTS Management Company

**Academic/Activity Fee:** This fee partially covers the cost of yearbook, consumable materials, book rental, technology, fine arts, and at the Middle and High School levels, athletics.

ACADEMIC/ACTIVITY FEE	
K4	\$135.00
K5	\$185.00
Grades 1 – 5	\$200.00
Grades 6 – 8	\$215.00
Grades 9-12	\$230.00

The maximum Academic/Activity Fee per family is **\$600.00**, if the oldest child is in Grades 6 – 12; **\$475.00**, if the oldest child is in Grades K4 – 5.

*\*For a student to be classified as “enrolled” with a place reserved on a class roster, all fees must be paid in full.*

## MISCELLANEOUS FEES AND CHARGES:

Extended Care: a fee schedule is enclosed

Milk – K5-12<sup>TH</sup> Grade \$ 67.00 per year – paying by the year is optional

Late Payments: \$ 35.00

Returned checks: \$ 35.00

Resource Room \$115.00 per month

Withdrawal: 1/10<sup>th</sup> of annual tuition charge

The fees/charges for the following services are available upon request: Music Lessons, Discovery, and Tutoring.



## RETURNING STUDENTS

\*When enrolling another child from the same family the new student rate will apply.

- TUITION:** The entire amount is due July 1, 2008. If a student re-enrolls after the due date the tuition is due at that time. Those families that are not able to pay full tuition by the due date may choose one of the following options and register with **FACTS Management Company:**
- ◆ **12 month payment plan** – the first payment is due July 1, 2008 and the last payment is due June 1, 2009. If this option is chosen, a **\$55.00 monthly management fee is due with registration.**
  - ◆ **11 month payment plan** – the first payment is due July 1, 2008 and the last payment is due May 1, 2009. If this option is chosen, a **\$55.00 monthly management fee is due with registration.**
  - ◆ **Quarterly payment plan** – payments are due July 1, 2008, October 1, 2008, January 1, 2009, and April 1, 2009. If this option is chosen, a **\$50.00 monthly management fee is due with registration.**
  - ◆ **Semi annual payment plan** – payments are due July 1, 2008 and January 1, 2009. If this option is chosen, a **\$45.00 monthly management fee is due with registration.**

<b>GRADES K4 – 12 TUITION RATES (all day)</b>				
		Grades K4 – 5	Grades 6 – 8	Grades 9 – 12
Monthly	12 payments	\$ 550.00	\$ 567.00	\$ 592.00
Monthly	11 payments	\$ 600.00	\$ 618.00	\$ 645.00
Quarterly	4 payments	\$ 1,649.00	\$ 1,699.00	\$ 1,774.00
Semi-Annual	2 payments	\$ 3,298.00	\$ 3,398.00	\$ 3,548.00
Annual	1 payment	\$ 6,595.00	\$ 6,795.00	\$ 7,095.00

1<sup>st</sup> – 12<sup>th</sup> grade – Parents need to call Sharon Vetter in the Business Office and obtain the exact tuition amount for new students and returning students from their family.

\*\* 12 month plan is not available to K5 and 12<sup>th</sup> grade students.

## FINANCIAL POLICY 2008 - 2009

### GRACE BROTHERS CHRISTIAN SCHOOL

❖ **The following registration fees are charged annually and are non-refundable:**

- Application Fee
- Testing fee, if applicable
- Academic/activity fee
- A \$55.00, \$50.00 or \$45.00 payment plan tuition management fee

For **returning students**, the above fees are due at registration. For **new students**, the fees are due as follows: testing fee (in cash or money order) on or before the day that the test is administered; the academic/activity fee and the tuition management fee, for those families using a tuition payment plan, due upon notification of acceptance.

