

# Jubilee Paperwork Checklist

## 2022-2023 School Year

Whether you have been here for years, or this is your first year, we are so glad that you decided to take a step of faith and enroll your children into Jubilee Christian School. We are excited to see what God has in store for this school year. Part of keeping Jubilee safe and running includes filling out paperwork. The following checklist is all the important pieces of paperwork and information that we need from you and your family.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Questions: (Circle yes or no)

- Will your child/children need busing? YES or NO School District: \_\_\_\_\_
- Will your child/children need after school care? YES or NO Which days of the week: \_\_\_\_\_
- Does your child have any allergies? YES or NO (please list):  
Child: \_\_\_\_\_ Allergies: \_\_\_\_\_  
Child: \_\_\_\_\_ Allergies: \_\_\_\_\_

### Alternative Dismissal:

#### Who has permission to pick up your child(ren)?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Paperwork Checklist:

- Enrollment Agreement
- Fieldtrip Consent Form & Consent Card (one per student)
- Fundraising Contribution Policy
- Payment Procedure Form
- Parent Covenant
- Photo Media Release
- Textbook Loan Form
- Immunization records
- Health History Forms/Physical Form (new students). Mailed in Summer Packets
- (Physical for grades K & 6, Dental for grades K and 3)
- Tuition Agreement (this will be emailed by Shannon H.)

- Fieldtrip Consent Card
- Income Determination Form

### Clearance Information Checklist:

(required of any parent volunteering for the school at any time- valid for 5 years)

- Child Abuse Clearance
  - Criminal Record Clearance
  - FBI Fingerprinting or Affidavit (lived in PA for 10 consecutive years)
  - Copy of Driver's License
  - Copy of Car Insurance
- } For field trip chaperones ONLY



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## ENROLLMENT AGREEMENT

Student(s) Last Name \_\_\_\_\_ Parent/Guardian Last Name \_\_\_\_\_

**1. Acknowledgment:** Parent/Guardian acknowledges that the policies, procedures, and practices of JCS, including, but not limited to, those set forth in the Parent Covenant and the Parent-Student Handbook, are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by all policies, procedures and practices and acknowledges that the same will be subject to periodic modification by JCS. This enrollment agreement may also be modified. In such cases, adequate notification by JCS will be provided to parents/guardians.

Parent/Guardian confirms that the information provided on the Student Application is accurate and that the parent/guardian will immediately notify JCS of any changes. Parent/Guardian understands enrollment at JCS is a privilege, not a right, and enrollment may be suspended or terminated at the discretion of the Principal and JCS Board of Trustees. During the term of this agreement, parent/guardian agrees to timely payment of all tuition, charges and fees associated with the student's admission, enrollment and or program participation at JCS. The tuition and administrative fees for the next school year are set by the JCS Board of Trustees in January of the current school year and communicated to families at that time.

**2. Term of Enrollment:** Parent/Guardian understands and agrees that this agreement extends until the graduation of student(s) from JCS or the termination of this agreement as provided herein. Accordingly, the term of this agreement will take effect immediately for the current academic school year and shall renew automatically for each successive academic year until graduation from JCS, unless and until this agreement is terminated by JCS, or a written notice of termination of enrollment from parent/guardian is received by the Treasurer on or before March 31<sup>st</sup> of each year. If a student will not be returning to JCS the following school year, the parent/guardian must notify JCS in writing by March 31<sup>st</sup> of the current school year. If the written notice of termination of enrollment is received AFTER March 31<sup>st</sup> of the current school year, a \$100 fee will be assessed for the transfer of records to the new school.

**3. Tuition and Administrative Fees:** A tuition agreement will be sent to parent/guardian in late spring listing the exact tuition amount for the following school year. Parent/guardian understands that tuition for the following school year is due in full by July 1st. However, for the convenience of parents/guardians, JCS currently offers the following tuition payment plans:

- Annual Plan – full tuition due on July 1.
- 12 Month Plan – 12 equal tuition payments due by the 1<sup>st</sup> of each month from July to June.

