

## Registration Checklist

Note: In order to become eligible to enter DCA, each current and prospective new student and his/her parents/guardian must do the following:



- Submit NON-REFUNDABLE Registration Fee of \$175.00.
- Sign Tuition Contract and complete all necessary forms.
- Submit a copy of student's certified birth certificate.
- Submit a blue Florida Immunization Form.
- Submit a doctor's health form (from State of Florida)
- Submit a copy of most recent report card.
- Submit a social security number
- Sign Parent Pledge
- Sign Student Pledge
- Read the Dunnellon Christian Academy Handbook: hard copy or digital version
- \*\*Submit a letter of recommendation from someone other than a family member (Pastor, Former School, Teacher, Community Leader, etc)
- \*\*Arrange for a Parent/Student Interview (through Academy office)
- \*\*Complete entrance exam if needed.

NO STUDENT WILL BE PERMITTED TO START UNTIL ALL OF THE ABOVE REQUIREMENTS ARE MET.

\*\* New students only

Dunnellon Christian Academy  
Student Registration Form



DATE: \_\_\_\_\_

**STUDENT INFORMATION:**

**LEGAL NAME  
OF STUDENT:**

\_\_\_\_\_  
(Last) (First) (Middle)

**Nickname:** \_\_\_\_\_ **Race/Ethnicity:** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_ **Age as of Sep.1, 2022:** \_\_\_\_\_

Male Female \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Permission for Photo Use on Website and Social Media Yes No

Grade Last Attended: \_\_\_\_\_ Grade Applying for: \_\_\_\_\_ K3/K4: Half or Full Day

Name and Address of Last School Attended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT INFORMATION**

**FATHER**

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

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

Primary Phone: \_\_\_\_\_ Secondary Phone : \_\_\_\_\_

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

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**MOTHER**

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

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Student Lives With:** Both Parents Mother Father  
Step-Mother Step-Father Grandparents

**IMPORTANT: If you are legally separated or divorced and your ex-spouse is legally prohibited from seeing or removing your child from school, our office MUST have a certified copy of the court order of Final Judgment.**

Dunnellon Christian Academy  
Student Registration Form



CHURCH  
YOU NOW  
ATTEND: \_\_\_\_\_

MEMBER: YES NO

Name of  
Pastor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Students grades have been: Above Average (A+ to B+) Average (B to C) Below Average (C- to F)

Has student failed any grade: YES NO IF yes, which grade? \_\_\_\_\_

Has student been expelled or  
suspended from any school? YES NO  
IF yes, please explain.

\_\_\_\_\_

Has student ever taken any ADD, ADHD, or other mood-altering drug? YES NO  
Is student currently taking any ADD, ADHD or other mood-altering drug? YES NO

Emergency Information

Please Note: When a student is in need of emergency medical attention, the office will call 911, the parent, and family doctor (in that order). In situations that are not emergencies, the parent will be notified first.

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

Name of Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Phone # \_\_\_\_\_

Insured's Name: \_\_\_\_\_

ANY ALLERGIES OR SERIOUS ILLNESSES: YES NO  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact: (If parents are unavailable)  
Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Relationship: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Emergency Contact: (If parents are unavailable)  
Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Relationship: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Emergency Contact: (If parents are unavailable)  
Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Relationship: \_\_\_\_\_ Work Phone # \_\_\_\_\_

# Dunnellon Christian Academy Student Registration Form



## Statement of Cooperation

In making application for my child it is my desire to have him/her complete the school year 2022-2023 at Dunnellon Christian Academy. It is also my understanding that the policy of the Academy is to make no refunds on Registration or Student Fees. I also give permission for my child to take part in all Academy activities, including sports and school-sponsored trips away from school premises, and I absolve the school from liability to me or to my child because of any injury to my child at school or during any school activity. Academy authorities are hereby given permission to discipline my child when necessary in accordance with Academy policies. I understand that the Academy has the right to ask me to withdrawal my child from the school if situations occur that are contrary to the school's policies. In all instances, the Head of School makes the final decision.

