



630 S 32<sup>nd</sup> Street, Spearfish, SD 57783 605-722-1276  
611 Dahl Road Spearfish, SD 57783 605-717-4019  
[www.blackhillschristianacademy.com](http://www.blackhillschristianacademy.com)  
[admin@blackhillschristianacademy.com](mailto:admin@blackhillschristianacademy.com)

## 2019-2020 6<sup>th</sup> – High School Grade Student Application Process

1. We are excited you have chosen to start your journey to Christian education at Black Hills Christian Academy. Feel free to call, email or stop by if you have any questions. You will find more information about BHCA on our website [www.blackhillschristianacademy.com](http://www.blackhillschristianacademy.com).
2. Please fill out the following:
  - Application Form
  - Statement of Faith
  - Transcript Request
  - Parent Commitment Form
  - Parent Service Hours
  - Interest in 3 program options (if applicable)
  - Parent Financial Agreement

In addition to these forms, we will need you to provide **within 2 weeks of enrollment**

- **Copy of your child's birth certificate**
  - **Copy of your child's current immunization record or a notarized immunization affidavit**
  - **Pastor's recommendation form**
3. The next step is an informal interview and/or tour with the BHCA administrator. The applicants and their parent(s) should come prepared to ask questions during the interview/tour. At the same time, come relaxed! The interview/tour should be a great beginning to your Christian school experience.
  4. When the interview/tour is completed, the Application Review Committee will prayerfully consider how to proceed with the application process. The applicant and his/her parent(s) will be notified of the committee's decision in writing. All new students will have an evaluation time with the teacher on reading skills/comprehension, writing skills, and math. This will inform the teacher before school starts if there are gaps or areas of advancement.
  5. New students will be subject to a two-week diagnostic and probationary period, along with a new student evaluation which will be scheduled before school starts. Black Hills Christian Academy's goal is for all students to succeed at our school and desire to work to their potential.
  6. All parents of accepted applicants will be required to participate in a parent orientation at the beginning of the school year and be in agreement with the Statement of Faith and all school policies and procedures as stated in the Parent/Student Handbook (posted on the school website). Successful applicants will be encouraged to attend church regularly with their families.
  7. Any applicant denied admission will receive a refund of his enrollment fee.



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[admin2@blackhillschristianacademy.com](mailto:admin2@blackhillschristianacademy.com)

For Office Use Only	
Enrollment Fee _____	Date & Ck# _____
Book/Activity Fee _____	Date & Ck# _____
Student Accident Insurance _____	Date & Ck # _____
Tuition _____	Date & Ck# _____
Payment Plan _____	Immunization Records _____
S.D. _____ T.A. _____	Birth Certificate _____
Letter _____	Transcripts _____

## 2019-2020 ENROLLMENT APPLICATION FOR ADMISSION

Student First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Student's email address \_\_\_\_\_ Ethnicity \_\_\_\_\_

Gender \_\_\_\_\_ Age by 9-1-19 \_\_\_\_\_ Grade for '19-'20 \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

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

Home Telephone \_\_\_\_\_ Dad's Cell Phone \_\_\_\_\_

Mom's Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

(to be used for billing and parent contact)

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Student lives with: \_\_\_\_\_ Father and Mother \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Stepfather \_\_\_\_\_ Stepmother  
 Other \_\_\_\_\_

**Payment Option:** \_\_\_\_\_ Plan 12 (12 monthly payments)  
 \_\_\_\_\_ Plan 10 (10 monthly payments)  
 \_\_\_\_\_ Paid in Full (3% discount if paid by June 15, 2019)

(See the tuition information page for an explanation of the plans.)

Church Affiliation \_\_\_\_\_

Minister \_\_\_\_\_ Telephone \_\_\_\_\_

Additional comments: \_\_\_\_\_

How did you hear about Black Hills Christian Academy? \_\_\_\_\_

<p><b>Family Referral: Please list one BHCA family who referred you to our school</b> _____</p>
---

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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**ENROLLMENT APPLICATION FOR ADMISSION - Page 2**

Student Name \_\_\_\_\_

Has the applicant experienced any learning, behavioral, physical or emotional difficulties of which you are aware?  
 YES  NO

If so, explain. \_\_\_\_\_

Indicate academic level of applicant's previous work.  
 Excellent  Good  Average  Poor

List any subject areas in which the applicant excels: \_\_\_\_\_

List any subject areas in which the applicant has had problems: \_\_\_\_\_

Please explain any previous experiences, unusual family situations or personal problems that the staff should be aware of regarding the applicant. \_\_\_\_\_

Does the applicant want to attend Black Hill Christian Academy?  YES  NO

Why do you want your child to attend Black Hills Christian Academy? \_\_\_\_\_

To the best of my knowledge, all information above is true and accurate.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Signature

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**EMERGENCY CONTACT & MEDICAL INFORMATION**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Father's Day Phone \_\_\_\_\_ Mother's Day Phone \_\_\_\_\_

Local Alternate Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

**MEDICAL AUTHORIZATION**

If parent or family doctor cannot be contacted and an emergency exists, the undersigned parent or guardian authorizes a representative of Black Hills Christian Academy to consent to any x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care deemed advisable and rendered by any licensed physician or surgeon, whether in his office or in a licensed hospital. This authorization is given in advance of any required care to give consent for such treatment as the physician may deem advisable.

