



2018-2019 Information Letter

Contact Information	
1260 Weatherford Hwy Bldg B Granbury, Texas 76048	Email: barbara@elitechristianacademy.com nichole@elitechristianacademy.com
School Hours Monday through Thursday (Closed Friday) 8:30-3:00	Phone: (254)485-8276
www.elitechristianacademy.com	

School Staff	
Barbara Stockon	<i>Owner, Administrator, ELA Specialist</i>
Nichole Irick	<i>Owner, Math Specialist</i>
Jane Fambro	<i>Certified teaching assistant</i>
Sam Stockon	<i>Receptionist, Art</i>

Thank you so much for your interest in Elite Christian Academy! This is your first step to becoming a part of the ECA family! Please let us know if you have any questions.



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

The mission of Elite Christian Academy is to help each student develop a lasting relationship with Jesus Christ while providing a high quality Christian education tailored to meet each student's individual needs.

Thank you for your interest in Elite Christian Academy! The experience at Elite Christian Academy is unique to all other private schools. ECA provides an almost "one-room schoolhouse" kind of classroom setting for grades 1st through 8th and a home-school partnership for grades 9-12. You can be assured that we will work with your child on their level to get them above and beyond where they need to be.

Enclosed are details regarding admissions, dress code and financial information. The new student application may be completed online or by hard copy. A non-refundable registration fee must be submitted with each application.

If you have questions or would like more information, please do not hesitate to call our main number at (254) 219-1950. It would be a privilege to serve your family!

Our Mission

Our Mission is to foster an elite culture of students by:

- Creating critical thinkers.
- Promoting work ethic.
- Providing a low student-to-teacher ratio.
- Connecting learning to real world scenarios.
- Developing Christian centered leaders of today and tomorrow.

Our Students

We have a diverse group of students who attend ECA. The flexibility of our program allows our students to experience many different facets of life. Some of our students participate in rodeo and stock shows while others are active in theater and other forms of musical art.

Education Programs

There two different learning programs at ECA. We offer a 4-day on-campus program for 1st-8th grade or a home education program for grades 9-12. In the in home education program,



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

students are provided lesson plans to follow but complete the work in their home or on the road. Assignments are then submitted to their instructor for grading.

Grade Levels Offered

Elementary and Middle School- 1st Grade through 8th Grade

- Must be of suitable age for the grade assigned
- 1st graders must be 6 years old on or before September 1st of the school year
- Must be fluent in English
- An entrance test may be administered to determine elementary grade readiness

High School- Home Education only

- Must be fluent in English
- Unofficial transcripts from previous school(s) are required for high school before consideration for an interview
- 12th grade transfers will be considered prior to the 8th semester. (We will not accept transfers for students in their final semester of high school.)

Tuition

Tuition rates are as follows:

- 4-day on-campus instruction-\$5,400 for the year-\$600 monthly
- Home education program-\$2,700 for the year-\$300 paid monthly

ECA offers a 9-month or 12-month payment plan for families. The 12-month plan requires a credit card on file. Tuition is due by the 1st of each month and will be subject to a late fee if not paid by the 7th. *Multiple student discounts are offered to families with multiple children attending.*

Curriculum

ECA primarily uses Abeka curriculum, which is a Christian-based college preparatory curriculum. Abeka began publishing educational materials in the mid-1950s and has continued to be a trusted provider to schools and homeschooling families ever since.

Our teachers do supplement with different curriculum, but our studies are always centered around our Christian faith. The teachers have the ability and knowledge to know which curriculum facilitates the learning styles our students need.

Policies and Procedures



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

Elite Christian Academy seeks to admit students whose parents desire a quality Christian education for their child. The curriculum is designed to meet the educational needs of each student.

- Students seeking admission must furnish a recent report card, attendance records, and achievement test scores.
- Students must demonstrate acceptable conduct and good behavior as evidenced on prior report card evaluations. A teacher reference may be required.
- For students desiring to transfer in during the school year, an investigation is conducted as to the reasons for transferring, performance and conduct while at the previous school, along with achievement reports and progress reports. Students removed (expelled, suspended, reassigned, etc.) from another school are not accepted within at least one year of expulsion.

ECA does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff. **All new students are considered on probation (academic and/or social) for the first quarter and may be denied further enrollment at the sole discretion of WHCA.**

Families must agree to abide by school policies, assist the school and support the school officials in the implementation and enforcement of its policies. Each student of the school shall be of the highest moral character and be obedient to the biblical principles. All students must obey the laws of the United States of America and the State of Texas and all local ordinances. **The school reserves the right to dismiss any student with or without cause.**

Acceptance

Selection of students for acceptance will be based on the following criteria as evidenced through the admission application and interview:

- Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports
- Students who are open to hearing the gospel of Christ
- Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation
- The student and family must be willing to work in close partnership with Elite Christian Academy as evidenced by signing the appropriate form in the Parent/Student Handbook, and the Statement of Cooperation & Medical Treatment Form
- ECA does not accept students who have been expelled, suspended or reassigned from other schools within one year of the incident



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

- ECA does not accept students who have used illegal drugs and/or are coming directly out of a drug treatment program
- ECA does not accept students whose financial obligations to the school are not current.

