



8635 Callaghan Rd., Bldg. 2
San Antonio, TX 78230
(210) 265-8166

Veronica Garza
Administrative Assistant

Lisa Moore
Founder and Superintendent

Nici Farmer
School Principal

Dear Parent/Guardian,

Thank you for your interest in Grace Christian School. We are glad you have chosen to learn more about our Christ centered school. Grace Christian School is a multi-cultural, interdenominational ministry whose mission is to instruct children in the application of God's principles to their daily lives as they pursue Christ and His purpose for them individually. This is accomplished through an excellent academic program, positive role modeling, and fellowship with other Christian young people.

We use very strong Bible-based curricula in order to ensure an excellent education for every child. The Abeka curriculum is taught in our elementary and middle school classrooms. This curriculum provides each child with a firm foundation in the fundamentals of education (i.e., reading and mathematics). In the upper grades, students are taught using a combination of the best Christian college preparatory curriculum available. All curricula used teach character and leadership from a Biblical worldview.

Each day in our morning assembly, we begin with prayer, worship, and a lesson using Biblical themes such as Christian character, the goodness of the Lord, etc. We also discuss countries around the world to develop a heart for the nations. We desire to raise students in an atmosphere that will help launch them into missions, ministries, and other specific callings the Lord has on their lives. Each week we hold a chapel service where the high school worship team leads the students in worship. At this service, missionaries, pastors, youth leaders, and worship leaders are invited to come and minister to the students. The presence of the Lord is evident each day in these services. Because the Lord is our central focus, teachers also regularly include scripture and Christian character teachings in their academic lessons and personal interactions with the children.

We believe that Christian education is a partnership between home, school, and each family's local church. It is our desire to be an extension of the home by teaching values and character qualities that align with those you are already instilling in your child. We welcome you to join our family and look forward to getting to know you more!

Sincerely,

Ms. Lisa and Ms. Nici

"Equipping the Next Generation for Christ"

2023 – 2024 Tuition and Fee Schedule

Early Registration Fee: Before April 1st	Annual Registration Fee: After April 1st	Late Registration Fee: After August 1st
\$225 for the first child	\$275 for the first child	\$300 for the first child
\$175 for each additional child	\$225 for each additional child	\$240 for each additional child

Tuition and Other Fees

- Tuition K4-12th Grade: \$3,800.00 per year
- Curriculum Fee: \$350.00 per year
- Parent Connection Fee: \$200 or \$20 per month, per family
- Entrance Exam Fee 1st-12th: \$40
- Art Fee: \$10 per year
- Technology Fee:
 - 2nd-7th Grade: \$10 per year
 - 8th-12th Grade: Determined by number of online courses taken

Tuition Discount and Payment Schedule

- Tuition may be paid in full by July 31st with a 3% discount, or on a ten-month basis beginning in August.
- The last payment is in May.

Family Tuition Reduction

- For those with more than one child enrolled:
 - Full tuition for the first child
 - \$300 yearly reduction for each additional child

Destiny/Great Grace Church Member Reduction

- Tuition: \$3,600.00 per year
- This reduction is for Destiny/Great Grace Church members who have completed the membership class and are on the current church roster.

Parents who qualify may choose one of the above tuition reductions. No multiple reductions will be given.

All tuition will be paid through the FACTS Tuition Management Program. If paying by credit card, 2.75% will be charged to tuition and other fees.

The non-refundable registration fee is due at time of enrollment. The curriculum fee is due in July and may be paid through FACTS or in the office.

C. PARENT QUESTIONNAIRE: (Attach additional sheets if necessary)

Why do you want to send your child to Grace Christian School?

What are your child's greatest strengths?

What are your child's greatest needs in the following areas?

Spiritual _____

Behavioral _____

Social _____

Emotional _____

Has your child been asked to leave another school or daycare due to emotional or behavioral concerns? If yes, please explain. _____

Has your child experienced any behavioral, academic, physical, or emotional challenges that require special services from a therapist, psychologist, medical doctor, or other specialist? If yes, please explain.

Is your child currently diagnosed with any learning or health condition? If yes, please explain.