**Important: Please list any allergies, chronic conditions or other pertinent medical information:**

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

**Please list an prescription medications our child is currently taking:**

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

Does child have a prescription for an automatic injection device (such as an EpiPen) for severe allergic reactions? \_\_\_\_\_

If yes, does he or she know how to use it? \_\_\_\_\_

**\*If yes, Epi-Pen must be provided by the parent & left in the BHCA office.**

**ADMINISTER OF MEDICATION AUTHORIZATION**

\_\_\_ I **DO NOT** give Black Hills Christian Academy permission to administer any medication to my student.

\_\_\_ I give Black Hills Christian Academy permission to administer over the counter medication like Tylenol, etc. to my child if it seems appropriate.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Signature

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Student Name \_\_\_\_\_

**PHOTOGRAPHY AND/OR VIDEO AUTHORIZATION**

\_\_\_ I **DO NOT** give Black Hills Christian Academy permission to use my child's picture or voice in a school brochure, press release, video production or on the BHCA website and/or on BHCA Facebook (no names will be printed) in relation to the school and its activities.

\_\_\_ I give Black Hills Christian Academy permission to use my child's picture or voice in a school brochure, press release, video production or on the BHCA website, BHCA yearbook and/or on BHCA Facebook (no names will be printed) in relation to the school and its activities and not for any other purpose.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Signature

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**TRIP AUTHORIZATION**

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

I grant my permission for my child to participate in all field trips sponsored by Black Hills Christian Academy for educational and/or recreational purposes. The school will inform you before each field trip of the date, time, location, and transportation.

Most of BHCA field trips are taken by bus or van . If a car is taken, I understand that the owner and/or driver of any vehicle used for a school sponsored trip must be covered by liability insurance and have a valid driver's license. Drivers will be instructed to secure all passengers with seatbelts and to observe traffic laws.

I also understand that student drivers will not be used in transporting other students to or from such field trips.

I hereby release, acquit, and forever discharge Black Hills Christian Academy, Spearfish, SD, its employees, teachers, staff, administration and/or parent or other agent of BHCA who in any way assist with a field trip, including but not limited to, any person who volunteers to drive my child as well as the owner, lessor, lessee or their agents of any premises visited by my child during any BHCA field trip, from any and all claims, causes of action, damages or judgments for any injuries including personal that may be incurred arising out of or in any way connected with the administration of medical attention/medication to my child as set forth above.

Signature of parent or guardian does give permission as stated above.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Signature

**PICK-UP AUTHORIZATION**

Please list the names of parents, guardians, relatives, etc., who have our permission to pick up our child either during school hours, after school or from the after school program. Your child will be released only to those listed below or on your emergency contact list.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

*If someone else other than those listed above or on your emergency list is to pick up your child, you must send a written note or call the office.*

*If your child is involved with a carpool, the BHCA Carpool Permission Form must be filled out and turned into the BHCA office.*

Due to Legal circumstances, \_\_\_\_\_ is NOT allowed to pick up my child.

If more than one person please indicate others on the back. Others listed on back yes / no

