



# NORTH RALEIGH CHRISTIAN ACADEMY

7300 Perry Creek Road • Raleigh, NC 27616 • (919) 573-7900 Office • (919) 573-7901 Fax • [www.nrcaknights.com](http://www.nrcaknights.com)

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**Dear Prospective Parent,**

Thank you for your interest in North Raleigh Christian Academy. As an Admissions Office, we understand the importance and significance of the decision you have in deciding where your student will attend school. Whether you are a first time parent trying to decide on a Kindergarten for your child, a family seeking to enroll multiple children in our school, whether you are local or relocating, we are here to serve you and help you through the “information gathering” process and to later assist you through the Admissions process if you choose to apply to NRCA.

NRCA’s educational process and commitment, both in and out of the classroom, is directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. As a community Christian school, North Raleigh Christian Academy believes in “Kingdom Education”, a life long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. It is our desire to “assist parents” and be an extension of the home in the development of students spiritually, academically, physically and socially so that they will think from a biblical worldview as they launch into God’s plan and purpose for their lives.

Once again, I thank you for your interest in this wonderful school. God’s blessings are evident throughout NRCA with the God Story of our growth and facilities. “To whom much is given, much is required.” So it is my hope that our Admissions Office will provide the attention, information and support that you need to make one of the most important decisions of a lifetime.

Yours for Kingdom education,

***Kathy Freeman***

Admissions Director

(919)573-7929

[kfreeman@nrcaknights.com](mailto:kfreeman@nrcaknights.com)



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## 2012/2013 Prospective Parent Information

### Prospective Parent Information Meetings

North Raleigh Christian Academy's Prospective Parent Information Meetings are a wonderful way to learn about the school. These meetings are open to the public and reservations are not required. Our Superintendent, Dr. Sonny Sherrill conducts an informational session that covers numerous topics from the history of NRCA to policies and procedures. The Principals for each school (Elementary, Middle and High) as well as the Admissions Director are available at this meeting to answer additional questions you might have, if something you were interested in knowing was not covered during the presentation. The evening concludes with a very thorough tour of the school. We are unable to schedule individual tours throughout the year, but Parent Information Meetings are offered from December through June for each new Admission year.

At least one parent must attend a Parent Information Meeting for the application process to be complete. Attendance to a prior Parent Information Meeting does not count for the next year's Admission process. Parents of NRCA siblings are not required to attend, but are always welcome.

#### Meeting Dates

Tuesday, November 29, 2011	7:00 pm (Fine Arts Center)
Tuesday, December 13, 2011	7:00 pm (Fine Arts Center)
Tuesday, January 17, 2012	7:00 pm (Fine Arts Center)
Thursday, February 2, 2012	7:00 pm (Fine Arts Center)
Tuesday, March 6, 2012	7:00 pm (Fine Arts Center)
Tuesday, April 17, 2012	7:00 pm (Fine Arts Center)
Tuesday, May 22, 2012	7:00 pm (Fine Arts Center)
Thursday, June 7, 2012	9:00 am (Media Center)
Thursday, June 14, 2012	9:00 am (Media Center)
Thursday, June 21, 2012	9:00 am (Media Center)
Thursday, June 28, 2012	9:00 am (Media Center)

### Admissions Testing

Prospective students applying for 1st through 12th grade admission must provide current SAT (Stanford Achievement), CAT (California Achievement) or TerraNova, test scores that are less than one year old. Any other testing cannot be accepted for Admission purposes. Students applying for Kindergarten do not need to be tested. If the student cannot provide current testing, please sign up for one of the following testing dates. The Admissions Office must receive the New Student Application along with the check attached (\$100 Application Processing Fee plus the Registration Fee of \$468 or the \$100 Application Processing Fee plus the first monthly payment) three days prior to the testing date. Please call the Admissions Assistant at (919)573-7926 to place your student on the testing calendar. An interview cannot be scheduled if testing has not been administered or received.

#### Student Testing Dates 1st - 12th Grade

Saturday, December 17, 2011	8:00 am
Saturday, January 21, 2012	8:00 am
Saturday, February 11, 2012	8:00 am
Saturday, March 17, 2012	8:00 am
Saturday, April 21, 2012	8:00 am
Saturday, May 19, 2012	8:00 am
Friday, June 15, 2012	9:00 am
Friday, June 29, 2012	9:00 am



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## 2012/2013

## New Student Application and Admission Process

The Admission Application Process Checklist is a great tool to help you understand the steps involved in applying for Admission to North Raleigh Christian Academy.

