



Dear Parents,

Thank you for considering Woodland Christian School for your child's education. We consider it a privilege to provide a well-balanced Christian Education that focuses on the development of your child academically, spiritually, and socially. Our highly qualified Christian teachers are committed to that goal through the application of spiritual truth in a dynamic learning environment. For that reason, our teachers emphasize the importance of individual instruction and encourage your child to build on their strengths and to improve on their weaknesses. All of this takes place in a safe and academically challenging environment.

Enclosed you will find all necessary paperwork to begin the enrollment process. Please contact the school office with any questions. We would love for an opportunity to share our program with you in person and provide a tour of our campus.

Sincerely,

  
Mr. Justin Smith  
Administrator

Preschool  
1616 West Street  
Woodland CA 95695  
T 530 662-0994 F 530 406 0900

Elementary School  
1787 Matmor Road  
Woodland CA 95776  
T 530 406 8800 F 530 406 0900

Middle School  
1787 Matmor Road  
Woodland CA 95776  
T 530 406 8800 F 530 406 0900

High School  
1787 Matmor Road  
Woodland CA 95776  
ES 530 666 6615 MS HS 530 406 8800

[www.woodlandchristian.org](http://www.woodlandchristian.org)

**PRESCHOOL CAMPUS**

1616 West Street  
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**ELEMENTARY SCHOOL**

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**MIDDLE SCHOOL**

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WWW.WOODLANDCHRISTIAN.ORG

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## 2017-2018 NEW STUDENT APPLICATION AND INFORMATION

### GRADES K-12

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Welcome to Woodland Christian School. Completing this packet is the first step in the application and enrollment process for new students. A checklist of required forms and procedures for each grade level is provided below. Applicants will not be considered for enrollment until the school receives all required documents and appropriate fees. Please be sure to print legibly, in black or blue ink. Some documents are two sided; please make sure that both sides are completed in full. If you have any questions, please call the school office. Please keep this checklist for your records.

Once your completed application is received, you and your student will be scheduled for student testing and for an interview with the principal. Upon acceptance to Woodland Christian Schools, a separate registration packet will be required to complete enrollment.

**KINDERGARTEN APPLICATION CHECKLIST**

- ☐ \$90 Application Fee
- ☐ Enrollment Application
- ☐ Report of Health Examination for School Entry *(due by Aug. 1st)*

**ELEMENTARY SCHOOL APPLICATION CHECKLIST**  
**GRADES 1-5**

- ☐ \$90 Application Fee
- ☐ Enrollment Application

**MIDDLE SCHOOL APPLICATION CHECKLIST**  
**GRADES 6-8**

- ☐ \$90 Application Fee
- ☐ Enrollment Application
- ☐ Educator's Recommendation

**HIGH SCHOOL APPLICATION CHECKLIST**  
**GRADES 9-12**

- ☐ \$90 Application Fee
- ☐ Enrollment Application
- ☐ Educator's Recommendation
- ☐ Character Reference
- ☐ Substance Abuse Policy *(Signed by Parent and Student)*
- ☐ Most Current Grades/Transcript *(Official transcript required in June in order to register for fall classes)*
- ☐ Most Current Standardized Test Results

**STEP 1—APPLICATION**

To start the application process, WCS must receive all items from the appropriate grade level checklist. Forms and fees may be turned in to the appropriate school office.

**STEP 2—ASSESSMENT AND INTERVIEW**

After turning in the application paperwork, your child(ren) will be scheduled for an interview with the appropriate grade-level principal. Assessment for grade placement, if needed, will take place during this time as well. Parents will be notified of acceptance and grade level recommendation at the end of this appointment.

**STEP 3—COMPLETION OF SCHOOL REGISTRATION**

Upon acceptance, the following completed and signed forms must be submitted to the appropriate grade-level office along with the payment of fees in order to complete your student's registration:

- ☐ Registration Form
- ☐ \$75 Registration Fee
- ☐ Tuition Agreement for New Students
- ☐ Parent/Guardian Cooperation Statement and Acknowledgement of Policies.