Legal Document(s) provided to BHCA office: yes / no

Picture(s) of above stated name(s) provided to BHCA office: yes / no

# BLACK HILLS CHRISTIAN ACADEMY

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

Student Name \_\_\_\_\_

## STATEMENT OF FAITH

1. BHCA believes that the Bible is God's indisputable message to man, that it is inspired by God himself and, therefore, is without error. II Peter 1:20-21, II Tim. 3:15-17
2. BHCA believes there is one God who continuously and endlessly evidences Himself in three persons: God the Father, God the Son (Jesus), and God the Holy Spirit. Gen 1:1, Matt 28:19, John 10:30
3. BHCA believes that Jesus Christ is the Son of God and He is one with the Father. John 1:1, Isaiah 43:10-13, John 17:20-21, John 10:30, Luke 3:21-22
4. BHCA believes that Jesus was born of a virgin, that He lived a sinless life, and that He accomplished amazing miracles, as recorded in Scripture. Isaiah 7:14, Matt 1:18-23, Heb. 4:15, I Peter 1:18-19
5. BHCA believes that Jesus shed His blood and died on the cross as our substitute and, in so doing, settled the score once and for all for our sin. Isaiah 53:4-6, Romans 6:23, Gal. 1:4, Romans 5:8, Romans 3:22-24
6. BHCA believes in the miraculous resurrection of Jesus and that He ascended to the right hand of God the Father where He constantly intercedes on our behalf and that one day He will return to earth in power and glory. Heb. 7:26, John 5:28-29, John 11:25, Mark 16:19, Romans 8:26-34, I Thess. 4:16, Heb. 4:15.
7. BHCA believes that through a personal heart-felt acceptance of Jesus Christ as personal Savior, we are reborn as a new creation by the inner working of the Holy Spirit. John 5:24, Eph. 2:4-9, Titus 3:5-7, Romans 5:8-9, Romans 10:9-10, Eph. 1:13-14, John 14:6.
8. BHCA believes that the Holy Spirit indwells the Christian and encourages us to live a Godly life. John 16:1-11, Romans 8:13-26, John 14:26, I Cor. 3:16, Heb. 4:15
9. BHCA believes in the resurrection of the dead for both the believer and the non-believer; those that are saved unto eternal life in heaven and the unsaved to eternal damnation in hell. I John 5:11, Romans 8:11, I Cor. 15:42-49, John 5:28-29.
10. BHCA believes in the spiritual unity of believers in our Lord Jesus Christ and pledge to look beyond doctrinal conflict in order that the kingdom of God be extended. Gal. 3:26-28, Eph. 4:4-6, I Cor. 12:1-14, Phil. 2:1-5.
11. BHCA believes that all human life is sacred and created by God in His image and His likeness. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Gen. 1:27-28, Jer., 1:4-5, Psa. 139:13-16
12. BHCA believes that God wonderfully and immutably creates each person as male or female, therefore: alternative gender identities are contrary to the Bible. Male and female are distinct, complementary genders that together reflect the image and nature of God. Gen. 1:26-27, Gen. 2:15-24, Lev. 20:13a, Matt. 19:4
13. BHCA believes that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. Gen. 2:22-24, 1 Corin. 7:2-5, Matt. 19: 4-6, Rom. 1:26-27

I understand that Black Hills Christian Academy will address spiritual matters using this statement as a basis and guide. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Black Hills Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is Black Hill Christian Academy's final interpretive authority on the Bible's meaning and application.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

# Black Hills Christian Academy Est. 1992

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## **Enrollment Questionnaire**

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

### **PREVIOUS EDUCATION:**

Previous School Attended: \_\_\_\_\_

City, State: \_\_\_\_\_

Has this student ever repeated a grade? \_\_\_\_\_

Has this student ever skipped a grade? \_\_\_\_\_

### **FAMILY EDUCATION PHILOSOPHY:**

1. What do you consider to be the three most important aspects of your child's education? Please be specific. Prioritize:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Briefly explain why you wish your child to receive a Christ-centered education?



3. Academic excellence is a priority at BHCA. Our curriculum goals demand much effort from every student. If you found your child sinking academically, how do you see yourself working with the school to improve?
4. Due to a 4 day school week, there will be homework for most evenings. We use James Dobson's suggestion that normally there should not be more than 10 minutes X the grade level. Teachers try their best, but are not limited to assigning no homework on Wednesday nights so students can attend youth group. Tests and quizzes may be given on Thursdays. How much time for homework do you feel is reasonable for this student?
5. Is there is any further information that would be beneficial to more effectively teach your child?

If you need additional space for any of the above questions, please attach additional pages.

**ADMISSION POLICY:**

Black Hills Christian Academy strongly desires that young people have an opportunity to receive a Christian education, but presently the school is unable to meet the needs of students with the following:

- Low academic performance as indicated by a standardized test and/or previous school records or special education classes
- Serious emotional or behavioral problems
- A physical handicap which would impair the learning process

Attendance at Black Hills Christian Academy is a privilege. Students who demonstrate a relationship with the Lord Jesus and want to attend BHCA will be considered for admission. It shall be the policy and practice of Black Hills Christian Academy, in the admission of its students, not to discriminate on the basis of the applicant's race, color, national or ethnic origin.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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www.blackhillschristianacademy.com

**TRANSCRIPT REQUEST**

To \_\_\_\_\_  
(Name of school last attended)

Address \_\_\_\_\_  
\_\_\_\_\_

~ ~ ~ ~ ~

Student name \_\_\_\_\_

Date of birth \_\_\_\_\_ Attended your school \_\_\_\_\_  
(Year)

Please mail permanent records to: Black Hills Christian Academy  
630 S. 32<sup>nd</sup> Street  
Spearfish, SD 57783

Please include all available health records, test records, and grades at time of withdrawal.