### ADMISSIONS PROCESS CHECKLIST:

- Application** Complete and sign the application. Both parents are required to sign in two separate places on the application.
- Application Fee** Attach a check made out to NRCA for the correct amount. (If selecting the full payment method, attach the Registration Fee of \$468 plus the non-refundable \$100 Application Processing Fee. If selecting the monthly payment plan, attach the first monthly installment plus the non-refundable \$100 Application Processing Fee).
- Birth Certificate** Include a copy of the student's birth certificate. The birth certificate must accompany the application at the time of submission.
- Student Medical Immunization Record** All students applying for K5-12th grade must complete and include the Student Medical Form with the immunizations attached when the application is submitted.
- Kindergarten Physical Assessment Form** All Kindergarten students accepted to NRCA will need to provide proof of a Kindergarten physical. The physical form must be completed by your doctor and turned in to the Admissions Office by the first day of school. This physical should be scheduled during the summer so that it will remain current for the student's entire Kindergarten academic year. Your doctor will provide the physical form. Your Kindergarten student will be unable to attend their first day of school without a physical form including updated immunizations on file.
- Elementary/Middle School Immunizations** If your child will turn 12 between August 2012 and July 2013, the state requires proof of a Tdap immunization by September 30, 2011. Please have your physician's office fax proof of this immunization as soon as it is received. Record of this immunization must be received no later than September 30, 2012.
- Report Card** Include a copy of the previous year **final** report card and **current** year report card.
- Admissions Testing** Students applying for 1<sup>st</sup> through 12<sup>th</sup> grade admission must provide current SAT (Stanford Achievement), CAT (California Achievement) or TerraNova test scores that are less than one year old. Any other testing cannot be accepted for Admission purposes. Students applying for Kindergarten do not need to be tested. If the student cannot provide current testing, please sign up for one of the testing dates (see the Testing Dates page for a complete listing). The Admissions Office must receive the New Student Application along with the check attached (\$100 Application Processing Fee plus the Registration Fee of \$468 or the \$100 Application Processing Fee plus the first monthly payment) three days prior to the testing date. Please call the Admissions Assistant at (919)573-7926 to place your student on the testing calendar. An interview cannot be scheduled if testing has not been received or administered.
- Transcript Request Form** Complete and sign the Transcript Request Form and return it with the application. Records will be requested by NRCA if the student is accepted, after the completion of the current school year.
- Student Confidential Evaluation** (K5, 1st-5th, or 6th-12th) must be signed by the parent or guardian, dated and sent to your student's current teacher. The form must be mailed or faxed (919) 573-7901 back to NRCA by the teacher. Please ask a core subject teacher (Math, English, or History) to complete this evaluation for Middle School and/or High School students.
- Pastor Reference Form** must be signed by the parent or guardian, dated and sent to any full-time minister on staff at your church. The form must be mailed or faxed (919) 573-7901 back to NRCA by the minister.
- Prospective Parent Information Meeting** At least one parent or guardian must attend a Parent Information Meeting. Attendance is required each year, even if you have attended a previous years meeting. This is only for new families to NRCA. Sibling families do not have to attend. No reservation is required and this meeting is open to the public. This meeting is intended for parents and middle and/or high school students only. Due to the length and nature of the meeting, we ask that parents not bring infant, pre-school or elementary students.
- Student Handbook** Parents are expected to review the **Student Handbook** online @www.nrcaknights.com, prior to beginning the application process. This will allow parents and students an opportunity to understand and become familiar with established school policies and procedures.
- Return completed application with check attached, birth certificate, completed K5-12th grade student Medical Form including immunizations, and Transcript Request Form to the NRCA's Admissions Office. Please turn in report cards and SAT or CAT Testing results with the application if available at the time of submission to the Admissions Office.
- Interview** After completion of these requirements, an interview will be scheduled with the appropriate principal (Elementary, Middle or High). If you have multiple children applying, the interview will be scheduled with the oldest applicant's principal. Middle and High school applicants must be present for the interview. Elementary students do not attend the interview. Interviews begin in December for Kindergarten. Interviews for 1st through 12th grade usually begin in late January, after the re-enrollment process for current NRCA students is complete.
- Wait Pool Process** When the interview process is complete and it is determined that the applicant is a qualified candidate for admission to NRCA, an offer is generally extended within two weeks. If there is not an opening at time of interview the applicant will be placed in a wait pool for their particular grade. When an opening becomes available, all students in the wait pool for that grade will be considered. Once a decision is reached, the parents of the applicant selected will be notified of an offer for acceptance. Applicants are not assigned a number in the wait pool process. Each time an opening becomes available, all candidates in the wait pool for that grade will be considered. Applicants in the wait pool must reapply for each new admission year.



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## FINANCIAL INFORMATION 2012/2013 School Year

### **APPLICATION PROCESSING FEE: \$100 PER STUDENT FOR NEW STUDENTS ONLY (Non-refundable)**

The Application Processing Fee is required at the time of application to NRCA. This fee covers some of the costs associated with the application process and any testing that is required.

### **REGISTRATION FEE: \$468.00 PER STUDENT FOR K5-12TH GRADE (Non-refundable)**

The Registration Fee is non-refundable unless a student is placed in the wait pool and the parent requests a refund prior to an opening in a class.

