



STEP BY STEP CHRISTIAN SCHOOL

Application For Admission

**Summer Camp
& Extended Care**
For School Age Children



1119 South Cherry St., Tomball, Texas 77375 281•351•8197
www.stepbystepchristianschool.org

281•516•0253 (fax)

Application Process

The following items are needed to complete the application process:

- Application for Admission, including Family Information, Health Information, & Academic Profile
- Enrollment Record Short Form
- Enrollment Fee
- Copy of student's social security card (for student's permanent record)
- Copy of student's birth certificate
- Copy of student's health insurance card
- Medical Records, including documentation of any special needs, physical conditions, etc.
- Food Allergy Emergency Care Plan signed by a health-care professional, if applicable
- Copy of custody papers, if student does not reside with both parents

Step By Step Christian School welcomes applications from students desiring a Christ-centered, challenging, academic program. Every family must submit a separate completed, signed application for each potential student and the enrollment fee must be paid. All required documents must be received in the Admissions Office prior to acceptance. The submission of an application does not constitute acceptance. Each student is evaluated on the following items: report cards or transcript, placement assessments, and the desire to succeed in a Christian atmosphere. Additional information and/or references are required for those children proposing to enroll in grades 4 and up. Students will be notified in a timely manner regarding their application.

Registration and Enrollment

Upon initial application, each family must complete enrollment paperwork which includes data about the child(ren), parents/guardians, and any others who will be able to pick up and/or make decisions for the child in the case of an emergency in which we are unable to contact the parents. In addition to the paperwork completed upon initial enrollment, an annual medical statement and vaccination records must be kept current on each child. Please also be sure to keep all phone numbers and contact information current on both the enrollment record and the emergency contact card. In the event of an emergency, we will use this information to contact the parents as soon as appropriate procedures allow, and may leave messages at any number provided.

By signing the enrollment form, parents are certifying the information contained within to be complete and factual, promising to fulfill all financial obligations, and committing to adhere to the policies and regulations of Step by Step including those outlined in the current *Step By Step Christian School Parent & Student Handbook*. They further accept that if tuition becomes delinquent, students may not be allowed to attend class. Please note THAT PRESENTATION OF FALSE INFORMATION OR OMISSION OF PERTINENT INFORMATION ON THE APPLICATION WILL CONSTITUTE GROUNDS FOR DISMISSAL FROM STEP BY STEP CHRISTIAN SCHOOL WITH NO REFUND OF TUITION OR FEES.

Re-enrollment of Current Students

The school reviews the records to ensure the student achieved sufficient academic progress to qualify for advancement to the next level. The school also reviews the records to ensure the student behavior is appropriate for advancement to the next level. Any student making less than expected progress will require a meeting between the administrator and/or the classroom teacher and parents as a support system to bring the student to a greater level of success.

The school reviews the financial records to ensure there are no delinquent accounts. No student shall be re-enrolled with a delinquent account. Re-enrollment of the student is finalized upon the

- 1) receipt and approval by the school of the re-enrollment application for the next year
- 2) payment of the re-enrollment fee
- 3) resolution of any outstanding academic, financial, or behavioral matters

As part of the re-enrollment process, updated medical information and emergency contact information will be requested. Students may not attend classes without these forms on file in the school office.

Family Information (Cont.)

Student Name: _____ DOB: _____

Parents/Primary Caregivers

Father, Primary Male Caregiver, or Male Guardian

Primary
Caregiver?

Name: (Dr./Mr./Rev.) _____

Relationship to Student: _____

Driver's License #: _____ Issuing State: TX or Other (Please List) _____

Social Security #: _____ DOB: _____

Home Address: _____

Mailing Address: Same as Above _____

Email: _____

1st Phone: _____
Type: Home Cell Work Other
May we send text messages and/or alerts to this number? Y N
Carrier/Cell Phone Provider: _____

2nd Phone: _____
Type: Home Cell Work Other
Y N
Carrier/Cell Phone Provider: _____

3rd Phone: _____
Type: Home Cell Work Other
Y N
Carrier/Cell Phone Provider: _____

Occupation/Job Title: _____ Industry: _____

Employer: _____

Work Address: _____

Church Membership: _____

Authorized to:

• pick up the student?	Y	N	• enroll/dis-enroll?	Y	N
• access school records?	Y	N	• consent to medical treatment?	Y	N

Mother, Primary Female Caregiver, or Female Guardian

Primary
Caregiver?