In compliance with the Family Education Rights and Privacy Act of 1974, I give my permission for copies of the information needed above to be sent to Black Hills Christian Academy for use in scheduling and record keeping during enrollment in the school.

\_\_\_\_\_  
Parent or Guardian (Signature)

\_\_\_\_\_  
Date

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**PARENT COMMITMENT FORM**

Student Name \_\_\_\_\_

1. I recognize that the staff of the Black Hills Christian Academy is dedicated to the education of my child. I have confidence in their ability to perform the educational functions due my child. Because of this confidence, I will cooperate with them by:
  - A. Accepting their judgement in matters of discipline.
  - B. Promptly returning forms and papers to be signed.
  - C. Seeing that my child is at school on time and well prepared each day.
  - D. Making every effort to see that my child completes the homework assigned and returns it on schedule.
2. I will read and follow the policies/procedures stated in the BHCA Parent/Student Handbook.
3. I realize from time to time conflicts will arise and may include my child. I will keep an open mind, listen to all sides of the situation, and work within the school to resolve the issue. (Ref. Matt. 18:15-17)
4. I realize that building a strong relationship with my child's teacher is as much my responsibility as it is the teacher's. Because of this, I will attend scheduled parent-teacher meetings and actively participate in other school functions.
5. As a parent of a Kindergarten-8<sup>th</sup> Grade student, I agree to donate a minimum of two hours per month per child in voluntary service to the school or pay an additional \$16 per month per child. This fee will be placed on my invoice and **this will be credited as I enter my volunteer hours in RenWeb's ParentsWeb.**
6. I understand that if I withdraw my child from Black Hills Christian Academy or if he or she is dismissed after the first of any month, I will not receive any tuition refund. In a situation where circumstances are out of my control (ie. job transfer) a tuition refund will be up to the discretion of the Black Hills Christian Academy school board.
7. I understand that no student records will be released until our account is current.
8. I understand that if at any time, in the opinion of the school staff, my child's conduct, academic progress, or cooperation with the school staff is not in keeping with the school requirements, the school may terminate my child's enrollment. I realize that attending Black Hills Christian Academy is a privilege and not a right.
9. I will make all possible effort to have my child at school on time each day.
10. I will make all possible effort to have my child attend school regularly and missed days beyond 15 days a year will result in an academic review of their grades and could result in retention of student in current grade.
11. I am responsible for the timely payment of my child's tuition, book fees, late fees, deposit and enrichment or supply fees as invoiced each month. Any property of BHCA that is damaged by student will also be paid by parent.

- 12. I will actively participate in my child's education by contributing to the school's fundraising activities, field trip, and contributing time to help BHCA run smoothly, efficiently, and successfully.
- 13. I understand my child will not be admitted the first day of school unless all required enrollment forms have been received and all deposits and fees have been paid.
- 14. Should the time occur that I can no longer endorse the above statements, I will discreetly and politely withdraw my child from BHCA by written notice to the school's administrator. I will pay any remaining tuition due which will be prorated from the time of withdrawal.

My signature below indicates that I have read, understand, and assent to the items listed in this Parent Commitment form.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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**PARENT SERVICE HOURS FOR KINDERGARTEN-8<sup>TH</sup> GRADE  
OR  
ADDITIONAL TUITION**

Student Name \_\_\_\_\_

\_\_\_\_\_ We agree to work at least two hours per child per month preferably in the following areas:  
(Mark the areas that interest you)

- |                               |                                |
|-------------------------------|--------------------------------|
| _____ Art Aide                | _____ Playground Duty          |
| _____ Concert Helper          | _____ Party Planning for Class |
| _____ Physical Education Aide | _____ Building Maintenance     |
| _____ Science Experiments     | _____ Lunch Duty Help          |
| _____ Classroom Aide          | _____ Special School Events    |
| _____ Bulletin Boards         | _____ (Feast, Breakfasts)      |
| _____ Office Help             | _____ Greenery Fundraiser      |
| _____ Computers Help          | _____ Christmas Program Help   |
| _____ Substitute Teaching     | _____ (Costumes, Props, Aide)  |
| _____ Snow Removal            | _____ Holiday Decorations      |
| _____ Carpentry               | _____ Other _____              |

**You will be invoiced for 2 hours per month per student. When you serve, please record your hours on RenWeb's ParentsWeb. ParentsWeb will show all volunteer hours for the school year. By recording your hours, your Family Statement account will show the credit given for the monthly volunteered hours. Extra volunteered hours will not be rolled over to the next year except for May's. You may talk to or email your child's teacher for possibilities or you may also contact the office for areas to help. Please plan ahead to allow for better utilization of your time and to accomplish more for the school.**

\_\_\_\_\_ We prefer not to work our service time but will to pay the \$8 per hour that is required of us.

