



# Bandon Pacific Christian School

541-329-2205

48967 Highway 101 - PO Box 949 - Bandon, OR 97411

[www.bandonchristianschool.com](http://www.bandonchristianschool.com)

A Ministry of Pacific Community Church

## **2015-16 Enrollment Packet**

Dear Parents:

Thank you for your interest in Bandon Pacific Christian School.

Enrollment is open to children from pre-school through high school. Pre-school and kindergarten classes are each half-days, five days a week.

The attached information outlines the registration fee, book fee, and tuition costs. In addition, each additional child in one family will be eligible for our "multiple student discount" of 15%. You may also qualify for other financial aid. Applications are available upon request.

Tuition may be paid in full or in ten monthly installments, beginning August 15<sup>th</sup> and ending June 15<sup>th</sup>.

Should you have questions that are not answered in this packet, we welcome your phone call at 541-329-2205. We sincerely hope that your child/ren will become a part of the Bandon Pacific Christian School family.

Sincerely,

BPCS School Board

But those who hope in the LORD will renew their strength; they will  
soar on wings like eagles...  
Isaiah 40:31

**BANDON PACIFIC CHRISTIAN SCHOOL**

48967 Highway 101, Bandon, OR 97411 Phone: 541-329-2205

**Student Name:**

\_\_\_\_\_  
Last First Middle

Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parents:**

\_\_\_\_\_  
Father (or legal guardian)

\_\_\_\_\_  
Mother (or legal guardian)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

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

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

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

**Emergency Contacts:**

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

Church: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Medical Information:**

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Insurance: \_\_\_\_\_ Policy #: \_\_\_\_\_

**List any special medical problems or allergies on the back of this form.**

Any child showing symptoms of communicable disease will be excluded from class until re-admission is medically advisable. Your cooperation is appreciated. The undersigned parent or guardian authorizes any school staff member or sponsor, in an emergency, to consent to any x-ray exam, laboratory test, anesthetic, medical or surgical procedure or hospital care required by the child while in the school's care, for which a parent or guardian cannot be reached to give consent.

This is an authorization to consent to medical treatment of a minor and to release a minor to a person other than a parent or guardian. The above-named child may be released to school staff or sponsor, or \_\_\_\_\_ upon completion of medical care.

\_\_\_\_\_  
PARENT (or legal guardian) SIGNATURE

**Bandon Pacific Christian School**  
**P.O. Box 949; 48967 Highway 101**  
**Bandon, OR 97411**  
**541-329-2205**

## **FINANCIAL INFORMATION**

Please read all of the following information *carefully*. By your application, you are accepting responsibility for complying with all policies listed.

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Section 1: **Registration, Overhead & Testing.** Registration is a non-refundable fee, required for each student, due upon enrolling each year.

**Registration Fee:** Pre-K and K    \$175.00  
   Grades 1-12    \$275.00

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Section 2: **Book Fee.** The book fee is due at the time of registration and is not refundable. As books are ordered by mid-summer, a discount will be applied to the fee paid by July 25<sup>th</sup>. Additional fees may be charged for certain elective classes

		(10% discount if paid by July 25th)
Preschool/Kindergarten	\$100.00	\$ 90.00
Grades 1-12	\$330.00	\$297.00

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Section 3: **Tuition.** Tuition may be paid by the year or in ten (10) equal payments. A late fee of \$20.00 will be charged if payment is not made by the 15<sup>th</sup> of the month. The first payment is due August 15<sup>th</sup> of the school year, and the last payment will be due June 15<sup>th</sup> of the school year. Discounts will be considered for PCC member families, teachers, and volunteers (10 hours/month or more).

-----Annual Tuition Plan-----Ten-Month Tuition Plan-----

Preschool & Kindergarten

First Child	\$2,200.00	\$220.00/month
Each Additional Child	\$2,000.00	\$200.00/month

Grades 1-12

First Child	\$3,300.00	\$330.00/month
Each Additional Child	\$2,970.00	\$297.00/month

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Section 4: **Home School S.A.T./Terra Nova Testing Charge: \$35.00 (non-refundable)**

Section 5: **Accreditation fee (high school): \$200 (non-refundable); Graduation Diploma fee: \$15.00 (non-refundable)**

**Notice of non-discrimination:** Bandon Pacific 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 at the school. BPCS does not discriminate on the basis of race, sex, color, or national or ethnic origin in the administration of its educational policies, admission policies, scholarships, athletic and other school-administered programs. Handicapped applicants will be evaluated on an individual basis.

