



Packinghouse Christian Academy

2021-2022 SECONDARY RE-ENROLLMENT FORMS PACKET

Please complete the attached forms (typed or black ink) and return them to the office as soon as possible. Your help returning these in a timely manner will enable us to better prepare for the coming school year. You do not have to complete these forms before you pay your re-registration fees. These forms are required before the new school year begins.

All GRADES- For a record to be complete, the office will need these items for each student:

- Student** Emergency Release Form/Payment and Discipline Agreement
- Kdg through 5th Grade Students Only**- A Free School T-Shirt Order Form
- RenWeb School Form
- Photo/Video Release Form
- 6TH-12TH GRADES ONLY**- Locker Contract & PE Uniform Information
- Handbook Signature Form
- Request for CUM Record from previous school if this is your student's first year at PCA.

KDG- If your student is an in-coming Kindergarten student, we will also need the following:

- A copy of the student's Birth Certificate Immunizations
- A copy of the student's Immunization Record (Booster Shots may be needed)

1ST- A Report of Health Examination for School Entry- All students entering 1st grade must have a Report of Health Examination completed and returned to the school.

- ### **7TH- A physical exam- This examination may be done anytime within 19 months prior to beginning 7th grade.**
- 3-dose Hepatitis B, or the documentation from your medical provider that the 2-dose regimen was administered.
 - 2 dose MMR both having been received on or after the student's 1st birthday.
 - Proof of a T-dap booster shot given after 10 years of age.

The first day of classes will begin on Tuesday, September 7th, 2021

We will continue to keep you updated on the ever changing COVID restrictions and how they will affect us. We look forward to sharing in the educational experience with you in the coming years.

In Christ's Love for His Kids,

Jeff Lindeman
Principal



Packinghouse Christian Academy
2021-2022 School PE Locker Contract
Secondary Students

Student Name _____

Grade _____

A PE school locker will be assigned to your student in 6th through 10th grade. For security purposes, all locks must be purchased from the school. Any unauthorized lock will be cut off. You may pay for locks at the financial office (\$6.00 each for new or \$5.00 each for used locks if available) and pick them up in the school office. The use of lockers at PCA is a privilege and subject to the terms stated below. Any loss of locks or miss-use of locks will result in termination of locker privileges. Lockers will be issued only upon completion of this contract, signed by both the student and the parent, in agreement of the following terms:

1. Students will accept responsibility for the locker and its contents. We are not responsible for lost or stolen items.
2. Students will not share locker combinations with other students.
3. Lockers will not be used as an excuse for tardiness.
4. Lockers will not be used as an excuse for being unprepared for class.
5. Students may use lockers only at approved times or with special permission.
6. Students will learn to use lockers correctly in order to minimize abuse/damage.
7. Students will not write on or deface lockers in any way.
8. Lockers should be kept closed and locked when not in use.
9. Students will keep the assigned locker for the entire school year unless it becomes inoperable.
10. Items prohibited by the school handbook may not be stored in the lockers.
11. Lockers are subject to periodic, unannounced inspections by the school administration.

These inspections will be for the purpose of enforcing the terms of this contract.

A "Locker infraction" will be given for each violation of the aforementioned rules and/or for each occurrence of the following;

1. Loud/inappropriate behavior in the locker area.
2. Loitering in the locker area.
3. Leaving school materials/personal belongings unattended in the halls, classrooms, lunch area, restrooms, etc.

Three "Locker infractions" in any quarter will result in suspension of locker privileges for not less than one quarter. The second suspension of locker privileges in any school year will remain in effect for the remainder of that school year.

I have read and understand the conditions of this locker contract. I agree to abide by and support the terms as stated above.

Student Name _____

Grade _____

STUDENT'S Signature

Date

PARENT'S Signature

Date



P.E. Uniform Information for Secondary Students 2021-2022

P.E. uniforms are required for students who are enrolled in 6th – 10th grade Physical Education classes. The uniforms may be purchased at our financial office and picked up in the school office. Please bring your receipt when picking up uniforms. We use special locks that have a key access. Locks can also be purchased from the finance office and picked up in our school office.

PE Uniform Prices: (ADULT SIZES ONLY, S, M, L, XL)

Complete P.E. Uniform (Shorts & Shirt)	\$25.00 set
Additional Shorts or Shirts	\$14.00 each
Extra Charge for Double X Items	\$ 2.00 each item
PE Lock	\$6.00 each (new)
	\$5.00 each (used if available)

**PACKINGHOUSE CHRISTIAN ACADEMY
SECONDARY PARENT/STUDENT HANDBOOK
SIGNATURE PAGE**

The 2021-2022 Secondary Parent/Student Handbook of Packinghouse Christian Academy contains information that is given to set guidelines to enable all students to be safe and to form good habits. Thank you for reading and discussing it with your children.