# WOODLAND CHRISTIAN SCHOOL

## 2017–2018 TUITION AND FEE INFORMATION

### 2017-2018 WCS Application/Registration Fees

Grade	New Student Application Fee (Non-Refundable)	New Student Registration Fee (Non-Refundable)	Returning Student Early Re-Enrollment Fee Due by February 29, 2017 (Non-Refundable)
Grades K–12	\$90	\$75	\$75
International	\$150	\$400	\$75

### 2017–2018 Published Tuition Rates & Student Fees (Tuition + Student Fees = Annual School Fees)

\*Discounts cover published tuition only, NOT Student Fees

Tuition Rates					
Child	Kindergarten Half Day	Kindergarten Full Day	Elementary Grades 1–5	Middle School (6–8)	High School (9–12)
First	\$3865	\$5370	\$5370	\$5975	\$6360
Second	\$3480	\$4830	\$4830	\$5370	\$5710
Third +	\$1855	\$1855	\$1855	\$1855	\$1855
International	\$5865	\$7900	\$7900	\$8745	\$9355

Student Fees				
Grade	Student Fee	Activities Fee	Camp/Retreat Fee	Total Fees
Kindergarten	\$275	\$70	—	\$345
Grades 1–3	\$275	\$60	—	\$335
Grade 4	\$275	\$60	\$330	\$665
Grade 5	\$275	\$80	—	\$355
Middle School	\$305	—	\$350	\$655
High School	\$325	—	\$250	\$575

### Additional Information

**Re-Enrollment Fee:** The returning student early enrollment fee is \$75 per student. This is non-refundable and is due February 28, 2017. Beginning March 1, 2017, the re-enrollment fee will be \$150.00.

**New Student Application Fee:** This fee is \$90 per new student and is submitted at the time of initial application. This fee is non-refundable. New-student applicants who have been tested and interviewed will not receive official acceptance until after March 1, 2017, which allows our current students to secure their placement.

**New Student Registration Fee:** Upon acceptance, a registration fee of \$75 per student is due to secure each student's placement. This fee is non-refundable.

**Student Fee:** This fee covers textbooks, workbooks, classroom and art supplies, achievement testing, building use, and computer equipment.

**Elementary Activities Fee:** This fee covers class field trips, promotion supplies, and art projects. It is non-optional and is billed along with your tuition and other fees.

**Camp/Retreat Fees:** Special camps and retreats are planned each year for fourth-grade, middle-school and high-school students. The camps and retreats are a part of their learning experience, and attendance is considered non-optional.

- **Fourth Grade 49er Camp:** The fourth-grade classes participate in a three-day California history 49er camp, centered around learning what life was like during the Gold Rush days in California. The cost of the camp is \$165 and is billed along with your tuition and other fees (\$330 total, which includes student and one parent).

- **Middle School Alliance Redwoods Retreat:** Middle-school students attend a week-long Alliance Redwoods retreat during the early fall. They participate in a diverse, challenging program that includes inspiring worship, Biblical teaching, and outdoor education. Sixth graders follow a creation-based science curriculum emphasis, while 7th and 8th graders participate in a combined program of outdoor education and individual/team-building challenges. The cost for the middle school five-day retreat is \$350 and will be billed along with your tuition and other fees.

- **High School Alliance Redwoods Retreat:** High-school students attend an annual three-day retreat to Alliance Redwoods. This spiritual retreat has become a key component of our school year. Students participate in a number of activities such as zip-lining, wall climbing, swimming and team-building games that help them grow in their relationships with the Lord, their teachers, and their peers. The cost for the high-school three-day retreat is \$250 and is billed along with your tuition and other fees.

**Payments:** The student fees are charged per student, per year. The fees are added to the annual tuition and apportioned according to your choice of payment plan. Payments are made to the school and are due on the first of each month. School payments are established by choices made on the enrollment agreement. The first payment is due June 1, 2017. This payment is non-refundable.