What church do you and your child(ren) attend? _____

Do you attend regularly, at least twice per month? _____

D. AFFIRMATION: I hereby affirm that all of the information contained in this application is true and accurate to the best of my knowledge. I understand that providing any false information would be sufficient reason for the rejection of this application or suspension when found out.

Signature of Father/Guardian _____ Date _____

Signature of Mother/Guardian _____ Date _____

GRACE CHRISTIAN SCHOOL

Student Information Form

School Year _____ - _____

Grade _____

Student's Name _____ **D.O.B.** _____

Mailing Address _____

Father's/Guardian's Name _____ Hm. Phone (____) _____ Cell (____) _____

Father's/Guardian's Employer _____ Wk. Phone (____) _____

Mother's/Guardian's Name _____ Hm. Phone (____) _____ Cell (____) _____

Mother's/Guardian's Employer _____ Wk. Phone (____) _____

Child's Primary Residence: ___ Both Parents ___ Mother ___ Father ___ Guardian

Name of Persons Authorized to Take This Child: (other than parents)

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

Allergy and Medical Information:

Does your child take medications that will need to be given at school? Yes ___ No ___

If so, medications must be provided by the family. Please state the name(s) and any directions needed:

Does the school have permission to give age and dosage appropriate pain medications, anti-itch creams, and/or nausea medications to your child without calling the parent first? ___Yes ___ No

Does your child suffer from any medical problems or allergies to foods, medicines, or material that he/she may come in contact with which we should know about:

Responsible Adult to Contact if Parent Cannot be Reached:

Name _____ Phone (____) _____ Cell (____) _____

Name _____ Phone (____) _____ Cell (____) _____

Name _____ Phone (____) _____ Cell (____) _____

Child's Physician:

Name _____ Phone (____) _____

The school has my permission to call the above-named physician to share and/or obtain medical information in case of an emergency when, as a parent, I cannot first be reached. ___ Yes ___ No

Emergency Treatment and Transport:

The school has my permission to allow emergency personnel to treat and transport my child to the nearest and/or most appropriate medical center or hospital in the event of an emergency. ___ Yes ___ No

Parent's Signature _____ Date _____

Grace Christian School

HEALTH RECORD

Student's Last Name _____ First Name _____ Initial _____ Gender: __ Male __ Female _____ / _____ / _____ Birth Date

Father's Name: _____ Mother's Name: _____

Address _____ City _____ State _____ Zip _____

Emergency Contact: _____ Relationship _____ Phone # _____ Relationship _____ Phone # _____

Physician's Name: _____ Phone Number: _____

Post Diseases – (If your child has had any of the following, state age when he/she had them.)

Mumps _____	Diphtheria _____	Polio _____
Measles _____	Scarlet Fever _____	Convulsions _____
Whooping Cough _____	Rheumatic Fever _____	Heart Disease _____
Asthma _____	Chicken Pox _____	Diabetes _____
Hay Fever _____	Pneumonia _____	Discharging Ears _____

Has your child had a skin test for tuberculosis? _____ Date administered _____

Has he/she been associated with a tubercular patient? _____ When? _____

Has your child been diagnosed with HIV/AIDS? _____ When? _____

Recent – (Please check any applicable items.)

Four or more colds yearly _____	Fainting Spells _____	Hearing difficulty _____
Frequent sore throat _____	Abdominal pains _____	Tires easily _____
Poor Vision _____	Frequent urination _____	Shortness of Breath _____
Frequent leg pains _____	Allergy _____	Hernia (rupture) _____
Dizziness _____	Persistent cough _____	Ring worm _____
Frequent Sties _____	Speech difficulty _____	Nose bleeding _____
Dental defects _____	Crippling conditions _____	Growing Pains _____

Does your child have a disability due to disease or accident? _____

Is your child under physician care? _____ specific diagnosis _____

What medications are currently being given to your child?

Are there any specific directions? _____

Please note any other important details:

GRACE CHRISTIAN SCHOOL

Binding Arbitration



Section 1 – Submission to Arbitration

Believing that lawsuits between Christians are prohibited by the Scripture, all parents and/or guardians of students agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 2 – Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to any school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreements as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in Section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 3 below.