I have read the 2021-2022 Secondary Parent/Student Handbook with my child(ren). I agree to be supportive and comply with its contents and guidelines.

Student's Name

Student's Name

Student's Name

Student's Name

Father's Signature
(Guardian)

Mother's Signature
(Guardian)

Date

Date

I have read, or had read to me, the 2021-2022 Secondary Parent/Student Handbook. I understand all the information given. I know that there will be more directions given to me at school. I agree to obey these regulations.

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Please Note: Handbooks are available on RenWeb. They can be e-mailed to you by request and we have hard copies available in the school office if needed.

PCA Student Photo/Video Release Form for 2021-2022

This form requests your permission for pictures and/or video with your child(ren) to be published in our yearbook, displayed in our school, or used for promotional material and/or on our school website. We also share those memories by displaying pictures of these fun times in the rooms and hallways of our school. Should you prefer that these pictures not be displayed we will respect and honor your decision. Thank you.

_____ I **do** authorize Packinghouse Christian Academy to publish pictures and/or video, with or without the names of my child(ren) to be published in the yearbook, displayed in the school, used for PCA promotional material and/or on our school website.

Student's Name

Student's Name

Student's Name

Student's Name

Parent/Guardian Signature

Parent/Guardian Signature

Date

Date

Parent Name

Date

Parent Name

Date

If you choose to decline the use of your child's photo or video in any specific manner, please indicate below:

FACTS/RENWEB SCHOOL MANAGEMENT PROGRAM

FACTS School Management Software gives you, the busy parent, an opportunity to be involved in your student's academic progress and future success – all via the Internet!

FACTS ParentsWeb is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, homework, and conduct, as well as our monthly newsletter, upcoming events, school calendar and more. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Once you have completed the RenWeb sign up form and returned it to school, you can access our easy-to-use FACTS ParentsWeb by doing the following:

- Go to Internet Explorer and type in the address www.renweb.com. (if you are using a Mac- you will need to download Firefox Explorer before you begin, which is a free download.)
- Click on "ParentsWeb Login" in the red box.
- Log in as follows:
 - Type in "PA-CA" for our school ID.
 - Type in your email address that you have provided to the school. (This information must have already been given to the school to allow access.)
 - Click "New Parent Login" if you have not logged into FACTS/Renweb before.
 - You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email that you provided to the school.)
 - Type in the password assigned.
- To access grades, click "Classrooms." This will bring up all classes in which your child is enrolled at the school.
- Click on "Homework Summary" or "Grade Book Summary" at the top of the column for each child.
- You can access other school information regarding your student on this site, as well as email the teachers directly!

We look forward to your participation. Together, we can continue to improve our children's academic development as well as communication at school and at home.

For new students or if your information has changed:

Please complete the following FACTS/RenWeb form and return it to the school office so we can set your RenWeb account up.

FACTS/RENWEB PARENT'S WEB REQUEST FORM

For New Students or if your information has changed

Once your RenWeb account is set up, you will have access to your student's grades, e-mail teachers, download forms, newsletters, and much more. There is no additional charge to you for this service.

Please let us know when you change your email address so we can give you current updates.

Student Name _____

Student Grade _____

Father's Name _____

E-Mail #1 _____

E-Mail #2 _____

Mother's Name _____

E-Mail #1 _____

E-Mail #2 _____



Packinghouse Christian Academy

9700 Alabama Street
Redlands, CA 92374
909-793-4984

NEW STUDENT REQUEST FOR CUMULATIVE RECORDS

Previous School's Name & Address:

Date of Request

The student(s) listed below are now enrolled in Packinghouse Christian Academy. In compliance with the Federal Family Educational Rights and Privacy Act 1974, please release all available cumulative records, which includes health, psychological, academic or any other pertinent information to:

Packinghouse Christian Academy
9700 Alabama Street
Redlands, CA 92374

_____ Student Name	_____ Grade Last Attended	_____ Year Last Attended	_____ Birthdate
_____ Student Name	_____ Grade Last Attended	_____ Year Last Attended	_____ Birthdate
_____ Student Name	_____ Grade Last Attended	_____ Year Last Attended	_____ Birthdate

Packinghouse Christian Academy Payment and Discipline Agreement

Payment Agreement:

Tuition, which consists of twelve equal payments, is due on the fifteenth of each month beginning June 15 and finishing payments by May 15th. There will be a ten-day "grace period". On the twenty-six day of any month, any applicable charges incurred, (day care, etc.), will be billed to the account and a late fee of \$10.00 or 10% of the total monthly balance, whichever is greater, will be assessed. In the event of an unexpected financial hardship, please contact the office by the 25th of the month to arrange payment and possible waiver of the late fee.

Payments made before the 25th of the month may be mailed, made in person in the finance department or dropped in our drop box located in the parking area outside of the finance department.