### **STUDENT RESOURCE FEE: \$456.00 PER STUDENT FOR K5-12TH GRADE (Non-refundable)**

The Resource Fee covers most books, student insurance, student association dues, designated student supplies, and classroom teaching supplements. The book portion of this fee is a prorated fee based on some books being consumable and some lasting more than one year. Academic books, tests, and supplies range from \$300.00 to \$600.00 per student based on grade level. If a student withdraws, the Resource Fee is not refunded and any books or supplies are forfeited.

### **CAPITAL FEE: \$336.00 PER STUDENT (Non-refundable)**

The Capital Fee covers the acquisition, upgrade and improvement of our facilities. This fee helps cover expenses like painting, replacement of carpet, repairs to classrooms, restrooms, maintenance of playgrounds, landscaping, impact charges, etc.

### **NEW FAMILY FEE: \$500.00 PER FAMILY (Non-refundable)**

The New Family Fee is a one time fee payable within 5 days of acceptance to NRCA. This fee is used for the continued development and advancement of NRCA's academic programs. Failure to pay this fee within 5 days will result in forfeiture of acceptance to the school.

**TUITION ASSISTANCE:** Tuition Assistance Awards are based on the family's demonstrated need as determined by FACTS Management Company ('FACTS'). FACTS is a third-party agency that makes financial needs assessments for schools. FACTS uses information supplied by the applicant to assess financial need. Applications can be made online at nrcaknights.com under the Admissions link. Each award is made in the form of a discount on tuition and is for one year only, based on availability of Tuition Assistance funds and is awarded to returning families first. The deadline for initial awards is March 31, 2012. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining. New students must be accepted by NRCA prior to Tuition Assistance being requested.

**WITHDRAWAL FEE: \$500.00 PER STUDENT** - Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of a student creates an opening which NRCA may not be able to fill with a viable candidate. Students who withdraw anytime between July 1, 2012 and April 30, 2013 will be assessed a \$500.00 Withdrawal Fee per student. In addition, the full month's tuition is due for any month in which the student(s) attends one school day. All fees are due in full and are non-refundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month. Official transcripts, report cards, and records cannot be released or sent to other schools if an outstanding balance remains at NRCA.

**ANNUAL FUND:** The Annual Fund provides resources for our school, outside of the normal operating budget, that directly impact our mission of Christian education excellence. NRCA is a 501(c)(3), non-profit, and your contributions help make NRCA an institution of excellence in academics, fine arts, and athletics. Please pledge to make your tax deductible gift to the Annual Fund by December 31, 2012.

## FULL-TIME AFTERCARE

**FULL-TIME AFTERCARE: 9 PAYMENTS (1st payment - September 5th and 9th payment - May 5th)**

1st Child	2nd Child	3rd Child	4th Child
\$200.00/month	\$150.00/month	\$120.00/month	\$120.00/month

Only full-time Aftercare is available (no drop-ins). Aftercare is not held on half-days, teachers' workdays, school holidays, or summer vacation. All monthly Aftercare payments are made via electronic funds transfer to NRCA on the 5th of each month.

**LATE FEES:** A late fee of \$30.00 is assessed *each month* if resource fees, capital fees, tuition installments, and/or aftercare payments are not paid by the due date. A returned check or draft results in a \$30.00 returned check charge.

**NO BILLING STATEMENTS:** NRCA does not send statements or invoices.



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## TUITION INFORMATION 2012/2013 School Year

### FULL PAYMENT PLAN (2% Discount)

#### FOR NEW AND RETURNING STUDENTS

**Registration Fee:** \$468.00 *Per Student* upon application or Re-enrollment (Non-refundable)

**Resource Fee:** \$456.00 *Per Student* due March 1 (Non-refundable)

**Capital Fee:** \$336.00 *Per Student* due March 1 (Non-refundable)

**Full Tuition Payment:** due **June 1**

Advantage: The full payment plan offers a 2% discount on the full tuition price. If the full payment is not made by June 1st, the 2% discount is lost. **If a parent decides to change to the 12 month plan after February 1st, there is a \$100 PER STUDENT processing fee.**

### FULL PAYMENT & 12 MONTH PLANS

GRADE LEVEL	FULL TUITION*	2% DISCOUNT*	12 MONTH PLAN **
K5	\$5,460.00	\$5,350.00	\$560.00
1st - 5th	\$6,540.00	\$6,410.00	\$650.00
6th - 8th	\$7,440.00	\$7,290.00	\$725.00
9th - 12th	\$7,920.00	\$7,760.00	\$765.00

\*The Full Tuition amount does NOT include the registration, resource, and capital fees.

\*\*The 12 month plan includes the registration, resource, and capital fees in the monthly rate.

### 12 MONTH PLAN (drafted by FACTS)

Registration: 1st Installment paid January 1 of previous school year as registration for next year.