As a parent service provider at BHCA, I realize the seriousness of working with children. BHCA Administration has permission to conduct a background search on the below signed person(s).

\_\_\_\_\_  
Parent or Guardian Signature

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**PASTOR'S RECOMMENDATION**

Name of Applicant \_\_\_\_\_

Parents' Names \_\_\_\_\_

Pastor's Name \_\_\_\_\_ (Please Print)

Church \_\_\_\_\_ Phone \_\_\_\_\_

How often do the applicant and his/her parent(s) attend your church?

Two or more times per week \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Occasionally \_\_\_\_\_

In what ways, other than attendance, do the applicant and his/her family participate in your church activities?

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

Do you feel that the (this) applicant would benefit from education at a Christian school? Why or why not?

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

Additional comments:

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

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Black Hills Christian Academy  
630 S. 32<sup>nd</sup> Street  
Spearfish, SD 57783



# Black Hills Christian Academy

## Parent Financial Agreement for School Year 2019-2020

-Form to be returned to BHCA Offices-

### Re-Enrollment Fees - Due with Re-Enrollment Form - Payment insures a position in a particular grade

Returning Preschool- 12<sup>th</sup> grade student fee is \$30.00 - after April 1st fee is \$60.00

\* All above fees are non-refundable in the event of withdrawal.

### New Student Enrollment Fees - Due with Enrollment Packet - Payment insures a position in a particular grade

New Preschool-12<sup>th</sup> Grade Student - \$50.00 fee

\* All above fees are non-refundable in the event of withdrawal.

### Tuition and Book Fees - Choice of 3 Plans - Fees on 2019-2020 Tuition Information Sheet

\* All tuition fees and book fees are non-refundable in the event of withdrawal.

### Financial Agreement

THE PARENT(S) AND/OR GUARDIAN(S) WHO EXECUTE THIS FINANCIAL AGREEMENT AGREE THEY ARE INDIVIDUALLY AND JOINTLY AND SEVERALLY LIABLE FOR THE ENTIRE UNPAID BALANCE OF THE TUITION AS SET FORTH HEREIN. Divorce or any other changes in a parent's or guardian's personal or financial situation do not alter such obligation, and no agreement, stipulation, or Court Order in regard to such obligation is binding upon Black Hills Christian Academy unless Black Hills Christian Academy consents to such agreement in writing.

All tuition payments are due on the 1st of each month and past due on the 15th. After the 15th a late fee of \$15.00 will be assessed on all outstanding balances. A payment plan with the Administrator will be set up after 45 days. If an account reaches 60 days past due without a written agreement with the school, the student(s) are subject to dismissal until the account is current.

If for any reason a student is withdrawn from BHCA, we ask that it be at the end of a grading period. Withdrawal from school must be made in person with the administrator and in a written statement to the BHCA School Board at least two weeks prior to the student's last day. An exit interview will be scheduled to give the opportunity to communicate directly with the administration and a school board member. TUITION SHALL CONTINUE TO ACCRUE UNTIL THE PARENT(S) AND/OR GUARDIAN(S) OF THE STUDENT IN QUESTION HAVE COMPLETED THE OFFICIAL WITHDRAWAL PROCEDURE, whether the student is actually attending classes or not attending classes. Transcripts, report cards or records will not be released to be transferred until all bills are paid and all textbooks and materials have been turned into BHCA.

### Tuition Assistance - Go to [www.blackhillschristianacademy.com](http://www.blackhillschristianacademy.com) for information & directions

FACTS Aid Assessment will be used to determine tuition assistance. Families may start applying Feb. 12<sup>th</sup> - May 1<sup>st</sup> for the 2019-2020 school year. All information is located on the school website.

### Additional Fees

Tuition Late Fee	\$15.00 after the 15 <sup>th</sup> of each month
Returned Check Charge	\$25.00 per returned check
Parent Volunteer Hours	Kindergarten-8 <sup>th</sup> Grade parents may volunteer 2 hours per month per student for credit OR be charged \$8.00 per hour per student.



**SIGNATURE OF ALL PARENT(S) AND/OR GUARDIANS REQUIRED.**

I have read and understand this Financial Agreement. I agree to the aforementioned financial obligations and payment schedule, and agree that by executing below I am personally liable for the payment thereof and I agree to meet the above stated financial obligations and time line as stipulated.

STUDENT'S NAME \_\_\_\_\_  
Please print.