**Payment Plans:** There are five payment plans available: payment in full; payment by semester; or 10, 11, or 12 equal monthly payments made by check or cash, ACH Direct Debit, or Credit Card Auto Debit. The first payment is due June 1, 2017. The remaining payments start in July, August, or September depending on which monthly plan you choose. All accounts must be paid in full by May 31 of each year.

**Discounts:** Families that return (all children) will receive a 2.5% discount off of published tuition rates. This discount also applies to children who go from WCS preschool to WCS kindergarten. Families who refer a new, full-time (K–12) student will receive a one time \$600 tuition credit per new student (\$200 for part-time students). This discount only applies if the child is accepted and attends WCS. The credit will be pro-rated if the new student starts after September 1. Discounts cover published tuition only, not Student Fees, camp/retreats, or class fees.

**Parent Service Hours:** Each family with a child enrolled in grades 1–12 is required to serve 30 hours per year. Single-parent families as well as families with a child enrolled in preschool or kindergarten are required to serve 15 hours per year. Families with a parent serving in the armed forces overseas are required to serve 15 hours per year. Parents can log their volunteer hours by sending an email to [www.parenthours@wcs-k12.org](mailto:www.parenthours@wcs-k12.org) or by turning them in to the office. Hours can be fulfilled in many ways, including but not limited to: serving on a committee, helping in the classroom, yard duty, copying papers, driving on field trips, or serving on a campus beautification day. Grandparents, as well as adult aunts and uncles, can also serve the hours. Hours served during the summer will count toward the upcoming year.

In lieu of fulfilling the service hours, families may opt to pay \$15 per each hour of the requirement (\$450) or opt to serve a portion of the hours and pay \$15 per hour for any unserved hours. At the end of the year, hours will be tallied and a bill will be sent out for any unserved hours.

**Financial Aid:** A limited amount of financial aid is available. These grants are based on financial need. Even if you have received financial assistance in the past, you must submit a new application for the new academic year. All applications should be submitted by March 15, 2017 for the 2017–2018 school year. If approved, notification will be sent out during the month of May or upon acceptance to WCS. Information on how to apply online is available in the school office.

**Billing:** The accounts receivable policy for all families is as follows:

- High-school students are not allowed to take semester exams if financial, athletic and library accounts are not current.
- Accounts must be current at the end of each quarter for families to receive a report card, have access to the online grade book, and continue with WCS in the following quarter.
- All accounts are charged a \$25 late fee per family if payment is received later than the tenth of the month.
- Accounts with returned checks are charged a \$25 fee, which is in addition to the late fee.
- Records are not released to parents unless all accounts are current.

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

**OFFICE USE ONLY**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee: \$ \_\_\_\_ ☐ Cash ☐ CC ☐ Ck # \_\_\_\_

Testing/Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_ ☐ Cum Requested**OFFICE USE ONLY**

\_\_\_\_ RenWeb \_\_\_\_ Google Doc

\_\_\_\_ Excel \_\_\_\_ QB

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[WWW.WOODLANDCHRISTIAN.ORG](http://WWW.WOODLANDCHRISTIAN.ORG)**2017-2018 ENROLLMENT APPLICATION****STUDENT INFORMATION****Applying for Grade:**
☐ Half-Day Kindergarten ☐ Full-day Kindergarten ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Full Legal Name \_\_\_\_\_/\_\_\_\_\_

Last

First

Middle

Preferred First Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Gender: ☐ M ☐ F

Student Social Security Number (Entering grades 11 &amp; 12 only)

Primary Address (All school mailings will be sent to this address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student E-mail Address \_\_\_\_\_ Student Home Phone \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Ethnicity (Optional): ☐ American Indian ☐ African American ☐ Asian ☐ Caucasian ☐ Hispanic or Latino ☐ Pacific Islander ☐ Other \_\_\_\_\_