Month	Installment
June	3rd
July	4th
August	5th
September	6th
October	7th
November	8th
December	9th
January	1st <i>1st Installment (12-13) paid to NRCA</i>
February	10th
March	2nd <i>2nd Installment (12-13)</i>
April	11th
May	12th

**Advantage:** The 12-month plan combines the yearly tuition with the registration, resource, and capital fees and divides the total by 12, for 12 equal installments. The 1st installment of the 12-month plan is made January 1 of the previous year which serves as registration. **Because this plan includes the fees in the tuition installment, the 1st installment (January) and the 2nd installment (March) are non-refundable.**

**FACTS Management:** All monthly tuition payments are made, via electronic funds transfer, to FACTS Tuition Management. The annual fee for this service is \$38.00 **PER FAMILY.**

**NO BILLING STATEMENTS: NRCA does not send statements or invoices for tuition and fees.**



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## STUDENT APPLICATION 2012/2013 School Year

### GENERAL INFORMATION

Payment Plan: \_\_\_ Full Payment \_\_\_ 12 Month (via FACTS Mgt.)

Application Type: \_\_\_ Sibling \_\_\_ New Student

Gender: \_\_\_ Male \_\_\_ Female

Applying for Grade: \_\_\_\_\_

(\_\_\_) I do not give permission for information to be printed in school directory.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Guardian Email Address: \_\_\_\_\_

Birth: \_\_\_\_ mo. \_\_\_\_ day \_\_\_\_ yr. Student Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School last attended: \_\_\_\_\_

Preschool: \_\_\_\_\_ Days a week attended: \_\_\_\_\_

#### OFFICE USE ONLY

Interview: \_\_\_\_\_ PA \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AC \_\_\_\_\_

Ck \$ \_\_\_\_\_ Ck# \_\_\_\_\_

BC \_\_\_\_\_ IMR \_\_\_\_\_ PIM \_\_\_\_\_

RC \_\_\_\_\_ Test \_\_\_\_\_

TE \_\_\_\_\_ PE \_\_\_\_\_

TR \_\_\_\_\_ SM \_\_\_\_\_

WP \_\_\_\_\_ AD \_\_\_\_\_ WD \_\_\_\_\_

### EMERGENCY MEDICAL INFORMATION

Name of Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact's Relation to you: (\_\_\_)Relative-Relationship: \_\_\_\_\_ (\_\_\_)Friend (\_\_\_)Guardian (\_\_\_)Other: \_\_\_\_\_

Applicant's Doctor: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_ Hospital Preference: \_\_\_\_\_

### PARENT/GUARDIAN AND FAMILY INFORMATION

Marital Status: (\_\_\_)Married (\_\_\_)Widower (\_\_\_)Separated (\_\_\_)Divorced (\_\_\_)Remarried

Father's Name: \_\_\_\_\_

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

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

Employer's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

Years in High School: \_\_\_\_\_ Years in College: \_\_\_\_\_

Lives with student (Y/N) \_\_\_ Receives Mail (Y/N) \_\_\_ Receives Bill (Y/N) \_\_\_

Marital Status: (\_\_\_)Married (\_\_\_)Widow (\_\_\_)Separated (\_\_\_)Divorced (\_\_\_)Remarried

Mother's Name: \_\_\_\_\_

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

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

Employer's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

Years in High School: \_\_\_\_\_ Years in College: \_\_\_\_\_

Lives with student (Y/N) \_\_\_ Receives Mail (Y/N) \_\_\_ Receives Bill (Y/N) \_\_\_

If parents are separated or divorced, who has legal custody? \_\_\_\_\_

In the event of sole primary custody, the school requires copies of the custodial legal documents to be provided to the Admissions Office at the time of

#### Paternal Grandparents

Grandparent(s): \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Maternal Grandparents

Grandparent(s): \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

List names, ages, grades, and schools attending (including preschoolers) of all school-aged children in your family:

1. \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

2. \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

3. \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

4. \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

What church do you attend? \_\_\_\_\_ Are you a member? \_\_\_\_\_ For how long? \_\_\_\_\_

How often does each member attend? Regularly (3-4 Sundays per month), Occasionally (once or twice per month), Rarely (4 times per year)

Father:  Regularly  Occasionally  Rarely Mother:  Regularly  Occasionally  Rarely Student:  Regularly  Occasionally  Rarely



# MISSION STATEMENT

“North Raleigh Christian Academy is a community Christian school assisting families by providing excellence in academics, fine arts and athletics while instilling biblical principles in students’ lives that they might impact their society for Christ.”

YES      NO

- \_\_\_\_\_    \_\_\_\_\_ Do you understand and agree with the above Mission Statement of NRCA?  
 \_\_\_\_\_    \_\_\_\_\_ Will one parent attend Parent-Teacher Fellowships?