Failure to submit a payment for a period of one month may, at the principal's discretion; result in the dismissal of the student. Students who have a delinquent account will not receive their end of the year awards, diplomas, report cards or yearbook until the account is brought current. A fee of \$25.00 will be charged for any returned NSF checks written.

Parents must give PCA a thirty-day notice prior to withdrawing their student in order to receive a refund of any overpayment of tuition.

Discipline Agreement:

One of the most important lessons for any student to learn is how to properly respond to authority. Students must be guided to a proper response to their parents, teachers and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently and lovingly. Packinghouse Christian Academy's procedure on student discipline is summarized as follows:

INSTRUCT the student in wise choices: Love God, love people, etc.

WARN the student that we are committed to helping him learn to choose wisely.

REPROVE the errant student with words that identify the wrong choices and give proper re-instruction.

CORRECT the resistant student with action that reinforces words of reproof and instruction. "The rod (action) and reproof (words) give wisdom, but a child who gets his own way brings shame to his mother." Prov. 29:15.

Since the teacher is the one who works closest with the student at school, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in mutual support of the disciplining of the student.

At times it becomes necessary for the teacher to send the student to the office. In this event, the Principal will deal with the situation by counseling with the student and, if deemed necessary, he/she will be disciplined further. This may include campus clean-up, detention, or suspension. The ultimate corrective action the school will take is to terminate enrollment.

At PCA the emphasis in discipline will always be on love. More than anything else, we want each student to know that he or she is loved. However, love does not necessitate a tolerance of disobedience, but real Godly love sets the highest standard for the student, which then exhorts him/her to love and good works. This is the goal of all discipline at PCA.

I have read and will cooperate with the discipline and payment policies as set forth by Packinghouse Christian Academy. I wish to delegate to the school the responsibility of acting in loco parentis (in place of parents) regarding the welfare of the child named on this form during the hours school is in operation either formally or informally in "extra-curricular" activities.

I agree to abide by the policies set forth in the school handbook as well as those on this form.

PARENT SIGNATURE

PRINT NAME

DATE

STUDENT'S NAME

GRADE

Packinghouse Christian Academy 2021-2022 School Year

PLEASE COMPLETE ONE FORM PER STUDENT

Student Emergency Information & Release

Student's Name			Birthday		[Male] [Female]		Grade	
Last		First	Middle					
Street Address			City		ZIP		Phone	
Family e-mail address				Secondary e-mail address				
Student's Cell Phone #				Student's e-mail address				
Fathers Name			In Home? [Yes] [No]	Employer			Work Phone	
Father's Address (if different)			City		State ZIP			Home Phone
								Cell Phone
Mother's Name			In Home? [Yes] [No]	Employer			Work Phone	
Mother's Address (if different)			City		State ZIP			Home Phone
								Cell Phone
Step Parent - Guardian			In Home? [Yes] [No]	Employer			Home Phone	
								Cell Phone

Other than the parents, list those authorized to pick up this student in case of emergency, at carpool or from daycare.

List in order of preference

Name	Relationship	Home Phone	Work Phone	Cell Phone

Medical Information

Does this student have a health problem?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify	
Does this student take medication at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify	
Will this student take medications at school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify	
Has this student ever received treatment for	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizures	<input type="checkbox"/> Heart disease
	<input type="checkbox"/> Rheumatic fever		<input type="checkbox"/> Other	
Medication taken within the past 6 months	<input type="checkbox"/> Cortixone		<input type="checkbox"/> ACTH	<input type="checkbox"/> Anticoagulants
	<input type="checkbox"/> Tranquilizers		<input type="checkbox"/> Hypertensive	<input type="checkbox"/> Other
Tylenol or Pepto Bismol may be administered as needed		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initials
Allergies or Sensitivities:				
Doctor's Name	Address		Phone	Insurance Carrier & No.

Authorization to Consent to Treatment of Minor

I/We, the parents of _____ do hereby authorize Packinghouse Christian Academy as agent for the undersigned to consent to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and rendered under the general supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood in advance of any specific diagnosis, treatment, or hospital care being required, but is given in advance to provide authority and power on the part of the aforesaid agents to give a specific consent to any and all such diagnosis, treatment or hospital care which the aforesaid physician in the exercise of his best judgement may deem advisable. Authorization is hereby given to Packinghouse Christian Academy, personnel to administer First Aid Treatment during school activities or to call the Paramedics, or Rescue Squad, as deemed necessary pursuant to the provisions of Section 25.8 of the Civil Code of the State of California.

Parent's Signature	Date
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PLEASE COMPLETE BOTH SIDES OF THIS FORM

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)
a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____
Vision: _____ Insect stings: _____
Developmental: _____ Food: _____
Language/Speech: _____ Asthma: _____
Dental: _____
Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ (DIPHTHERIA, TETANUS AND DT/Td [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
(REQUIRED FOR CHILD CARE ONLY) HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
 Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
 ___ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

Physician Physician's Assistant Nurse Practitioner