Priority of Acceptance and Re-Enrollment

Priority consideration for admission to Elite Christian Academy is given on the following basis:

- Students continuing in Elite Christian Academy. This protected enrollment expires at the end of the annual Re-enrollment period for present students. This usually occurs in January. Acceptance for Re-enrollment is contingent on the level of academic and citizenship performance attained during the previous enrollment period and all financial obligations being met
- Children of staff members of ECA
- Siblings in families who already have one or more children enrolled in the school
- All other applications will be held in a “waiting pool” for review.



Financial Policies

Registration Fee – The registration fee must accompany the New Student Enrollment Application, or for returning students, is due upon re-enrollment. This fee is non-refundable.

Annual Tuition – Please refer to the Fee Schedule for current prices. A Financial Agreement will be completed during the enrollment process that will establish the contracted financial obligation as well as a payment plan.

Tuition Discounts – Multiple child discounts are applicable for two or more siblings on the same Financial Agreement. Please refer to the Fee Schedule for sibling discounts. Multiple child discounts shall be based on the number of siblings enrolled at any given time.

Payment Plans – Payment plans are available. Parents may elect to pay the annual tuition in full, in advance, by September 1, and receive a prepayment discount off of tuition. As a convenience, the annual tuition may be paid on a 12-month plan (Sept-Aug) or 9-month plan (Sept-May). All monthly tuition payments are due by the 7th of each month unless other arrangements have been made.

Payment Methods – If you have selected Payment in Full, please mail your payment directly to Elite Christian Academy, P.O. Box 610, Stephenville, Texas 76401. If you have selected the ACH or Debit/Credit Card Payment Plans, please complete the enclosed authorization forms. Payments may also be made online through Orbund school management software which uses PayPal as it's payment processor.

Late Fees – Partial payments or payments received after the due date will result in a late charge of \$25.00. If the due date falls on a weekend or holiday, the payment will be considered timely if received on the next business day.

Returned Payment Fee (NSF) – There will be a \$30.00 per item fee on returned payments. Returned checks or automatic withdrawals will be re-attempted up to two additional times.

Delinquent Accounts – For all Payment Plan accounts, class attendance will not be permitted if payments are 30 days past due until arrangements have been made to have the account brought to a current status. Additionally, unpaid balances and/or delinquent accounts may result in a temporary suspension of access to grades via report card or Orbund.

Fines/Debts – From time to time, fines or debts may be incurred. Fines or debts include, but are not limited to, overdue or lost library books, damaged or lost textbooks, lunches, before and after school drop-in charges, or damage to school property. The Office will send statements on



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

a monthly basis to inform you of these charges. Payments for fines or debts should be made directly to Elite Christian Academy. Do not send payments for fines or debts to Orbund.

Withdrawal Policy – A student withdrawn prior to August 1st of the new school year is eligible for a full refund of prepaid tuition only. The registration fee is non-refundable. Should a student be withdrawn after school has begun, for any reason, the account must be in a current status and a 20% early withdrawal fee will be imposed on the remaining annual tuition. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal. The school will not release student records to another school or to parent(s) until all financial obligations have been paid in full. Additional financial policies are stated on the Financial Agreement.

Thank you for considering our ECA family! If you have any questions please feel free to call us at (254)485-8276. To get the process started you will need to email barbara@elitechristianacademy.com to receive an Admissions Packet. You will then complete the Application Requirements as stated in the packet. The forms are available online at our website www.elitechristianacademy.com

Sincerely,

Elite Christian Academy

Non-discrimination Policy

Elite Christian Academy admits students of any race, color, national or 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 or ethnic origin in the administration of its educational policies, scholarship policies, or other school administered programs.



Checklist for Application Process

New or returning students that were not enrolled at Elite Christian Academy in the previous school year must complete this application in its entirety. All application fees must be paid at the time you submit your application. Application fees are non-refundable. All families must complete an interview with the Administrator or other representative. Completion of the application does not guaranteed enrollment to Elite Christian Academy.

- Complete the application. (Sign the agreements included in the packet.)
- Complete the records requests.
- Return application, records request and non-refundable application fee to ECA.

(Application and other documents may be scanned and emailed to barbara@elitechristianacademy.com . Hard copies of all documents may also be mailed to Elite Christian Academy, 1260 Weatherford Hwy, Building B, Granbury, TX 76048.)