Language most often spoken at home: \_\_\_\_\_ Other Languages \_\_\_\_\_

**PARENT INFORMATION****PARENTS' MARITAL STATUS:** ☐ Married ☐ Divorced ☐ Remarried ☐ Single ☐ Deceased (☐ Father ☐ Mother) ☐ Other \_\_\_\_\_**STUDENT LIVES WITH:** ☐ Father ☐ Step-father ☐ Guardian ☐ Shared Custody

Spouse Name, if different than Mother: \_\_\_\_\_

<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Weekends only <input type="checkbox"/> Mailing list only <input type="checkbox"/> NO contact	<b>Father or Guardian:</b> _____	Work Phone: (____) _____  Cell Phone: (____) _____  Home Phone: (____) _____  <input type="checkbox"/> Unlisted
	Mailing Address: _____ (if different than student)	
	Occupation: _____	
	Place of Employment: _____	
	Does employer have a matching gift program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

E-mail Address: \_\_\_\_\_ ☐ Home ☐ Work**STUDENT LIVES WITH:** ☐ Mother ☐ Step-mother ☐ Guardian ☐ Shared Custody

Spouse Name, if different than Father: \_\_\_\_\_

<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Weekends only <input type="checkbox"/> Mailing list only <input type="checkbox"/> NO contact	<b>Mother or Guardian:</b> _____	Work Phone: (____) _____  Cell Phone: (____) _____  Home Phone: (____) _____  <input type="checkbox"/> Unlisted
	Mailing Address: _____ (if different than student)	
	Occupation: _____	
	Place of Employment: _____	
	Does employer have a matching gift program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

E-mail Address: \_\_\_\_\_ ☐ Home ☐ Work

**NEWSLETTERS & ANNOUNCEMENTS BY E-MAIL:** Newsletters and announcements will be sent via the e-mail addresses provided. Please send communications to the e-mail address provided for:

☐ Father ☐ Mother ☐ Both ☐ I do not have an e-mail address and will need all communication mailed or sent home with my child.

# 2017-2018 ENROLLMENT APPLICATION CONTINUED

## EDUCATIONAL BACKGROUND

List the schools student has attended in the past, beginning with the most recent.

School \_\_\_\_\_ Grade(s) Attended \_\_\_\_\_ Phone \_\_\_\_\_

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

Reason for leaving: \_\_\_\_\_

School \_\_\_\_\_ Grade(s) Attended \_\_\_\_\_ Phone \_\_\_\_\_

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

Reason for leaving: \_\_\_\_\_

## PURPOSE OF ENROLLMENT

How did you hear about WCS?

☐ Woodland Christian Preschool ☐ Website ☐ Family/Friend ☐ Parent is Alum of WCS ☐ Continuing WCS Family

☐ Phone Book ☐ Advertising (please specify): \_\_\_\_\_

☐ Referred by current WCS family. Name of person who referred you to WCS: \_\_\_\_\_

Please rank the following reasons for enrollment, with 1 being the most important:

\_\_\_\_\_ Christian Emphasis \_\_\_\_\_ Quality Academics \_\_\_\_\_ Safety \_\_\_\_\_ Location \_\_\_\_\_ Other \_\_\_\_\_

What do you expect to find at WCS that you would not find in another school? \_\_\_\_\_

## FAMILY INFORMATION: Please list all children under the age of 18 living with the family.

Name	Date of Birth	2017-2018 Grade Level	School Attending in 2016-2017

## CHURCH INFORMATION:

Does family attend church? <input type="checkbox"/> Yes <input type="checkbox"/> No	Church attendance: <input type="checkbox"/> Weekly <input type="checkbox"/> Once a month <input type="checkbox"/> Less than once a month
Pastor Name:	Name of Church:

I CERTIFY THAT THE INFORMATION SUPPLIED ON ALL DOCUMENTS IS TRUE AND COMPLETE:

Parent Signature \_\_\_\_\_

Printed Parent Name \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



Student: \_\_\_\_\_ Grade: \_\_\_\_\_

#### **Preschool**

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## **SUBSTANCE ABUSE POLICY AND CONTRACT**

(ADOPTED 6/17/02)

The Woodland Christian School Board has developed the following Substance Abuse Policy to aid in the battle against drug and alcohol abuse. The consequences of occasional substance abuse can be so serious that Woodland Christian Schools has chosen this proactive agreement to encourage students to avoid substance abuse. Since many students drive themselves and others to and from school and off-campus for lunch, as well as participate in potentially hazardous science lab activities, physically challenging P.E. classes, and/or interscholastic sports, this policy has been adopted to protect the health and safety of all students.

- Unfounded rumors about substance abuse are destructive to students. This policy provides a means of defusing unfounded rumors.
- Substance abuse testing provides a means of resolving the issues surrounding accusations of substance abuse.
- The policy provides students and parents with the confidence that WCS is doing everything possible to provide a safe and caring Christ-centered educational environment. This partnership between WCS and parents encourages the few students who may consider abusing substances to more likely refuse temptation.
- This agreement gives parents and WCS the opportunity to provide guidance and accountability for the few students who need, and will receive corrective guidance.
- During the enrollment process, students who have a history of substance abuse problems are less likely to choose to attend WCS since abuse testing will require accountability.

#### **Policy:**

Parental and student consent and agreement to the following policy is required as a condition of enrollment or re-enrollment at Woodland Christian Schools.

Students shall be required by the school administration to submit to the substance abuse testing:

1. If the Woodland Christian Schools administration determines in its sole discretion that a drug test may be appropriate.
2. For admission or re-enrollment, if the administration suspects that the student may have a history of substance abuse. (This policy is in effect at all times while the student is enrolled at WCS. Failure of either the parents or students to consent to testing is grounds for dismissal.)

Before the test is performed, students who have been or are presently taking prescription medication shall provide either a copy of the prescription or a physician's written verification of this fact. Such substance abuse testing shall be at the expense of Woodland Christian School for the initial test. Any required follow-up tests shall be at the expense of the student or his/her parent(s) or guardian(s) at a facility selected and approved by WCS. Confidentiality and follow-up testing are required to ensure privacy and reliability when a testing report is positive. The school administration may only discuss positive test results with those who must be informed to provide needed direction during the course of the student's educational experience at WCS. A "need to know" only basis in regard to positive substance abuse testing is to be maintained by school personnel. The school may not publish any results of testing and is not to discuss the results with non-related parents, other students, faculty or staff except on a "need to know" basis. Confirmed positive results from substance abuse testing, after follow-up testing is requested, will result in immediate prohibition of all extra-curricular participation, including athletics. The student will also be referred to the school administration for follow-up in regard to his/her status as a student at WCS.

Prior to enrollment, each student and his/her parent(s) or guardian(s) are required to provide written authorization and consent for testing. Failure of either the students or parents to consent to testing is grounds for refusing admission to WCS. The police will be contacted by WCS if any illegal substances are found at school, or in the possession of a student.

# SUBSTANCE ABUSE POLICY CONTRACT

Recognizing that Woodland Christian School is proactive in working to keep illegal substance abuse from entering the lives of our students, we the undersigned do consent to follow the school's drug testing policy as outlined in the policy.

We also realize that if any additional tests, after the initial one, are necessary, the student's family will be responsible to pay for them. If there is any litigation involving this policy, the student's family will be financially responsible for any legal fees that Woodland Christian School may incur.

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Signature of Parent/Legal Guardian

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Print Name

---

Date

---

Signature of Student

---

Print Name

---

Date



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## EDUCATOR'S RECOMMENDATION FOR APPLICANTS ENTERING GRADES 6-12

*This form must be filled out by a PRESENT ENGLISH OR MATH TEACHER.*

\_\_\_\_\_ is a candidate for enrollment at Woodland Christian School.  
Student's Name

Because of your experience with this child, we are asking you for your input as to his/her social and academic skills. Please assist us by answering the following questions and returning this form within two weeks.