❖ **Payment plans for tuition and fees:**

- The application fee is due when the application is submitted.
- For those who request a payment plan option other than a full payment, a \$50.00, \$45.00 or \$40.00 tuition management fee is due with re-registration or after acceptance for new students.
- All tuition payments are due on the fifth day of the month or on the specified date as set up through the FACTS Management Company, an automated direct debit service.

❖ **Late payments and returned checks:**

- **Late payments** – a \$35.00 late fee is charged on payments made after the 5<sup>th</sup> of the month. When your account becomes delinquent, your child(ren) will not be able to attend classes until your account is current.
- **Returned check** – a \$35.00 service fee is charged on all checks returned by the bank and immediate reimbursement is required by cash or money order.

❖ **Extended Care:**

- This program is offered for students in K4–8<sup>th</sup> grade Monday through Friday from 6:30 a.m. – 8:00 a.m. and 3:00 p.m. – 6:00 p.m. See Extended Care registration information.
- Parents will be billed monthly if they choose to pay hourly. If you choose the BLOCK payment schedule you must set up your account with FACTS Management Company for direct debit.
- **Study hall:** this program is offered for **9 – 12<sup>th</sup> grade students** Monday through Friday from 6:30 a.m. – 8:00 a.m. and 3:30 p.m. – 6:00 p.m. No registration is required. You may get the information from the Student Services Office.
- **After 6:00 p.m. charges:** \$10.00 for the first 15 minutes and \$10.00 per minute per child, for each 15 minutes thereafter and increments thereof.

- ❖ Accounts must be up to date at the time of re-registration and kept up to date in order for students to remain on class lists. Students are not considered registered for the new school year any time their accounts are in arrears. A student's account must be current in July and August in order for the student to remain on a class list. Failure to pay tuition and fees due in July or August will result in a student losing registration status. If classes are full, the student will be placed in a qualified waiting pool.

❖ **ALL CHARGES MUST BE CURRENT BEFORE REPORT CARDS AND RECORDS CAN BE RELEASED AND BEFORE A STUDENT CAN PARTICIPATE IN GRADUATION.**

❖ **Withdrawals and refunds:**

- **One tenth (1/10) of the annual tuition is charged for withdrawal of a student between July 1 and the first day of school.**
- **For students withdrawn after the first day of school, tuition charges will be prorated and one tenth of the annual tuition will be charged as a withdrawal fee.**
- **ALL FEES ARE NON-REFUNDABLE.**

## NEW DRESS CODE (K4-12)

**Students in grades K4-12<sup>th</sup> will be required to wear GBCS polo shirts, GBCS sweatshirts, and/or GBCS fleece jackets beginning with the 2008-2009 school year.**

### ***General Dress Code (Grades K-4 - 12th)***

The following general policies apply to both boys and girls:

- **GBCS shirts are to be worn. GBCS sweatshirts or fleeces can be worn in the building over the GBCS shirt.** The collar of the GBCS shirt must be visible.
- Athletic, casual and dress shoes are acceptable. All shoes must have a back. No open back sandals, clogs or backless shoes of any kind are permitted.
- Shorts and Capri's can be worn from May 1<sup>st</sup> to September 30<sup>th</sup>. The shorts cannot be shorter than two inches above the knee.
- Skirts cannot be shorter than 2 inches above the crease in the back of the knee.
- Sizes may be up to one size larger than normal. Also, clothing may not be form fitting (showing an outline of the undergarments).
- Head coverings and hats are not to be worn in the building during the school day or during inside extra-curricular activities. *Head coverings and hats are to be removed before entering the building and not put back on until after exiting the building.*
- Coats and jackets may not be worn in hallways or classrooms. If the weather is cold, students may wear pullover GBCS sweatshirts and fleeces. The length of the pullover GBCS sweatshirt or fleece may not exceed the wrist bone when arms are extended.
- For boys, earrings, other body rings, and visible tattoos are not acceptable.