-----  
Father/Guardian Signature Date

-----  
Mother/Guardian Signature Date

**BLACK HILLS CHRISTIAN ACADEMY**  
630 S. 32<sup>nd</sup> Street & 611 Dahl Road  
Spearfish, SD 57783 605.722.1276 & 605.717.4019  
www.blackhillschristianacademy.com

## **INFORMATION SHEET**

### **BHCA History and Vision**

The Black Hills Christian Academy, formerly Belle Fourche Christian School, began in the fall of 1992. In 2018, BHCA and Spearfish Classical Christian school boards decided to partner together as one body of Christ to impact the community and Northern Hills. We continue the vision of cultivating character and the academic potential of every student to impact the world for Christ.

### **BHCA Mission Statement and Core Values**

Instilling Christian principles with C.A.R.E.

- C**hrist Centered~Living out Biblical principles and sharing freely the Gospel of Jesus Christ
- A**cademic Excellence~Providing a high-achieving environment to challenge students toward their God-given potential
- R**elationship Focused~Demonstrating authentic relationships through respect for God and others
- E**xcellence Driven~Promoting integrity and purpose in everything we say and do

### **Academics**

The academic program includes a strong, non-denominational, Biblical worldview curriculum with the exception of some spelling/vocabulary curriculum and 6<sup>th</sup>–High School math curriculum which are taught in the traditional style with allowances and encouragement for individual learning styles and capabilities. The curriculum concentrates on providing a strong foundation in the basics of language arts, math, the sciences, and history. Bible class is taught daily from Kindergarten through 12<sup>th</sup> grades.

### **Christian Education**

Respect and love for God, country, parents, family and others are basic components of education each day. We expect students to demonstrate Christian love for each other and respect for authority at all times. Students receive daily instruction in Biblical principles and encouragement in Christian living. No doctrine that distinguishes a particular church is taught.

### **BHCA Days of Operation**

BHCA school days are Monday through Thursday from 8:00am to 3:15pm for K-5<sup>th</sup> grade and 8:15am to 3:20pm for 6<sup>th</sup>-12 grades. All school days are published on the school calendar, website and ParentsWeb.

### **Upper Grades with Some Multi-graded Subjects**

Some upper grade subjects are multi-graded (Bible, Science and History) with opportunities for independent and cooperative learning. The opportunity to develop the ability to interact with and relate to both younger and older students as well as adults is provided. When possible, abstract learning is reinforced with hands-on education and the practical life application of lessons.

### **New Student Evaluations**

To help the teacher know if there are any gaps or areas of advancements all new students will be evaluated in writing skills, reading, and math before school starts. A student who is having difficulty in a subject will work at his/her grade level rather than his/her age level. S.T.A.R.R. (student tutor and resource room) can also be available to students that qualify.

### **Parental Involvement**

One benchmark of a great school is parental involvement, and we feel it is a necessary component of a Christian school. Kindergarten-8<sup>th</sup> Grade parents are required to provide a minimum of two hours per month per student in volunteer time to the school during the school year. Parents who are unable to volunteer will be charged an extra \$8 per hour per student (maximum of \$16 per month per student). This fee will be placed on your invoice and will be credited as **you enter your volunteer hours on ParentsWeb**. ParentsWeb will show all volunteer hours for the school year. By recording your hours, your Family Statement Account will show the credit given for the monthly volunteered hours. Extra volunteered hours will not be rolled over to the next year except for May's.

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### **Discipline**

All staff have been trained and use the philosophy of Love and Logic with their students. Discipline will be positively spoken and demonstrated with students. Parents are informed of expectations, consequences and rewards. We seek to encourage all students and serve their emotional needs as well as their educational and spiritual needs. Please feel free to let us know how we can help your child.

### **Academic and Behavioral Problems**

We cannot accept students with moderate to severe academic or behavioral problems. If students demonstrate either of these after enrollment, they will be dismissed. There will be no refund of monthly tuition for a student who is dismissed for behavioral problems. Though we will work with a student and the parents to correct problems, we are not willing to sacrifice the education of many for the disruptive behavior of some. School administration has full access to school lockers, desks, cell phones, lap tops, and personal property.

### **Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework to aid students in advancing in their studies. Therefore, each student is expected to complete homework assignments on time and there will be a grade deduction for late assignments.

### **Lunches**

Students may provide their own lunches Monday through Thursday. Microwaves are available for warming lunches. For the 2019-2020 school year, students have the option of ordering Jimmy Johns on Mondays, ordering from A'viands on Tuesdays and Wednesdays, and ordering from Pizza Ranch for Thursdays. Milk is also offered each day. Parents will be billed monthly if these lunches and/or milk are ordered.

### **Extracurricular**

Incidental extracurricular expenses may include field trips, swimming, track fees, etc.

### **Fund Raisers**

BHCA does hold fundraisers; however, we strive to limit them to events that provide a service to the community. It is important that all families participate in the fundraising events for the success of our school. If you prefer not to participate in the fundraising events, you may make tax-deductible donations to the school.