I. **Academic Recommendation:** This recommendation should reflect your opinion of the applicant's ability and potential to succeed in a college-preparatory curriculum.

- ☐ I unconditionally recommend this student. Student works at "A" level.
- ☐ I strongly recommend this student. Student works at "B" level and has the ability and work habits to continue at this level or above.
- ☐ I recommend this student. Student works at the "C/B" level and has the ability and work habits to continue at this level or above.
- ☐ I recommend this student with reservations (please explain below).
- ☐ I do not recommend this student (please explain below).

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. **Character Recommendation:** This recommendation should reflect the desire and motivation this student has for growing spiritually, socially, and in service to his/her fellow human beings.

- ☐ I unconditionally recommend this student. Student has outstanding integrity.
- ☐ I strongly recommend this student. Student demonstrates attitudes and values, which will make him/her an asset at WCS.
- ☐ I recommend this student. Student demonstrates a willingness to grow in his/her values and attitudes. Though occasionally immature, he/she responds well to direction and/or correction.
- ☐ I recommend this student with reservations (please explain below).
- ☐ I do not recommend this student (please explain below).
- ☐ To my knowledge, this student has not been suspended or expelled from school within the last year. If false, please explain.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. **Evaluation:** Please circle the appropriate letter for each of the categories listed below.

A = Excellent	B = Commendable	C = Acceptable	D = Questionable	E = Unacceptable	O = Not Observed	
1. Academic Motivation	A	B	C	D	E	O
2. Academic Ability	A	B	C	D	E	O
3. Initiative	A	B	C	D	E	O
4. Integrity/Responsibility	A	B	C	D	E	O
5. Leadership	A	B	C	D	E	O

IV. **Co-curricular Involvement/Awards:** Please list any co-curricular activities this student has been involved with and any awards (academic, service, leadership, attendance, athletic, etc.) he/she may have received:

V. **Special Circumstances:** Please explain any special circumstances that we should be aware of should this student be admitted to Woodland Christian School:

*Thank you for your time, care and concern in filling out this recommendation form.*

I CERTIFY THAT THE INFORMATION SUPPLIED IS TRUE AND COMPLETE:

Signature

School

Date

Please Print Name

Position

**Please mail to:**  
Woodland Christian School  
1787 Matmor Road  
Woodland CA 95776



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## CHARACTER RECOMMENDATION FOR APPLICANTS ENTERING GRADES 9–12

Applicant, please give this recommendation form to an adult who can speak to your character (not a relative or teacher). This may be a pastor, coach, employer, mentor etc.

\_\_\_\_\_ is a candidate for enrollment in \_\_\_\_\_ grade at Woodland Christian School.  
Student's Name

*Please answer all questions. If an answer to a question is not known or not applicable, please so state.*

1. In what circumstances have you known this applicant? How long? \_\_\_\_\_  
\_\_\_\_\_
2. In what church/or other activities does this applicant participate? \_\_\_\_\_  
\_\_\_\_\_
3. Does this applicant contribute in positive ways to these activities? (i.e. is he/she a leader, enthusiastic participant, someone who takes on and fulfills responsibilities for the group?)  
\_\_\_\_\_  
\_\_\_\_\_
4. In your opinion, what are this applicant's character strengths? Weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Do you consider the child open to spiritual instruction? \_\_\_\_\_  
If no, please explain: \_\_\_\_\_  
\_\_\_\_\_
6. Is there any additional information that you feel would be helpful in our evaluation of this applicant should he/she be accepted into WCS: \_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THE INFORMATION SUPPLIED IS TRUE AND COMPLETE:

_____ Signature	_____ Please Print Name	____/____/____ Date
_____ Church / Position	_____ Address	_____ Phone
Would you like us to contact you regarding this applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Please mail to:** Woodland Christian High School ▪ 1787 Matmor Road ▪ Woodland CA 95776