**BANDON PACIFIC CHRISTIAN SCHOOL**

**48967 Highway 101, P.O. Box 949, Bandon, OR 97411 (541) 329-2205**

**REQUEST FOR STUDENT RECORDS**

The below-named student/s has/have enrolled in our school. Please send his/her/their records to BPCS, P.O. Box 949, Bandon, OR 97411

<b>Name</b>	<b>Grade</b>	<b>Date of Birth</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby give my consent for the release of education records, special education records, psychological and medical information concerning my above-named child/ren. I understand that this information is for the confidential use of the professional personnel directly concerned with helping my child/ren. Under OAR 581-21-320, I understand that I have the right to request the opportunity to review and/or amend the education records of my child/ren prior to their transfer.

_____	_____
<b>Signature of Parent or Guardian</b>	<b>Date</b>

**NAME AND ADDRESS OF LAST SCHOOL ATTENDED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BANDON PACIFIC CHRISTIAN SCHOOL**

**48769 Highway 101; P.O. Box 949**

**Bandon, OR 97411 Phone: 541-329-2205**

**DIRECTORY INFORMATION**

Please fill out the following form. The information is for our BPCS Family Directory. Access to this information is limited to BPCS administration, staff and families. If there is any information which you would like to remain confidential, please indicate that on the form. Thank you.

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Student Name, Grade, and Birth Date

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Parents/Legal Guardian(s)

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Residence Address

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Mailing Address (if different)

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City, State, Zip

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Telephone Numbers (home, work, cell)

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Email Address

**BANDON PACIFIC CHRISTIAN SCHOOL**

**48967 Highway 101, P.O. Box 949**

**Bandon, OR 97411 Phone: 541-329-2205**

**VOLUNTEER**

Please indicate below if you would be willing to volunteer at the school.

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Name

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Telephone Numbers

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Mailing Address

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Email Address

I am willing to serve in the following way(s):

- General classroom aide
- Reading with individual children
- Tutoring individual children in specific subjects
- Substitute teaching
- Assisting with playground duty
- Assisting with clerical work
- Other (please specify):

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*I understand that, in order to volunteer at the school, I will be required to sign a permission form for the school to perform a background check on me.*

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Signature

Date

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**PARENT CHECKLIST FOR ENROLLMENT PROCEDURES**

- \_\_\_\_\_ Enrollment Packet Complete
  
- \_\_\_\_\_ Received Financial Information
- \_\_\_\_\_ Received Supply List
- \_\_\_\_\_ Enrollment Application Form Completed  
(\_\_\_\_\_ Emergency Contacts Listed)
- \_\_\_\_\_ Parental Agreement Signed by Both Parents/Guardians
  
- \_\_\_\_\_ Permission To Go Home With Form Completed and Signed
- \_\_\_\_\_ Permission to Administer Medication(s) Completed and Signed
- \_\_\_\_\_ Directory Information Form Completed
- \_\_\_\_\_ Volunteer Form Completed and Signed
  
- \_\_\_\_\_ Paid Registration and Book Fees

**NEW STUDENTS**

- \_\_\_\_\_ Interview with parents and student(s)
- \_\_\_\_\_ Copy of immunization record (child will not be allowed to start school without it)
- \_\_\_\_\_ Copy of Birth Certificate
- \_\_\_\_\_ Copy of Social Security Card
- \_\_\_\_\_ Request for Student Records completed and signed

## **Student Requirements – Shopping List**

### **3-Ring Binder / Peechee Folder** (folder with two ½ page pockets inside)

School is a great place to hone organizational skills. A 1-1/2” or 2” three-ring binder (3<sup>rd</sup> grade & older) or “Peechee”-type folders (for younger grades) are great organizational tools that will help students learn better and will save time. Students are required to have (and to use) a binder or folder(s) to save and organize their work. The binder (or similar device) should be divided in separate subjects or projects. Students will use loose-leaf paper to write classroom notes and complete class work. Homework must be done on 3-ring binder paper (if not done in a workbook), which will be returned to the binder when graded and kept there until the end of the school year. It would be very helpful for parents to make random checks of this binder in order to help students stay organized. Doing random checks will also help parents stay involved in their child’s work.