- Interview with Elite Christian Academy administrator.
- Complete and sign enrollment packet.
- Return required student documentation to complete registration process.
- Pay curriculum fee by July 15th.
- Pay first month's tuition on or before September 1st.



Application for Admission

Date: _____ *Check One:* • New Student

Applying for: • Full Time • Total Home Education Program (Distant Student)

Student(s) Full Name:

Last Name First Name Middle Name

Address:

City: _____ State: _____ Zip: _____

County: _____ Phone: _____

Family E-mail: _____

Date of Birth: _____ Age: _____ Sex: _____

Grade Applying For: _____

Father/Guardian's Name:

Highest Education Level Completed:

Employer: _____

Job Title: _____

Business Phone: _____

Cell Phone: _____

Mother/Guardian's Name:

Highest Education Level Completed:

Employer: _____

Job Title: _____

Business Phone: _____

Cell Phone: _____

- Which parent will be the **teaching parent**? _____
- If the teaching parent works outside the home, how many hours do you work? _____



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

- How did you hear about Elite Christian Academy?

Has your child ever: (If yes, please explain on a separate sheet of paper)

1. Been suspended, expelled, or asked to withdraw from another school? • Yes • No
2. Been involved in skipping classes, tardiness, fighting, or in-school suspension? • Yes • No
3. Had extended absences from school? • Yes • No
4. Had legal problems? • Yes • No
5. Had disciplinary difficulty? • Yes • No
6. Used tobacco, illegal drugs, or alcohol? • Yes • No
7. Been evaluated or referred for evaluation for a learning disability or school adjustment problem by any school official, psychologist, or other professional? • Yes • No
8. Been diagnosed with a learning disability or physical problem that affects his or her academic achievement? • Yes • No
9. Been diagnosed with a speech problem? • Yes • No
10. Repeated a grade? • Yes • No
11. Skipped a grade? • Yes • No

Please give the name, address, and phone number of the school from which current records can be acquired:

Name of School: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____

Is your child allowed to return to this school? • Yes • No

Please answer the following questions (if necessary, use another sheet of paper to complete your answers):

1. Why do you want to home educate your child?



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

2. Do you feel it is important for your child to receive a Christian education? *Explain:*

3. Describe how you have been involved in your child's education in the past.

By signing below, you are agreeing to cooperate and comply with the policy and procedures of ECA. Providing false information on this application will result in an immediate dismissal from ECA. Signature of both custodial parents (or guardians):

Parent or Guardian: _____

Date: _____

Parent or Guardian: _____

Date: _____



PARENT COMMITMENT AND STATEMENT OF COOPERATION

Home Education

ECA is a parent-directed home education program and parents are required to teach their children at home with assignments according to lesson plans provided by the teachers.

Families are encouraged to enhance and individualize the home education program as needed. ECA's administration and teachers are available to give guidance in regards to individualizing a child's education. Parents are first and foremost responsible for their child's education. The partnership between the parent and the teacher will be based on trust and a mutual desire to honor the Lord Jesus Christ in all that is taught to our children.

Parent Partnership

I understand that Elite Christian Academy is a cooperative venture among all of the families that they serve. I understand the importance of volunteering and participating in the various activities and fundraising efforts of the school. I will volunteer as a classroom parent at least one day per semester.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Elite Christian Academy

Creating Christian Leaders of Today and Tomorrow

STUDENT AND FAMILY CODE OF CONDUCT AGREEMENT:

ECA emphasizes three goals:

- 1) Developing character qualities that exemplify Jesus Christ
- 2) Striving for academic excellence
- 3) Serving others within the home, classroom, school, and community

I am applying as a student of Elite Christian Academy because I desire for these goals to be developed in my life.

As a student of Elite Christian Academy I agree to:

- Follow all policies of the school, including those found in the school policy handbook.
- Show honor to God in my speech, dress and conduct.
- Make my studies a priority and continue to do my personal best at all times.
- Accept my place of leadership to younger students and model appropriate behavior to them.
- Strive to follow Colossians 3:23 by doing everything as unto the Lord, including showing a positive and constructive attitude.
- Guard against cheating, lying, and other dishonoring behaviors.
- Develop my gifts and talents in order to build up others around me.
- Show respect to my classmates by demonstrating kindness and refraining from teasing, gossip, and hurtful actions.
- Seek opportunities to daily serve others around me by putting others before myself.
- Follow directions the first time they are given.
- Show respect to visitors in the way that my teacher has appointed.
- Show respect by being courteous in the hallways and by careful use of the facilities and grounds.

As an extension of the respect policy, we ask that students refrain from bringing any type of toys or recreational magazines to school, as well as to avoid discussions regarding movies or popular music. These things do not lend themselves to a productive academic setting and can cause unnecessary distractions.

Student Signature

Date

Parent/Guardian Signature

Date