Section 3 – Arbitration Procedures

The Procedures for Arbitration shall be adopted by the principal and the School Board. These procedures will be available for review.

I have read the Binding Arbitration and agree to the terms stated therein.

I am a Christian and as Grace Christian School is a Christian ministry organization, both parties agree that they would never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from this agreement. To do otherwise would be in clear violation of Biblical teaching and practice. Accordingly, I agree to resolve all potential claims, disputes or causes of action through binding arbitration using the procedures outlined in the Binding Arbitration information above.

This Binding Arbitration will be in effect for as long as my children listed below or others to be enrolled, attend Grace Christian School, whether in elementary, middle, or high school.

Printed Name of Child(ren) (Oldest to Youngest)	Grade

Father's (Guardian's) Signature

Date

Mother's (Guardian's) Signature

Date



GRACE CHRISTIAN SCHOOL

Parent Agreement

Grace Christian School is fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, the school community, and your home church. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/guardians to participate fully in the life of our school.

The purpose of this agreement is to provide a reminder to all parents and visitors to our school about the expected conduct and policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Guidance:

We expect parents, guardians, caregivers, and visitors to:

- Respect the school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behavior especially when it could otherwise lead to conflict, aggressive behavior, or unsafe behavior.
- Approach the school, not other parents, to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behavior.

Romans 13:1-7

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.

In order to support a peaceful and safe school environment, the school cannot tolerate parents, guardians, caregivers, and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, the main office area or any other area of the school grounds including sporting events.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of the school's staff, a visitor, a fellow parent, or a pupil regardless of whether or not the behavior constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication to any Grace Christian School employee.
- Gossiping with other parents, teachers, students, staff or guests regarding the school, teachers, students, processes, policies or otherwise.

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school whether face to face conversations, text messaging, the use of social media, etc. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or administration, so the matter can be dealt with fairly, appropriately, and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise him or her because of the actions towards the parent's own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences.)
- Smoking (cigarettes or vapors) or consumption of alcohol or other drugs while on school property.

Should **any** of the above guidelines be breached by a family, then such actions will result in penalties including restricted access to extracurricular events, removal of the student of the offending family from enrollment at Grace Christian School, contacting the appropriate authorities, or any other action deemed necessary. The Board of Directors will determine the appropriate action.

Proverbs 19:20

*Listen to advice and accept **discipline**, and at the end you will be counted among the wise.*

Policies:

Tuition Payment

Since the school has a financial obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire school year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year has begun, charges are pro-rated according to actual number of days enrolled. No deductions will be made for tuition during the school year, regardless of the cause of such absence. All accounts must be paid in full at the end of each quarter to receive report cards or transcripts.

Discipline

I understand that sending my children to Grace Christian School is a privilege and not a right. The goals of the school are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations and school policies in a manner consistent with Christian principles on discipline as set forth in the Scriptures.

Proverbs 15:32

*Those who disregard **discipline** despise themselves, but the one who heeds correction gains understanding.*

Withdrawal Notice

I agree to give a 30-day notice before withdrawing my student. I understand that I am responsible for the year's tuition unless special arrangements are made with the school board.

Early Pick-Up

I understand that picking up my child(ren) from school before dismissal time causes classroom disruption, so I will limit early pick-up to instances where my child(ren) has a scheduled medical/dental appointment and will provide a doctor's note to excuse the early pick-up. Like a tardy, student's miss important schoolwork.

Proverbs 9:9

Instruct the wise and they will be wiser still; teach the righteous and they will add to their learning.

Desks

I understand that desks are property of the school and that the school has a right to open and search lockers. I understand that the school may also search items within desks (e.g. backpacks, purses, cell phones, etc.). The school is not responsible for items/articles lost or stolen.

Church Attendance

I understand that as a requirement for admission to Grace Christian School, my family, including my child(ren), must attend church on a **regular basis**. I understand this to be twice per month at a minimum for my family and to include additional youth group attendance for teenage students. I agree to fulfill my responsibility as the spiritual leader of my family by ensuring our family attends church.