Name: (Dr./Mrs./Ms.) _____

Relationship to Student: _____

Driver's License #: _____ Issuing State: TX or Other (Please List) _____

Social Security #: _____ DOB: _____

Home Address: _____

Mailing Address: Same as Above _____

Email: _____

1st Phone: _____
Type: Home Cell Work Other
May we send text messages and/or alerts to this number? Y N
Carrier/Cell Phone Provider: _____

2nd Phone: _____
Type: Home Cell Work Other
Y N
Carrier/Cell Phone Provider: _____

3rd Phone: _____
Type: Home Cell Work Other
Y N
Carrier/Cell Phone Provider: _____

Occupation/Job Title: _____ Industry: _____

Employer: _____

Work Address: _____

Church Membership: _____

Authorized to:

• pick up the student?	Y	N	• enroll/dis-enroll?	Y	N
• access school records?	Y	N	• consent to medical treatment?	Y	N

Family Information (Cont.)

Student Name: _____ DOB: _____

If either parent has remarried, or the child lives with a guardian other than the parents, please complete the information below:

Father's Spouse, Secondary Female Caregiver, or Female Guardian Information

Primary
Caregiver?

Name: (Dr./Mrs./Ms.) _____

Relationship to Student: _____

Driver's License #: _____ Issuing State: TX or Other (Please List) _____

Social Security #: _____ DOB: _____

Home Address: _____

Mailing Address: Same as Above _____

Email: _____

1st Phone: _____
Type: Home Cell Work Other
May we send text messages and/or alerts to this number? Y N Carrier/Cell Phone Provider: _____

2nd Phone: _____
Type: Home Cell Work Other Y N Carrier/Cell Phone Provider: _____

3rd Phone: _____
Type: Home Cell Work Other Y N Carrier/Cell Phone Provider: _____

Occupation/Job Title: _____ Industry: _____

Employer: _____

Work Address: _____

Church Membership: _____

Authorized to:

• pick up the student?	Y	N	• enroll/dis-enroll?	Y	N
• access school records?	Y	N	• consent to medical treatment?	Y	N

Mother's Spouse, Secondary Male Caregiver, or Male Guardian Information

Primary
Caregiver?

Name: (Dr./Mr./Rev.) _____

Relationship to Student: _____

Driver's License #: _____ Issuing State: TX or Other (Please List) _____

Social Security #: _____ DOB: _____

Home Address: _____

Mailing Address: Same as Above _____

Email: _____

1st Phone: _____
Type: Home Cell Work Other
May we send text messages and/or alerts to this number? Y N Carrier/Cell Phone Provider: _____

2nd Phone: _____
Type: Home Cell Work Other Y N Carrier/Cell Phone Provider: _____

3rd Phone: _____
Type: Home Cell Work Other Y N Carrier/Cell Phone Provider: _____

Occupation/Job Title: _____ Industry: _____

Employer: _____

Work Address: _____

Church Membership: _____

Authorized to:

• pick up the student?	Y	N	• enroll/dis-enroll?	Y	N
• access school records?	Y	N	• consent to medical treatment?	Y	N

Family Information (Cont.)

Student Name: _____ DOB: _____

Siblings

Name	Age	School	Grade	Pick Up?
				Y N
				Y N
				Y N

By marking Y above, you are authorizing Step By Step to release the student to the care of his/her siblings including those less than 18 years of age.

Others

Please list any others living in the home with the student.

Name	Relationship to Student	Phone Number / School (If under 18)	Age (If under 18)	Pick Up?
				Y N
				Y N
				Y N

Alternative Contacts

Emergency Contacts/Alternative Releases

Only authorized adults will be allowed to pick up the student. All persons (including the parents) should be prepared to show a picture ID when picking up a student, and we will not release a student to a sibling less than 18 years of age without special consent indicated above. No teacher or staff member will release any student unless they personally know the person picking up, or they have been properly identified and authorized.