# PARENT QUESTIONNAIRE & COMMITMENT

1. How did you hear about NRCA? \_\_\_\_\_
2. Considering the goals for your student, why would you like your student(s) to attend NRCA? \_\_\_\_\_  
\_\_\_\_\_
3. Has the student ever been referred to a resource teacher? If yes, please provide date and reasons for referral. \_\_\_\_\_  
\_\_\_\_\_
4. Has the student ever had modifications made in the classroom? \_\_\_\_\_
5. Has the student ever been administered psychological, behavioral, or academic testing to determine if he/she is gifted, has a learning disability, ADD, ADHD, behavioral, neurological, sensory, or emotional disorder? \_\_\_\_\_ *If yes, please provide dates, test results, evaluations, IEP reports, etc. This information is not routinely part of the cumulative folders and must be requested by the parent/guardian from the resource teacher or school counselor.* \_\_\_\_\_  
\_\_\_\_\_
6. Is the student presently taking any medication for medical or learning problems? \_\_\_\_\_ *If yes, please provide kind of medication, dosage, and frequency. Please provide a copy of a medical evaluation, which must be within the last twelve months.* \_\_\_\_\_  
\_\_\_\_\_
7. Does your student have any health problems? \_\_\_\_\_
8. Pre-mature birth (Y/N): If yes, what was the term? \_\_\_\_\_
9. Does your student have normal or corrected vision? \_\_\_\_\_ Does your student have normal hearing? \_\_\_\_\_
10. Has your student ever been recommended for tutoring or remedial instruction? \_\_\_\_\_ *If yes, please provide dates and areas of remediation along with written evaluations.* \_\_\_\_\_
11. Has the student ever repeated a grade? \_\_\_\_\_ Which grade? \_\_\_\_\_ Please explain. \_\_\_\_\_  
\_\_\_\_\_
12. Has the student ever been suspended or dismissed from school? \_\_\_\_\_ Please explain. \_\_\_\_\_  
\_\_\_\_\_
13. Has your child had disciplinary difficulty in his/her previous school? \_\_\_\_\_
14. Is your child a ward of the court? \_\_\_\_\_ Has your child been under the jurisdiction of the court? \_\_\_\_\_  
Has your child committed a felony? \_\_\_\_\_
15. Is there any additional information that North Raleigh Christian Academy should be aware of when considering this student for enrollment? \_\_\_\_\_  
\_\_\_\_\_
16. What activities or responsibilities are you and your student(s) involved in at your church? \_\_\_\_\_  
\_\_\_\_\_
17. Please describe prayer time and Bible study in your home. \_\_\_\_\_  
\_\_\_\_\_
18. Please give a brief statement summarizing your beliefs as it relates to:  
 Jesus Christ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 The Bible \_\_\_\_\_  
 \_\_\_\_\_

**We certify that the above answers are true and are made with no reservations:**

Father’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mother’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# STATEMENT OF COOPERATION

**FINANCES:** We understand it is necessary that parents pay tuition for the amount stated on the Tuition and Financial Information statement. If tuition payments and fees are not received by the due date of each month, a \$30.00 late charge will be added each month to the account. *Tuition that becomes 30 days past due will result in the student being withheld from attending school until such amounts due to NRCA are made current.* A fee of \$30.00 will be charged for each returned check. All monthly tuition payments are made, via electronic funds transfer, to FACTS Management Company. The annual fee for this service is \$38.00 per family. We further understand that there are no refunds or transfer of fees to other children or other school years for the Registration Fee, New Family Fee, Resource Fee, Capital Fee, or Application Processing Fee. The full month's tuition is due for any month in which the student attends one school day. All fees are due in full and are non-refundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month.

**TUITION ASSISTANCE:** Tuition Assistance Awards are based on the family's demonstrated need as determined by FACTS Management Company ('FACTS'). FACTS is a third-party agency that makes financial needs assessments for schools. FACTS uses information supplied by the applicant to assess financial need. Applications can be made on-line at [www.nrcaknights.com](http://www.nrcaknights.com) under the Admissions link. Each award is made in the form of a discount on tuition and is for one year only, based on availability of funds and is awarded to returning families first. The deadline for initial awards is March 31, 2012. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining. *New students must be accepted by NRCA prior to Tuition Assistance being requested.*

**SCHOOL ACTIVITIES:** We give permission for our child(ren) to take part in any and all school activities, class field trips, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to us or our child because of any injury to us or our child at school or during any school activity. In case of emergency or serious illness, we request the school contact us first. If we are not available, please contact the designated emergency contact. If the emergency contact cannot be reached, the school has our permission to make whatever arrangements deemed necessary for our child(ren)'s treatment. If the emergency is life-threatening and we cannot be reached, the physician has permission to act accordingly absolving the school of any liability. This statement of cooperation will serve as a blanket permission slip from August 1, 2012 to July 30, 2013. In order to help ensure the safety of our students, North Raleigh Christian Academy has an established volunteer policy that is outlined in the Student Handbook. We understand that in order to participate as a volunteer we will abide by the guidelines set forth in the volunteer policy and complete any necessary forms. North Raleigh Christian Academy is committed to ensuring that your privacy is protected. NRCA will use personal information, such as e-mail addresses and phone numbers, for school-related communication inclusive of third party services. Personal information will not be shared, sold, or distributed outside of this ministry. We likewise, authorize NRCA, or anyone authorized by NRCA, to use and reproduce all audio and video tapes and photographs which NRCA takes of our child(ren) or any family member produced for school literature, advertisements, and promotional purposes without further compensation. All copies, masters, negatives, pictures and proofs shall constitute NRCA property, solely and completely.