Fundraising

I understand that fundraising greatly contributes to the successful operation of the school by allowing for the purchase of miscellaneous items including playground equipment, security cameras, computers, etc.

Liability

I further agree to be bound by the binding arbitration agreement. I hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should I choose to break the binding arbitration agreement and legal action for any reason be taken against the school or any employee or agent thereof on my child's behalf and the school or its legal agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that the school or its agent should incur to defend itself against such action.

1 Corinthians 6:1

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?

Inappropriate Use of Social Network Site

Parents and students agree not to defame Grace Christian School or state anything in a manner that could be construed as derogatory about the school or create divisiveness amongst the school community. Social media websites are being used increasingly to fuel campaigns and complaints against schools, teachers, school staff, and in some cases other parents/pupils. The GCS Board considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, or the administration, so they can be dealt with fairly, appropriately, and effectively for all concerned. Violating this provision could result in removal from enrollment.

In the event that any pupil or parent/care giver of a child(ren) being educated in the school is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content that can be posted on the site and they provide robust mechanisms to report contact or activity that breaches this. The school will also expect that any parent/care giver or pupil remove such comments immediately.

Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

We trust that parents and caregivers will assist our school with the implementation of these policies and we thank you for your continuing support of Grace Christian School.

This Parental Agreement and Code of Conduct will be in effect for as long as my children listed below or others to be enrolled, attend Grace Christian School, whether in elementary, middle, or high school.

I understand that should my marital status change, it is my responsibility to have a corrected Parental Agreement and Code of Conduct Statement signed, updated, and sent to Grace Christian School.

I realize that the Christian school is an extension of me, the parent, and I pledge my prayerful support to the school administration and staff. I will make every effort to work with the school personnel to insure the best possible learning experience for my child.

I have read and understand the above information and request that my child be accepted to attend Grace Christian School.

Printed Name of Child (Oldest to Youngest)	Grade

Father's (Guardian's) Signature _____ Date _____

Mother's (Guardian's) Signature _____ Date _____



Photo/Audio/Video Release Form

Throughout the school year and/or summer activities at Grace Christian School (GCS), there may be times when staff, the media, parents, or other organizations (with the approval of the school administration) may take photographs and/or audio or video recordings of students and/or their work at GCS. These still images and/or sound media may be used in publications; marketing materials; yearbooks; class pictures; video productions; on school-related websites; in other non-profit, education-related publications, etc.

Please complete this form for each of your children who attend GCS and return it to the school upon enrollment.

Note that if this form is not returned, the school will assume that permission has not been granted for your child's photograph and/or audio or video recordings of them and/or their work. All permissions whether inferred or written will remain in effect indefinitely until revoked in writing. I agree that all rights to the sound, still, or moving images and recordings belong to GCS or the employees. If permission was not granted, I understand that I may grant permission at any time by completing another Photo/Audio/Video Release Form and submitting it to the school.

Check each box as it applies to which permissions are granted or not granted.

- I hereby **grant** Grace Christian School permission to photograph my child **only for individual pictures, class pictures, and the yearbook.**
- I hereby **grant** Grace Christian School permission to use my child's photograph and/or audio or video recordings or images for **any of the purposes mentioned above.**
- I **do not grant** Grace Christian School permission to use photographs and/or audio or video recordings **for any reason.**

Printed Name of Child (Oldest to Youngest)	Grade

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____



Waiver of Liability and Hold Harmless Transportation Agreement

I understand that Grace Christian School does not have school owned or operated transportation. As such, I acknowledge that my child will only be able to participate in any off-campus activities such as field trips and athletic events if I drive my own child to and from the event or if I grant permission for parents, staff, and volunteers to transport my child in their personal vehicles. I also acknowledge that the school will require that these individuals have a cleared criminal history check, proof of liability insurance, a valid state driver's license, and a current state inspection sticker on the vehicle.