Name	Relationship to Student	Primary Phone Number	Secondary Phone Number	Authorize Medical Treatment	Pick Up?
				Y N	Y N
Home Address				Y N	Y N
				Y N	Y N
Home Address				Y N	Y N
				Y N	Y N
Home Address				Y N	Y N
				Y N	Y N
Home Address				Y N	Y N
				Y N	Y N

Admissions Policies & Procedures

Student Name: _____ DOB: _____

Application Policies

Step By Step Christian School welcomes applications from students desiring a Christ-centered, challenging, academic program. Every student must submit a completed, signed application and the application fee must be paid. All required documents must be received in the Admissions Office prior to acceptance. Step By Step Christian School does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of educational policies, employment practices, admission policies, financial aid, reduced tuition or grants, or extra-curricular programs.

The submission of an application does not constitute acceptance. Each student is evaluated on the following items: report cards, transcripts, recommendations, placement assessments, and the desire to succeed in a Christian atmosphere. Students will be notified in a timely manner regarding their application. By signing this application:

- I understand the enrollment fees as well as the current month's tuition are non-refundable.
- I understand tuition payments are payable the 1st of each month July-May.
- I further recognize the fact that Step By Step will not issue diplomas, or release transcripts or records until all financial obligations are fulfilled including those charges for lunches and extended care.
- I, the undersigned, certify this information to be complete and factual, promise to fulfill all financial obligations, and to adhere to the policies and regulations of Step By Step. I understand that if tuition becomes delinquent, my student may not be allowed to attend class. I UNDERSTAND THAT PRESENTATION OF FALSE INFORMATION OR OMISSION OF PERTINENT INFORMATION ON THIS APPLICATION AND/OR DURING AN INTERVIEW WILL CONSTITUTE GROUNDS FOR DISMISSAL FROM STEP BY STEP CHRISTIAN SCHOOL WITH NO REFUND OF TUITION OR FEES.

Required Documents

- Application for Admission
- Short Enrollment Record
- Copy of student's social security card
- Copy of student's birth certificate
- Copy of custody papers, if student does not reside with both parents
- Medical records, including documentation of any special needs, physical conditions, etc.
- Food Allergy Emergency Care Plan signed by a health-care professional, if applicable
- Copy of student's health insurance card, if applicable

Parent/Guardian Signature

Relationship to Student

Parent/Guardian Name

Preferred Contact Number

Date

Permission to Transport

Student Name: _____ DOB: _____

I give my consent for my child to be transported and supervised by Step By Step Christian School's faculty/staff for activities, field trips, to/from school, and/or in case of an emergency. I understand that all precautions will be taken to ensure the safety and health of my child. This is not intended as a waiver or release of any legal responsibility.

Parent/Guardian Signature

Relationship to Student

Parent/Guardian Name

Preferred Contact Number

Date

Permission for Water Activities

Student Name: _____ DOB: _____

I give my consent for my child to be involved in water activities planned by the school, including swimming. I understand that my child will be continuously supervised and safety rules will be enforced. This is not intended as a waiver or release of any legal responsibility.

Parent/Guardian Signature

Relationship to Student

Parent/Guardian Name

Preferred Contact Number

Date

Health Information (cont.)

Student Name: _____ DOB: _____

*******This form must be updated annually*******

In the event a parent, guardian, or other authorized agent, cannot be reached to make arrangements for medical attention, I authorize Step By Step to take my child to the following physician, clinic or hospital:

Primary Care Physician/Pediatrician

Name: _____

Phone Number: _____

Office Address: _____

Street

City

State

Zip

Preferred Hospital/Urgent Medical Care Facility

Name: _____

Phone Number: _____

Office Address: _____

Street

City

State

Zip

In the event of critical illness or injury, the child shall be treated by paramedics, transported by ambulance, or taken to the nearest emergency room as circumstances dictate.

Immunization Record/Exemptions to Immunization Requirements:

Texas State law requires students attending school to be immunized against certain vaccine-preventable diseases in an effort to protect both the student's health and that of the community. Please remember, students must provide documentation showing that they meet the latest Texas vaccine requirements for Texas school children or have a valid medical or conscientious exemption in order to attend school. Please see the Parent/Student Handbook or www.dshs.state.tx.us/immunize/school for more detailed information about currently required vaccinations. Chapter §97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Please go to www.dshs.state.tx.us/immunize/school to learn the requirements and to request an affidavit for exemption for the student. Affidavits must be updated every two years.