**DISCIPLINE:** We believe discipline is a necessary aspect of our child(ren)'s education. We give permission for our child(ren)'s teacher and/or administration to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in Scriptures. Detention may be assigned, and transportation will be the responsibility of the parents. Parents will be sent written notice of such assignments. We understand that we have the responsibility to actively support the authority, philosophy, objectives, policies, procedures, and discipline of the school as established by the Board of Governors.

**PARENTAL COMMITMENT:** We understand our child(ren) is accepted on a general probationary status for the first quarter. We agree that we will in no case complain to other parents, but will register only necessary complaints with the teacher or administration following the Matthew 18 principle. We pledge our full cooperation to keep doctrinal controversy out of the school. We agree to support the school with our prayers and positive attitude. We understand that if at any time the school determines, in its sole discretion, that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of our child(ren). We understand that the school reserves the right to dismiss our student(s) for lack of cooperation on the part of the student, parent and/or guardian. Admission to North Raleigh Christian Academy is a privilege and not a right. It is a privilege granted with the understanding that students will desire to live as Bible-believing, consecrated Christians. Conduct exemplary of developing young Christians is expected. Drinking alcoholic beverages, using marijuana or other illegal drugs, smoking, profanity, disrespect for authority or property, improper sexual behavior and abuse of others are prohibited. This applies to school and non-school related social activities where unacceptable behavior would have an adverse effect on the testimony of the school. We are aware of the "No Bullying Policy" in the Parent/Student Handbook and agree to sign the school's "No Bullying Pledge." As an NRCA family, we will commit to the principle of the sanctity of marriage between a man and a woman.

**FAITH STATEMENT:** "The general nature and object of North Raleigh Christian Academy shall be to conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures; prepare young people academically and spiritually to impact society; unqualifiedly affirming and teaching the divine inspiration of the entire Bible; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of all people by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save mankind from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God."

*By signing this Statement of Cooperation to North Raleigh Christian Academy, you are certifying that at least one parent in the home is submitting to the Lordship of Jesus Christ, attending a local church, and that you are in agreement with our Statement of Faith and Cooperation.*

**We have read the Student Handbook (on line at [www.nrcaknights.com](http://www.nrcaknights.com)), Statement of Cooperation and the 2012/13 Tuition and Financial Information statement and hereby agree to abide by their stated policies.**

_____ Father's Signature/Guardian	_____ Date	_____ Mother's Signature/Guardian	_____ Date
_____ PRINT Father's/Guardian Name	_____ Date	_____ PRINT Mother's/Guardian Name	_____ Date

## ANNUAL FUND

The Annual Fund provides resources for our school, outside of the normal operating budget, that directly impact our mission of Christian education excellence. NRCA is a 501(c)(3), non-profit, and your contributions help make NRCA an institution of excellence in academics, fine arts, and athletics. Please pledge to make your tax deductible gift to the Annual Fund by December 31, 2012.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

North Raleigh Christian Academy 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, scholarship and loan programs, athletic, and other school-administered programs.



# NORTH RALEIGH CHRISTIAN ACADEMY

7300 Perry Creek Road • Raleigh, NC 27616 • (919) 573-7900 Office • (919) 573-7901 Fax • www.nrcaknights.com

## CONFIDENTIAL STUDENT EVALUATION 2012/2013



### Grades 1-5



### To the Classroom Teacher:

The student named below is a candidate for admission to NRCA. We would appreciate your completing this form and returning it within one week to: NRCA Admissions Office, 7300 Perry Creek Road, Raleigh, NC 27616 or Fax to (919) 573-7901.

Name of applicant \_\_\_\_\_ Candidate for grade \_\_\_\_\_

### Please check all that apply to this student:

#### Work Habits

- Well organized and efficient
- Usually prepared
- Needs some prodding
- Disorganized – cannot find supplies, etc.
- Has trouble starting or completing tasks
- Completes assignments on time

#### Reading Mechanics

- Has strong phonic analysis skills to decode unknown words
- Has weak phonic analysis skills – can't blend sounds to decode unknown words
- Has speech impairment
- Doesn't know names and sounds of letters
- Knows sight words
- Memorizes well

#### Reading Ability

- Reads material well above grade level
- Reads material above grade level
- Reads material at grade level
- Reads material below grade level
- Reads voraciously
- Is discriminating reader
- Has adequate skills but little enthusiasm
- Reads only under pressure

#### Reading Comprehension

- Has no trouble understanding what was read
- Has some difficulty understanding what was read
- Reading is nonfluent and doesn't comprehend what was read
- Uses context clues to understand what was read
- Unable to use context clues to understand what was read