### ***K4 – 6<sup>th</sup> Dress Code:***

- Jeans must have proper fit, (not form fitting or more than one size larger.)
- Jeans cannot display any writing or graphics.
- Jeans cannot be ripped or have the appearance of being ripped
- Jeans are to be modest in design and fit.
- Shorts must be worn under a girl's skirt.

### ***7<sup>th</sup> – 12<sup>th</sup> Dress Code:***

The following applies to both girls and boys:

- Dress or casual slacks (khaki style) only are permitted. Belts must be worn if the slacks have belt loops. Note: the following are not acceptable – denim of any color, work or military pants, stretch or knit pants, Capri style pants, nylon or sweat pants, leather look pants and athletic style pants. Slacks should be properly hemmed and not exceed the tops and sides of shoes in length.

The following items apply to boys only:

- Hairstyles must be off the collar and out of the eyes when combed naturally. Not permitted: ponytails or extremes in style or color.
- Boys in grades 9–12 may have neatly groomed mustaches; seniors may wear neatly groomed beards.
- All GBCS shirts must be tucked in at all times.

The following items apply to girls only:

- Hairstyles must be in good taste. Not permitted: extremes in style or color.
- Make-up and nail polish must be in good taste (no extremes). Earrings are permitted, but body rings and visible tattoos are not.
- *GBCS shirts may be worn outside the pants and skirts. The GBCS shirt must be purchased in a size which is below the waist at all times and loose fitting.*

Extracurricular events: the above code is permitted with the addition of jeans unless it is a non-athletic dress-up activity.

*Final Note: We cannot anticipate changes in styles that occur during the school year nor can we list every clothing item that is unacceptable. GBCS reserves the right to make clarifications and changes during the school year that are in accordance*

with the above standards.

## PARENT/GUARDIAN STATEMENT OF SUPPORT

GRACE BROTHERS CHRISTIAN SCHOOL

6501 Surratts Road, Clinton, MD 20735

Phone: 301-868-1600 x331 Fax: 301-868-9475

Web: [www.gbcseagles.org](http://www.gbcseagles.org) E-mail: [kathy.r.fry@gbcseagles.org](mailto:kathy.r.fry@gbcseagles.org)

**If my child is permitted to attend Grace Brethren Christian School, I will acknowledge, support and agree to the following:**

1. To have my child trained according to the Statement of Faith and Mission of Grace Brethren Christian School.
2. To abide by the policy and rules stated in the School Family Handbook.
3. The school's right to place my child in the appropriate grade/classes.
4. The school's right to dismiss students who do not respect the school's spiritual and moral standards and who do not cooperate in the education process.
5. The school's right to require non-supportive and uncooperative parents to withdraw their children from GBCS.
6. The school's right and responsibility to discipline according to school policy.
7. My responsibility as a parent for my child's education by supervising homework and keeping in regular contact with my child's teachers.

**In addition, I agree to the following:**

1. To support the school's activities through attendance and participation.
2. To support the school through prayer, volunteering and financial gifts.
3. To purchase student health insurance through the school if I do not carry health insurance for my child, or if my child participates in sports and my health insurance does not adequately support sports related injuries.
4. The financial policy and all of the obligations stated therein.

**I give permission:**

1. For my child to participate in scheduled field trips and school activities.
2. For photographs of my child(ren) to be posted on the GBCS website. I understand that if I, for any reason, change my mind, I can inform the Director of GBCS, preferably in writing, to ask that the photos be removed from the website.
3. To the school authorities to take the following steps in the event that my child becomes ill or is injured while under school supervision:
  - a. Contact a parent of the student and follow the parent's instruction.
  - b. If the student's parent cannot be reached the student's physician will be contacted and his/her instructions will be followed.
  - c. If the student's physician cannot be reached, school personnel (with discretion) will contact a licensed and practicing physician and follow his/her instructions.