### **Special Events**

Special activities in previous years included numerous field trips, participation in fine arts and music, mission projects, service projects, science fairs, birthday and holiday parties, and a Christmas musical. We hope to include as many special events as possible each year. It is the philosophy of our school that these events enhance the educational experience, provide enjoyment for our students, and create a family-type atmosphere.

### **BHCA Nondiscriminatory Policy**

BHCA 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, and athletic and other school-administered programs.

### **Commitment**

Because the preceding paragraphs are so important to the success of our school, we need to carefully consider our commitment to Christian education for our children. We need to consider the cost and be willing to invest the resources of our time, talents, and money in the future of our children. We also must be faithful to support one another in prayer, fellowship, and encouragement in our endeavors.

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## DRESS CODE

Students at Black Hills Christian Academy should be dressed in an attractive, conservative manner that demonstrates that attending school is an important function. Students are to dress attractively but not be an attraction. All clothing should be MODEST, clean, pressed, and well fitting (not overly loose or tight and certainly not sloppy).

Students should dress comfortably and layer clothing to be prepared for all weather conditions. If the weather is cold, please have young ladies wear tights under their dresses. In cold weather, appropriate winter wear is required, including coat, hat, mittens or gloves, snowpants, and boots. In wet weather, mud boots are required.

- Jeans, t-shirts and sweatshirts are welcome. Please see that they are clean and not ripped.
- No hats, hoods or caps are to be worn in the classroom or buildings.
- Earrings will only be accepted on female ears.
- Shoes with laces must be laced and tied at all times.
- Hair needs to be clean, well groomed and a natural hair color. Hair must not exceed below the collar for boys.
- Students, especially those entering adolescence, need to shower regularly.
- During a school sponsored event that warrants swim wear, female students should wear a one-piece suit, but if that is not possible, then a T-shirt may be worn to cover a two-piece suit. Male students will need to wear “boxer-type” swim suits.
- Offensive or inappropriate slogans on clothing are not acceptable.
- Girls: Shirts sleeves must be the width of at least 4 fingers, therefore no spaghetti straps.
- Boys: Shirts must have sleeves. No muscle or tank top shirts.
- Shorts for boys and girls, and girls’ skirts and dresses are not to be more than five inches above the knee when measured from the floor while kneeling.
- Waistbands are to be no lower than the top of the hipbone.
- No pajama bottoms will be allowed except for special events.
- Spandex-type pants are to be worn only with a tunic type shirt that fully covers hips.

We trust that you and your student will appreciate this comfortable, neat appearance code. Please see that your student complies with these standards as violations cause loss of valuable class time. Students in violation may be sent home to change or a parent may be called to bring in a change of clothing.



## 2019-2020 Tuition Schedule

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

Grade Level	Annual Tuition	10 Month Plan	12 Month Plan	Full Payment (3% Discount) June 15	Book Fee Due May 15th	Book Fee After May 15th
<b>Pre-School – 2 Full Days</b> (M & W or T & Th)	\$2,340	\$234	\$195	\$2,269.80 (save \$70.20)	\$115	\$165
<b>Pre-School – 4 Full Days</b> (Monday - Thursday)	\$3,640	\$364	\$303.33	\$3,530.80 (save \$109.20)	\$135	\$185
<b>Pre-Kindergarten 3 Full Days</b> (Tuesday - Thursday)	\$2710	\$271	\$225.83	\$2,628.70 (save \$81.30)	\$150	\$200
<b>Pre-Kindergarten 4 Full Days</b> (Monday - Thursday)	\$3,640	\$364	\$303.33	\$3,530.80 (save \$109.20)	\$160	\$210
<b>Kindergarten</b>	\$3,720	\$372	\$310	\$3,608.40 (save \$111.60)	\$240	\$290
<b>Elementary 1<sup>st</sup> – 5<sup>th</sup> Grade</b>	\$3,770	\$377	\$314.17	\$3,656.90 (save \$113.10)	\$290	\$340
<b>Middle School 6<sup>th</sup> – 8<sup>th</sup> Grade</b>	\$3,820	\$382	\$318.33	\$3,705.40 (save \$114.60)	\$325	\$375
<b>High School 9<sup>th</sup> – 12<sup>th</sup> Grade</b>	\$3,920	\$392	\$326.67	\$3,802.40 (save \$117.60)	\$400	\$450