Please indicate your selection below:

My child(ren) may participate in school sponsored activities in a vehicle or vehicles not owned or operated by Grace Christian School:

1. I hereby release, waive, discharge and covenant not to sue Grace Christian School, the Board and its individual members, officers, agents, servants, or employees (hereinafter referred to as releasees) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by my minor child(ren) or me, or any of the property belonging to me, as result of, or in any way arising out of my child(ren) traveling to and or from Grace Christian School sponsored activities in a vehicle or vehicles not owned or operated by the school.
2. I voluntarily assume full responsibility for any risks of loss.
3. I further hereby agree to indemnify and hold harmless the releasees from any loss, liability, damage or costs due to my child(ren) traveling to and or from Grace Christian School sponsored activities in a vehicle or vehicles not owned or operated by the school.
4. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed and enforced in accordance with the laws of the state of Texas.
5. In signing this release, I give permission for my child(ren) to be transported as described above. Failure to sign this form indicates that I will either drive my own child(ren) or my child(ren) will not participate.
6. This Waiver of Liability and Hold Harmless Agreement will be in effect for as long as my children listed below or others to be enrolled, attend Grace Christian School, whether in elementary, middle, or high school.

My child(ren) will only participate in school sponsored activities using transportation that I provide.

Printed Name of Child(ren) (Oldest to Youngest)	Grade

Father's (Legal Guardian's) Signature Date

Mother's (Legal Guardian's) Signature Date



A Sensible Plan with Convenient Online Enrollment

FACTS provides a payment plan option to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your payment plan, visit the school website at www.gracechristianschool-sa.com and click on the FACTS link.

Be sure to have the following information ready:

- The name, street address, and email address of the person responsible for making the payments.
- To protect your privacy, you will be asked to create your own unique FACTS Access Code. Please be sure it is something you can easily remember.
- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.

Tuition is handled conveniently and securely through a pre-authorized bank payment from a checking or savings account or from a credit card with a 2.5% convenience fee.

- Monthly payments through FACTS include 10 payments from August to May. The curriculum fee will be charged in July.
- Full payment through FACTS earns a 3% discount when paid with one transaction by July 31st.

Before you click the submit button, please carefully read through the final review and the terms and conditions. Notification confirming your online enrollment in a FACTS payment plan will be to you and the annual enrollment fee will be automatically deducted from your account within the next 14 days.

Frequently Asked Questions

- *Is my information secure?* Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit FACTSmgt.com.
- *When will my payments be due?* You may select either the 5th or 20th of each month.
- *What happens when my payment falls on a weekend or a holiday?* Your payment will be processed on the next business day.
- *What happens if a payment is returned?* Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.
- *How do I make changes once my agreement is on the FACTS system?* Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.

If you have any questions about enrolling in FACTS, please contact the school office. Once you have a FACTS plan set up, you may contact FACTS customer service or view your agreement online through your Consumer Portal Account. To access the Consumer Portal, follow the instructions located on the FACTS confirmation notification or email.

FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. To view your payment plan details, login to your FACTS account at online.factsmgt.com.

Customer Care Representatives are also available to assist you 24/7. For more information, visit <http://factsmgt.com/contact-us>.



After School Care Program

Grace Christian School offers, along with their great variety of school programs, an after-school program for your student. This program is offered to students in grades Pre-K through 12. The program will allow your student to stay after school to complete homework and play games while they wait to be picked up from school.

The afternoon schedule is as follows:

- ❖ 3:45 – 4:15 Attendance/Snack
- ❖ 4:15 – 5:15 Homework/Games
- ❖ 5:15 – 6:15 Recreation/Outdoor Play
- ❖ 6:15 – 6:30 Clean up

The Payment plan for the After School Program is as follows:

- ❖ \$5.00 per hour 1st child
- ❖ \$4.00 per hour 2nd child
- ❖ \$3.00 per hour 3rd child
- ❖ Every 15 minutes or any part of 15 minutes is \$1.25 per child.
- ❖ Charges will be added to your monthly invoices through FACTS.
- ❖ If student is picked up after 6:30 p.m., a late fee of \$20.00 per 5 minutes will be assessed.

All students must be picked up by 6:30 p.m. If you will be late, please contact Noah Phillips at 210-986-8023.

Please feel free to call the school at (210) 265-8166 if you have any questions.