#### Writing Ability

- Can organize and express original ideas well
- Presents adequate and readable prose
- Is perceptive but grammar skills are weak (spelling and punctuation)
- Unimaginative and unskilled
- Can verbalize ideas but seems to lose ideas when required to write them
- Fine motor skills are age appropriate
- Legible handwriting
- Illegible handwriting

#### Mathematical Setting

- Whole class instruction
- Whole class instruction with concept skill groups
- Integrated with whole language
- Homogeneous grouping across grade level

#### Math Ability

- Learns through manipulative and visual reinforcement
- Attempts to understand ideas instead of merely memorizing
- Recognizes relationships in verbal problems
- Applies mathematical skills and strategies to new situations
- Has a positive attitude toward mathematics
- Learns math facts easily
- Struggles/difficulty retaining math facts

#### Creativity

- Highly imaginative and innovative
- Able to understand and appreciate new ideas
- Concrete and very literal

#### Industry and Motivation

- Is purposeful, ambitious, and resolute
- Is conscientious but uninspired
- Is distractible and unable to sustain focus to tasks
- Has fluctuating levels of performance

#### Intellectual Curiosity

- Interested in many areas
- Interested in one or two areas
- Needs to be highly motivated to engage in academic areas

#### Modifications Used

- Extended time for testing
- Scribe for testing
- Tape recorder
- Shortened assignments
- Oral reader for tests
- Organizational/behavioral contracts

#### Respect for Authority

- Is conscientious about rules
- Is courteous but independent
- Resents authority but usually obeys
- Is disrespectful and even hostile
- Is demanding of teacher's time
- Requires constant attention and approval

#### Integrity

- Is always reliable and trustworthy
- Is usually dependable
- Needs occasional watching
- Is unreliable and untrustworthy

#### Personality

- Outgoing and eager
- Friendly but quiet and modest
- Somewhat shy
- Lethargic, sluggish
- Serious Minded
- Only child in family
- Shares with others

#### Sense of Humor

- Wholesome and refreshing
- Wry but not infectious
- Laughs but not at appropriate times
- Responsive
- Perverse, cynical and unwholesome

#### Sensitivity

- Goes out of way to help others
- Is respectful of others' rights
- Seems unaware of others' rights and feelings
- Is boorish and self-centered

**Behavioral Tendencies**

- Holds hands over ears
- Is overly bothered by loud noises
- Appears to not hear what you say
- Avoids eye contact
- Notices small changes
- Startles at unexpected movements
- Wants to wipe hand quickly and often
- Is easily upset by minor injuries
- Flinches when you get close or touch him

**Classroom Behaviors**

- Has difficulty participating in group activities
- Hums, whistles, sings or makes other noises
- Misses oral directions
- Misses written or demonstrated directions
- Looks away from tasks to notice all other activity
- Adds detail to drawing or coloring
- Touches people and objects to the point of irritation
- Refuses to participate in activities that are messy
- Fiddles with objects

**Emotional Stability**

- Stable and well-adjusted
- Well liked by classmates
- Usually stable with good disposition
- Shows marked variations in mood swings
- Withdrawn
- Can be impulsive showing lack of control
- Easily frustrated
- Unstable
- Has difficulty tolerating mistakes

Has this student been referred/tested for: (check all that apply)

- Learning Disabilities
- Language Processing
- Neurological Disorder
- Occupational Therapy
- ADHD/ADD
- Speech Therapy
- Sensory Disorder
- Physical Therapy
- Emotional Difficulties
- Dyslexia
- Play/Social Therapy

If yes, please explain \_\_\_\_\_

Have you considered referring this student for testing for:(check all that apply)

- Learning Disabilities
- Language Processing
- Neurological Disorder
- Occupational Therapy
- ADHD/ADD
- Speech Therapy
- Sensory Disorder
- Physical Therapy
- Emotional Difficulties
- Dyslexia
- Play/Social Therapy

Please state area(s) of concern \_\_\_\_\_

Has the curriculum been adjusted or modified to suit the needs of the student? Yes\_\_\_\_\_ No\_\_\_\_\_

Has the applicant been suspended or dismissed from your school? Yes\_\_\_\_\_ No\_\_\_\_\_

What do you feel is the greatest strength of this applicant? \_\_\_\_\_

What do you feel is the greatest weakness of this applicant? \_\_\_\_\_

Would you recommend this applicant for admission to North Raleigh Christian Academy?

- Strongly Recommend
- Recommend
- Recommend with reservation
- Do not recommend for admission

**Additional comments:** Please feel free to provide any information you feel will guide us. Thank you for your time and cooperation.

Name of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

I/We hereby authorize release of requested information to complete the admission process at NRCA. I/We understand this becomes part of my student's application file.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**Please return within one week to:  
NRCA Admissions Office, 7300 Perry Creek Road, Raleigh, NC 27616 or Fax to (919) 573-7901**



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## K5-12th Grade STUDENT MEDICAL FORM 2012/2013



K5-12th grade Student Medical Form. All students applying for K5-12th grade must complete and include this form when the application is submitted to the Business Office.