### **Writing instruments and paper**

Students will be required to come to school with enough pens and/or sharpened pencils and paper to get them through the day. If parents would like to provide the school with a supply of pens and pencils to replenish their supply when needed, we will keep them safely in designated place for that child.

### **Headphones & extension cable**

Headphones break, so a back-up pair is necessary. Students will need to have **two** pair of headphones at all times. The headphones shall also have generous ear covers so as to keep out extraneous noise from other classroom activities. Also, a 6 ft. **stereo** extension cable, in addition to the cable that comes with the headphones, is also necessary, so we have the flexibility to arrange desks around the DVD unit as needed.

### **Lunch/Snack**

It is imperative that we all eat well to learn well. It is very difficult for students to focus on their studies if they have not eaten or have eaten poorly. There is ample evidence to show that students who eat nutritious meals are sharper and more alert at school. With this in mind, students’ snacks are to be healthy foods such as fruit/vegetables, cheese and crackers, peanut butter and celery, or trail mix (these are just some suggestions, if you need more, ask a teacher for more ideas). Students are **not** allowed to bring soda pop or candy for lunch or snack. Healthy lunches are also encouraged, although they are permitted to eat a small amount of nutritious “dessert” food once they have eaten as a nutritious meal.

### **School hours**

The A Beka program is jam-packed with classroom learning and activities. We have very little time in between classes. Therefore, it is imperative that students be at school on time so that they can start their classes when school officially begins: 8:00 a.m. for high school and 8:15 a.m. for all others. School ends at 3:00 p.m. for everyone, but high school students can stay until 4:00 p.m. with prior approval from the teacher.

### **Class time**

Students must check homework with the DVD class each day, or they will check homework with the teacher, before going on to the lesson. If homework is not completed prior to the DVD lesson, students may be required to give up morning or afternoon break time in order to get caught up.

Students must follow along closely in their books as the lessons are being taught. They may not move ahead or work on other material during lesson time. Students may be asked to show class work on the white board. Students are allowed to complete the homework assignments or work on projects (book



report, current events, science project journal, etc.) if the class work and homework for that lesson is completed and checked by the classroom teacher.

## **Homework**

All students must have an assignment notebook that is kept with, or in, their binder. Homework must be written in that assignment book every day. All students are responsible for writing their own assignments in their assignment book, and taking home the required books or materials. Students are expected to spend some time on every subject every school night as well as on the weekends, as needed.

## **Reading**

Book reports are part of all upper grade students' curriculum. There are books in our school library from which students may choose; however, it may be necessary for them to go to the public library to choose a book if one cannot be found at school. There may be some time provided during school hours to read; however, they are expected to read primarily on their own time.

## **Discipline**

Students are expected to follow directions on the DVD and from the teachers in the room. Disciplinary procedures for classroom disruptions will be as follows: First offense: a personal reminder; Second offense: Time out during recess; Third offense: parent phone call and possible removal from the classroom. Continual offenses will require some or all of the following: a parent conference with the teacher and principal (School Board member(s)); arrangements for a student "agreement" after school detention. Any students who receive detention are not eligible for field trips.

## **Shopping List**

3-ring binder or other sturdy divided file folder, or "Peechee" -type folder(s)  
lined loose-leaf paper – must be pre-punched for binder storage  
#2 lead pencils with erasers (no mechanical pencils please)  
pencil erasers  
pens – blue and black ink, and at least one of alternate color for grading papers  
two headphones and at least one 6' **stereo** cable extension  
12-inch wooden or plastic ruler with "inches" on one side and "metric" on the other side  
protractor and drafting compass (5<sup>th</sup> grade and above)  
crayons (12- or 24-pack) and/or colored pencil and/or non-toxic highlighters  
small 2-3 drawer plastic pencil/equipment storage cabinet