I understand that the charges for annual tuition will be divided into ten (10) equal installments. The ten-month payment plan has the first payment due August 1 and the last payment due May 1. Payments are due on or before the first of each month. Payments received after the 10<sup>th</sup> will result in a late charge of \$20 per family. I understand that tuition is still due even if we are out of school due to a natural disaster or any type of pandemic. ***Class attendance will not be permitted if the account is not paid by the first of the following month. The monthly payment is due regardless of the number of days attended or the number of school days in the month. I understand that I am responsible for all charges not covered by the scholarship I receive.***

***I have accessed and read the DCA Handbook that was emailed or given to me, and my child and I agree to abide by the policies of Dunnellon Christian Academy and all principles of proper conduct held by the school.***

Signature of Father \_\_\_\_\_ Stepfather \_\_\_\_\_ Guardian \_\_\_\_\_ Please select \_\_\_\_\_ DATE

Signature of Mother \_\_\_\_\_ Stepmother \_\_\_\_\_ Guardian \_\_\_\_\_ Please select \_\_\_\_\_ DATE

Signature of Student \_\_\_\_\_ DATE

**\*\*How did you originally hear about Dunnellon Christian Academy?**

\_\_\_\_ Friend/Family    \_\_\_\_ Ocala Star Banner    \_\_\_\_ Riverland News    \_\_\_\_ Radio  
\_\_\_\_ Ocala Style Magazine    \_\_\_\_ Family Times Magazine    \_\_\_\_ Other \_\_\_\_\_

Friend or Family Member's Name: \_\_\_\_\_

IF SUBMITTED DIGITALLY: I accept my digital signature as a form of acknowledgment of the information in this document.    YES    NO

## ACSI - The Matthew 18 Principle for Solving School Problems

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems. A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing.

Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." (John 13:•34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector." Matthew 18:15-17, NIV

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With their mouths the godless destroy their neighbors, but through knowledge the righteous escape." (Proverbs 11:9, NIV).

Two: Keep the circle small. "If your brother or sister sins, go and point out their fault, just between the two of you..." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. "Point out their fault..." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says "Wounds from a friend can be trusted" (Proverbs 27:6, NIV).

Four: Be forgiving. "If they listen to you, you have won them over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, NIV, reads "Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted.

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be "But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three and four-people level which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "If any of you has a dispute with another, do you dare to take it before the ungodly for judgment instead of before the Lord's people?" (1 Corinthians 6:1, NIV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

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Author: Dr. Paul A. Kienel, former president, Association of Christian Schools International

**\*\*\*I acknowledge that I have read and understand the Matthew 18 Principle for Solving School Problems.**

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Signature of Father

# *The Dunnellon Christian Academy*

## *Parent Pledge*

- I, who have the responsibility to “train up a child in the way he should go” (Proverbs 22:6), recognize that the standards for this training are set forth in God’s Word, the Holy Bible. Knowing also that this training comes by what children learn both at home and school, I pledge to avoid any obvious contradictions in or at home by upholding, and never teaching against, the lessons in Godly morality taught at Dunnellon Christian Academy.
- I have made enough investigation to be satisfied with the philosophies and policies and procedures of the school and of the classroom and do pledge to make them my glad-hearted choice for my child.
- I have read and will comply with the current *Student-Parent Handbook*. I understand that one of the school’s objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).
- I pledge to use the Matthew 18 Principle as outlined in the *DCA Student-Parent Handbook* when faced with any disagreement or conflict at the school. This includes but is not limited to parent/teacher, parent/student and parent/parent interactions on or off campus.
- I pledge that I will not use any form of technology including all forms of social media to air any disagreements with the school or the teacher. Such negative statements can harm the school and the teacher personally therefore I pledge to use the Matthew 18 Principle instead.
- I pledge that if, for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay. I understand that all students are accepted on a probationary status which will be based on social, as well as, academic performance.
- I hereby invest authority in the school to discipline my child as necessary. I further agree that I will cooperate and discipline my child in the home, as needed.
- I pledge my fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
- I pledge to assume the responsibility for my child’s education by supervising assigned homework, being an encourager, and initiating regular contact with my child’s teacher.
- I pledge to frequently check My School Worx for announcements, emails, homework and grades.
- I give permission for my child to participate in field trips considered part of the normal educational process.
- I understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.).
- I, as a parent of a student, do sincerely give my pledge to all items stated above. I understand that if my student breaks the *DCA Student Honor Code* it could result in my child being asked to leave school. I also understand that if I do not uphold the *DCA Parent Pledge* that I can be asked to withdraw my child from the school.

I have read and agree to the *DCA Student and Parent Pledges*.