1. **Enrollment Fee:** Due at time of enrollment. \$30 for returning students. \$50 for new students. Enrollment fee for returning students increases to \$60 after April 1<sup>st</sup>. **Non-Refundable**
2. **Book/Activity Fee:** Payment is due by May 15<sup>th</sup>. Additional rate for shipping/handling after May 15<sup>th</sup>. **Non-Refundable**
3. **Tuition Payment Options:** Three tuition payment plans are available:
  - **Plan 12** - 12 payments starting June 1<sup>st</sup> – May 1<sup>st</sup>
  - **Plan 10** - 10 payments starting June 1<sup>st</sup> (**Skip July**) Aug. 1<sup>st</sup> – April 1<sup>st</sup>
  - **Pay in full** - Receive a 3% discount when entire tuition amount is paid before June 15<sup>th</sup>.
4. **Multiple Sibling Discount:**
  - 2<sup>nd</sup> Child – 6% Discount      3<sup>rd</sup> Child – 12% Discount      4<sup>th</sup> Child – 18% Discount
  - Discount(s) applied to younger sibling(s).
5. **Late Payment Policy:** A late fee of \$15 per account will be assessed if payment is not received by the 15<sup>th</sup> of the month.
6. **Withdrawal:** Withdrawn students will be charged for the current month attending plus one additional month's tuition.
7. **Before/After School Extended Care:** \$3.25 hourly rate per child.
8. **Student Accident Insurance:**
  - Preschool, Pre-Kinder & Kindergarten - \$5.00 annually.
  - 1<sup>st</sup> – 12<sup>th</sup> Grades - \$10.00 annually.

## Part-Time/Dual-Enrollment/Dual-Credit Programs

BHCA offers three programs designed to help meet the needs of those families who are seeking to educate their children using more than one track. They offer families some flexibility in creating what they feel is the best opportunity for their students.

- Multiple Sibling Discount: Discount applied to lower or lowest tuition amount(s).

### **PART-TIME STUDENT PROGRAM**

The Part-Time Student program is geared primarily to families that wish to home school their children in addition to having them enrolled at BHCA. This program allows students to take courses that help complete their individual academic program. Students in the part-time program are only on campus during their class times. This program is available to students 1<sup>st</sup> through 12<sup>th</sup> grade.

- Students in Elementary will be required to be in class one-half day either in the morning or in the afternoon.
- Students in Middle & High School will be able to take up to 6 classes at BHCA.

#### ***PART-TIME Program Tuition and Book Fees***

Grade	Tuition	Plan 10	Plan 12	Pay in Full	Book Fee
Elementary	\$2260.00	\$226.00	\$188.33	\$2192.20	\$180.00
Middle School	\$600.00 per course	\$60.00 p/c	\$50.00 p/c	\$582.00 p/c	\$52.00 p/c
High School	\$620.00 per course	\$62.00 p/c	\$51.67 p/c	\$601.40 p/c	\$63.00 p/c

### **DUAL-ENROLLMENT PROGRAM**

Dual-Enrollment is a program in which students can take public school courses in addition to being enrolled at BHCA. By taking a minimum of 2 public school courses, students are allowed to participate in certain public school sanctioned extracurricular activities.

- Available to students in grades 6-12.
- Students are allowed to take up to 6 classes at BHCA in addition to their classes in the public school.

#### ***DUAL-ENROLLMENT Program Tuition and Book Fees***

Grade	Tuition	Plan 10	Plan 12	Pay in Full	Book Fee
Middle School	\$600.00 per course	\$60.00 p/c	\$50.00 p/c	\$582.00 p/c	\$52.00 p/c
High School	\$620.00 per course	\$62.00 p/c	\$51.67 p/c	\$601.40 p/c	\$63.00 p/c

### **DUAL-CREDIT PROGRAM**

Dual-Credit is a state program that allows students that meet eligibility requirements to take courses at Black Hills State University or other accredited college or university and obtain college and high school credit at the same time. There are separate per-course fees for this program through the college or university, but the credits are offered at a much reduced rate for students in the program. This is an excellent way for students to get a jump start on their college education and save a considerable amount of money at the same time.

- Available to eligible juniors and seniors in high school.
- Students are allowed to take classes at BHCA in addition to their Dual-Credit courses. The table on the right shows a recommended number of additional courses for students taking Dual-Credit courses.

Dual Credit Courses Number of College Credits per Semester	High School Program Recommended Number of Courses per Semester
3	5-6
6	3-4
9	2-3

#### ***DUAL-CREDIT Program Tuition and Book Fees***

Grade	Tuition	Plan 10	Plan 12	Pay in Full	Book Fee
11 <sup>th</sup> – 12 <sup>th</sup>	\$620.00 per course	\$62.00 p/c	\$51.67 p/c	\$601.40 p/c	\$63.00 p/c

**\*\*Please use the 2<sup>nd</sup> sheet when signing up for any of these programs**

**\*\*Prairie Hills Transit bus service is an option for one-way or two-way service to and from SHS/SMS**

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Christ Centered, Academic Excellence, Relationship Focused, Excellence Driven*