I certify that my child's immunization record or exemption to immunization is on file at his/her primary school as listed below.

Student Name: _____ Date of Birth: _____

Name & Address of Primary School _____

Parent/Guardian Signature

Relationship to Student

Parent/Guardian Name

Preferred Contact Number

Date

Medication:

Step by Step keeps several over-the-counter medications on hand to aid the safety and comfort of our students throughout the school day. At the student's request, Step by Step has permission to administer the following medications to my child. Please note that anytime an oral medication has been administered, written notification will be sent to the parents/guardians documenting the name of medication, date & time administered, dosage, and nature of child's complaint. Please note that unless otherwise specified, Step By Step will follow the label recommendations for the student's age and/or weight, and under no circumstances may we exceed the recommended dosages.

Please initial to indicate consent:

Yes This medication administering may be administered upon the student's request.	Call First Please obtain verbal permission from a parent before administering this medication	Emergency Only This medication may be administered only in cases of life-threatening emergency*	Never Under no circumstances is this medication to be administered to my child	Name	Special Instructions
				Tylenol - acetaminophen	
				Motrin / Advil - ibuprofen	
				Benadryl Allergy / Antihistamine - diphenhydramine HCL	
		X		Halls Cough Drops - menthol	
		X		Neosporin - antibiotic cream	
		X		Cortizone 10 - hydrocortisone cream	
		X		Tums - calcium carbonate	

*Life threatening emergencies are those such as a fever of 104.0° F or greater, severe and apparent anaphylaxis-induced respiratory distress, or upon the advice of poison control, 911 operators, paramedics, etc.

Academic Profile

Student Name: _____ DOB: _____

Previous Schools, Preschools & Childcares Attended

Please list all schools, preschools, early learning centers, and childcares attended in reverse chronological order. For homeschooled students, please fully explain any curriculum levels used. If more space is required, please attach a separate sheet.

School Name	School's Complete Address	Phone Number	Ages/Grades Attended	Reason for Leaving
			-	
			-	
			-	

Previous Activities, Awards & Commendations

Please list any and all previous awards received (both academic and other), extra-academic activities (including church activities, sports teams, scouts, classes, camps, etc.), and any other information which would help give a full picture of the student's interests, skills, and abilities. If more space is required, please attach a separate sheet.

Activity / Award Name	Description / Organization	Date Received / Ages Active	Currently Participating
		-	
		-	
		-	

How did you learn about Step By Step Christian School?

Why do you want your student to attend Step By Step Christian School? If more space is required, please attach a separate sheet.

Please indicate other information (including special needs, concerns or questions) you feel would be helpful to us in educating and caring for your child. If more space is required, please attach a separate sheet.

Academic Profile (cont.)

Student Name: _____ DOB: _____

Academic Background

Does the student take any special medication (allergies, asthma, etc.)?	Y	N
Does the student have any physical handicaps, limitations, or differences (sight, hearing, heart, etc.)?	Y	N
Does the student have any intellectual handicaps, limitations, or differences (learning disabilities, emotional issues, etc.)?	Y	N
Has the student ever been referred for educational/psychological testing?	Y	N
Is the student currently receiving or has the student previously received the services of any specialist, therapist, tutoring service or other professional to address educational, physical, or emotional needs of the child?	Y	N
Has the student had any discipline/conduct problems or been suspended or expelled from any school/childcare?	Y	N
Has the student been denied admission to another school/childcare?	Y	N
Has the student been asked to withdraw from any school/childcare at any time?	Y	N

If yes to any of the answers above, please explain below. If more space is required, please attach a separate sheet.

Please indicate other information (including special needs, concerns or observations) you feel would be helpful to us in educating and caring for your child. If more space is required, please attach a separate sheet.

Personal Profile

Please describe your student's personality and dominant character traits (i.e.: active, timid, helpful, playful, fearful, silly, etc.). Please list any additional comments, suggestions, or concerns that would allow Step By Step to better meet your student's needs. If more space is required, please attach a separate sheet.

Please describe your parenting style as well as methods of correction and discipline used at home.