Mother’s Name: \_\_\_\_\_

Mother’s Signature: \_\_\_\_\_

Father’s Name: \_\_\_\_\_

Father’s Signature: \_\_\_\_\_

## Dunnellon Christian Academy

### STUDENT EMERGENCY CONTACT & PICK UP INFORMATION

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Mother Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Email: \_\_\_\_\_

Father Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please list below individuals who should be contacted in case of emergency if you are not available. Also please list who your children are permitted to leave with. These are the only people your children will be permitted to leave with if you are unable to pick them up.

**\*\*List emergency contacts (EC) first.**

**EC	Name	Relationship	Cell	Home	Work

**The individuals listed above are permitted to pick up my children.**  
 \_\_\_\_\_ (parent/guardian signature)

Date \_\_\_\_\_ (printed name)



**DUNNELLON CHRISTIAN ACADEMY  
TUITION & FEES 2022-2023**

**REGISTRATION FEE:** \$175.00 (NON-REFUNDABLE) K3 - 8<sup>TH</sup> (NONE FOR VPK ONLY)

**STUDENT FEE:** K5 - 8<sup>TH</sup> \$450.00 (NON-REFUNDABLE)  
No Student Fee for K3 or K4.

**TUITION SCHEDULE**

<b>K3 &amp; K4 FULL DAY</b>	<b>K5 THROUGH 5<sup>TH</sup> GRADE</b>	<b>6<sup>TH</sup> THROUGH 8<sup>TH</sup> GRADE</b>
<b>\$4,900</b>	<b>\$6,300</b>	<b>\$6,500</b>

- If your student does not receive either the McKay, Family Empowerment Scholarship, Step Up For Students Scholarship or AAA Scholarship and you would like to receive an automatic tuition scholarship of \$1300-\$1800 per student based on the number of students enrolled per family, please check the box. K3 & K4/VPK does not qualify for the automatic tuition scholarship.*
- If you need additional assistance, please check the box to receive a DCA Scholarship packet.*
- My student receives the Family Empowerment, Step Up, AAA or McKay Scholarship. Approval letters must be turned in ASAP. There is a deadline for enrolling based on the scholarship.*

**Additional Fees if applicable**

Sports Fees per Sport \$ 100.00 (\$300 cap)  
Intensive Instruction Fee-NOT Title I \$ 50.00-\$200.00 per month  
Additional Tutoring Available \$ 45.00 per hour

DCA Academy Office will be handling all tuition payments. Tuition will be due on the 1<sup>st</sup> and late on the 10<sup>th</sup> of the month. Payments will begin on August 1<sup>st</sup> and end May 1<sup>st</sup>. **A late fee of \$20 will be assessed after the 10<sup>th</sup> of the month. By signing this contract, we agree to the policies in the DCA Handbook, the Parent and Student Pledges and the Matthew 18 Principle. We understand that an additional fee for Intensive Instruction may be required for enrollment at DCA.**

**NAME OF STUDENT:** \_\_\_\_\_

**NAME OF PARENT:** \_\_\_\_\_

**SIGNATURE OF PARENT:** \_\_\_\_\_

# *The Dunnellon Christian Academy*

## *Student Honor Code*

Because I want to be a person of integrity and honorable character, and I want to be a member of the Dunnellon Christian Academy family, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

I make a personal commitment to:

- Cooperate respectfully with those in authority.
- Strive for excellence as a student.
- Seek to build relationships with people of high moral character.
- Care for and respect others and their property.
- Be truthful, trustworthy, and appropriate in my words and actions.
- Be pure and upright in my relationships, not involving myself in immoral behavior.
- Choose modes of entertainment and communication that are Christ honoring, avoiding the appearance of evil.
- Use all forms of technology and entertainment including social media and any form of technological communication in appropriate and Christ honoring ways.
- Refrain from any form of cheating including plagiarism.
- Totally abstain from the use or possession of tobacco, drugs, or alcohol.
- Use Matthew 18 when dealing with personal conflict with individuals.
- Present my outward appearance in a manner that upholds the DCA Handbook.

On my word of honor, I will respect the *DCA Student Honor Code* and I will actively work to uphold its high standards. I shall do my best to be a good citizen of Dunnellon Christian Academy.

I realize that breaking the *DCA Student Honor Code* could result in disciplinary action, suspension, or expulsion.

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

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_