If, in the opinion of a licensed and practicing physician, my child needs medical or surgical services, which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the School Director or his designee, to furnish on my behalf, such written or oral authorization as may be required. Further, I release the Director, or his designees, the School Board, and the Grace Brethren Christian School and Church of Clinton, MD, from any liability that might arise from the giving of such authorization. It is my desire that my child be furnished with medical and/or surgical services as soon as reasonably possible after the need arises.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

# EXTENDED CARE REGISTRATION 2008 – 2009

Student's Name	Grade
Student's Name	Grade
Student's Name	Grade

**Billing Address (Please list information for the person responsible for billing):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Home

Work

Cell

**The following people may pick up my child or be contacted in case of emergency when parents cannot be reached:**

Name	Phone	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**YOU MUST CHOOSE ONE from the following options:** (Extended Care/Study Hall closes at 6:00 pm. Parents will be charged at the rate of \$10.00 for each 15 minutes or fraction thereof after 6:00 p.m). This after hours fee will be collected when the student is picked up from aftercare.

\_\_\_\_\_ Hourly \_\_\_\_\_ AM Block \_\_\_\_\_ PM Block \_\_\_\_\_ Combined Block (AM & PM)

NOTE: Your child(ren) will be released only to the person(s) you've listed, unless written permission is given by you or you have called and talked to the Extended Care Director or his/her designee.

*RELEASE OF STUDENTS:* The undersigned hereby attest that they have legal physical custody of the student(s), and that no other person(s) except have legal custody of the above student(s). The undersigned acknowledge and agree that Grace Brethren Christian School may release the student(s) to the custody of any person(s) possessing legal custody of the student(s).

The undersigned will notify Grace Brethren Christian School immediately in writing, of any change regarding which person(s) have legal physical custody of the student(s) and changes regarding the authority of Grace Brethren Christian School to release the student(s) to the person(s) designated above.

The undersigned also will notify Grace Brethren Christian School immediately in writing of the existence of any custody dispute existing at the time of this contract.

The undersigned promises to indemnify Grace Brethren Christian School against any damages occurring from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify the Extended Care Supervisor.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature Date \_\_\_\_\_

\_\_\_\_\_  
Please Print Parent(s)Guardians(s) Name

## SECONDARY SCHOOL PLEDGE 2008-2009

Grace Brethren Christian School  
6501 Surratts Road, Clinton, MD 20735  
301-868-1600 – Fax #301-868-9475

Each student in grades 6 – 12, while a student at Grace Brethren Christian School, must agree to uphold the following pledge. **This pledge must be signed every school year.**

1. I pledge myself to follow the teachings of the Bible and its values. My behavior will be an example of these teachings both on and off campus.
2. I pledge myself to support the institutional preferences and policies of the school, which are intended to promote our community life together.
3. I pledge myself to abstain from the use of tobacco, alcoholic beverages, illegal drugs, and immoral behavior as defined by Scripture, which includes, but is not limited to premarital sex and homosexual behavior.
4. I pledge myself to refrain from publishing any material, which can be derogatory, inflammatory or which results in intimidation both on and off campus.
5. I pledge myself to exert a positive influence in my social relationships and to be a responsible member of the school community.
6. I pledge myself to support the following school-wide standards:
  - a. Follow directions when they are given.
  - b. Help keep the school building and property free of trash.
  - c. Not calling students and school personnel inappropriate names.
  - d. Not using vulgarity, profanity and sexually suggestive language or innuendo.
  - e. Obey the school's "closed campus" policy.
  - f. No lying, cheating, stealing, forgery, coercion, or fighting.
  - g. Conduct myself in a manner that does not disturb others.
  - h. Stay out of areas that the school has classified as "off limits".
  - i. The school dress code.

I have read the above pledge and agree to abide by all that is contained therein. I acknowledge that if my behavior is not consistent with this pledge and the school rules that this pledge represents, I forfeit my privilege to be enrolled as a student at Grace Brethren Christian School.

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Grade level in 2008-09

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

Insert Financial Agreement Form