**In addition to this form: (accepted K5 students only)**

All K5 students accepted to NRCA will need to provide proof of a Kindergarten physical. The physical form must be completed by your doctor and turned in to the Admissions Office by the first day of school. This physical should be scheduled during the summer so that it will remain current for the student's entire Kindergarten academic year. Your doctor will provide the physical form. Your K5 student will be unable to attend their first day of school without a physical form including updated immunizations on file.

Name of Student \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_  
 Name of Parent or Guardian \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**A. Medical History:** (To be completed by the parent)

1. Is your child allergic to anything?  Yes  No If yes, what? \_\_\_\_\_
2. Is your child under a doctor's care?  Yes  No If yes, why? \_\_\_\_\_
3. Any previous hospitalizations or operations?  Yes  No If yes, what? \_\_\_\_\_
4. Is your child on any continuous medication?  Yes  No If yes, what? \_\_\_\_\_
5. Any history of diseases or recurrent illness?  Yes  No If yes, what are they (diabetes, convulsions, heart trouble, etc.)? \_\_\_\_\_
6. Does your child have any physical disabilities?  Yes  No If yes, please describe: \_\_\_\_\_
7. Does your child have any mental disabilities?  Yes  No If yes, please describe: \_\_\_\_\_
8. Does your child have any neurological or sensory disorders?  Yes  No If yes, please describe: \_\_\_\_\_

**B. Immunization Record:** The health official must enter the date immunization was received in the space below or attach a copy of the immunization record.

Type of Vaccine:	#1	#2	#3	#4	#5
*DPT or DT (circle one)					
*Polio					
**Hib					
*MMR (combined doses)					
***Measles (two doses)					
Mumps (single dose)					
Rubella (single dose)					
***Hep. B (three doses)					
Varicella					
****Tdap					
Other					

\*Required by State Law \*\* Required by State Law if born on or after 10-1-91

\*\*\*Required by State Law if born on or after 7-1-94

\*\*\*\*If your child will turn 12 between August 2011 and July 2012, the state requires proof of Tdap immunization by September 30, 2011. Please have your physicians office fax proof of this immunization as soon as it is administered. Record of this immunization **must** be received **no later** than September 30, 2011.

Health Official's Signature/Title \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_



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## TRANSCRIPT REQUEST FORM 2012/2013 School Year

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Name of Former School \_\_\_\_\_

Address of School \_\_\_\_\_

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

Principal \_\_\_\_\_

School Phone: \_\_\_\_\_ School Fax #: \_\_\_\_\_

*To whom it may concern:*

My child has enrolled in North Raleigh Christian Academy. Please forward to North Raleigh Christian Academy a complete academic file, final transcript, disciplinary file, health records, and any special psychological testing pertaining to:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Grade Level (applying for)

Thank you so much for your prompt attention to the above request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NRCA Admissions

The Admissions Office will request records for all accepted students after the completion of the current school year. If a student transfers to NRCA during the school year, records will be requested immediately upon acceptance.



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## CONFIDENTIAL PASTOR REFERENCE FORM 2012/2013 School Year

**To the Pastor:**

The student named below is a candidate for admission to NRCA. We would appreciate your completing this form and returning it within one week to: NRCA Admissions Office, 7300 Perry Creek Road, Raleigh, NC 27616 or Fax to (919) 573-7901.

Name of applicant \_\_\_\_\_ Candidate for grade \_\_\_\_\_

**To be completed by any full-time Pastor on staff:**

1. On a scale of 1-10 (10 being the highest), how well do you know the family? \_\_\_\_\_
2. Are you currently their pastor or associate pastor? \_\_\_\_\_
3. How would you evaluate the parents in the following areas:
  - a. Their church relationship, attendance, and loyalty \_\_\_\_\_
  - b. Their personal relationship to Jesus Christ \_\_\_\_\_
  - c. Their interest in having their child know and walk with the Lord \_\_\_\_\_
  - d. Do they command respect and obedience from their family? \_\_\_\_\_
4. To your knowledge, has this applicant accepted Jesus Christ as Savior? \_\_\_\_\_
5. How do the parents support their children's spiritual development? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. What level of involvement does the applicant(s) have in your church? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. What are the first words that come to mind to describe this applicant? \_\_\_\_\_  
 \_\_\_\_\_

I recommend this student: \_\_\_ enthusiastically \_\_\_ strongly \_\_\_ fairly strongly \_\_\_ with reservation

Pastor or Associate Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Position \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Church \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I/we hereby authorize release of requested information to complete the admission process at NRCA. I/we understand this to be part of my student's application file.

Signatures of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please return within one week to:  
NRCA Admissions Office, 7300 Perry Creek Road, Raleigh, NC 27616 or Fax to (919) 573-7901