An administrative fee of \$100 per student, \$125 per family for the following school year will be due by March 31<sup>st</sup> of the current school year. This fee is non-refundable and non-transferable. Families will be reminded in early March via letter/e-mail to remit this fee, which is used to offset the annual administrative costs associated with student paperwork and record-keeping. Administrative fees paid after March 31<sup>st</sup> will be due as follows:

- After March 31<sup>st</sup> -- \$200 per student and \$250 per family.

**4. Withdrawal During the Current School Year (July 1 – June 30):** Parent/guardian understands that the overhead expenses of the school do not diminish with the withdrawal of some students and that (upon acceptance of this

agreement by JCS) they accept adherence to the Tuition Reimbursement Policy. This policy states if a registered student withdraws from school between July 1 and December 31 of a given year, tuition for the first half of the year is due in full and is non-refundable. If a withdrawal notice is submitted on or after January 1, tuition for the entire year is due in full. Withdrawals must be made in writing and submitted to the principal. A student is considered enrolled until the written withdrawal notice has been received by the principal. Parent/guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent/guardian's obligations for tuition and certain fees throughout the academic year. If the policy causes undue financial hardship on a family, then parents should arrange to meet with the principal to discuss alternatives.

**5. Eligibility:** Parent/Guardian understands that student(s) may not attend classes and/or participate in any school-sponsored activities until all enrollment and registration forms, including a signed Enrollment Agreement, Tuition Agreement and Parent Covenant, are received, and administrative fees are paid.

**6. Tuition Assistance:** Parent/Guardian understands that if student(s) qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax returns or other requested documentation is verified or past due accounts are paid.

**7. Delinquent Accounts:** Parent/Guardian understands that access to Gradelink, report cards, transcripts, and other such student records will be withheld should their account become delinquent. Should their account become 60 days past due, parent/guardian understands that student(s) are subject to suspension from school and all school-sponsored activities until account is made current. Furthermore, parent/guardian understands that student's continued enrollment may be suspended if their account is in arrears. Finally, parent/guardian understands that a late fee of \$25 will be assessed if payment is received after the 5<sup>th</sup> of each month.

Returned checks (NSF): Parent/Guardian understands that a \$35 service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. Parent/Guardian also understands that after two returned checks, payments may only be made with cash, cashier's check, or money order.

***I understand the Enrollment Agreement and agree to the terms as outlined above for the following:***

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

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

Parent/Guardian signatures (if married, both signatures are needed):

Father, Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Mother, Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



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## **FIELDTRIP CONSENT FORM 2022-2023**

I fully acknowledge that my child \_\_\_\_\_ will accompany his/her Jubilee Christian School class on fieldtrips. In the event that I cannot be reached, I hereby grant permission to the JCS teaching staff and our school principal to authorize necessary medical treatment in case of an emergency, accident, or injury requiring physicians care.

In granting this permission, I understand that I bear full legal and financial responsibility for my child. I release Jubilee Christian School and any of its representatives from any and all claims and causes of action for loss of property and personal injury sustained by my child in the course of this activity. I verify that my child has coverage under an adequate medical insurance plan.

**Parent's Signature:** \_\_\_\_\_

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

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_

**Doctor's Phone #:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Family member or preferred contact:** \_\_\_\_\_

**Phone # of above:** \_\_\_\_\_



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## **Fundraising Contribution Policy 2022-2023**

A fundraising contribution amount per family will be set annually by the board of trustees to ensure that the JCS operational fundraising budget will be reached each year. The fundraising contribution amount will be based on the fundraising budget set forth for the coming school year, as well as enrollment numbers for that school year.

Each family has the opportunity to raise the funds necessary to meet their required contribution amount by participating in our annual fundraisers. Fundraisers include, but are not limited to, the Race for Education, Year End Letter appeal, and Sarris candy sale. Jubilee will set up an accounting system to track the amount each family has fundraised throughout the year.

**The fundraising budget for the 2022-2023 school year is \$35,000, and the fundraising contribution amount for the same school year is set at \$300 per child/\$ 500 per family.**

- The yearly contribution amount will be divided into two installments: the first installment of \$150 per child/\$250 per family can be earned through fundraising activities in the first semester, from July 1<sup>st</sup> through December 31<sup>st</sup>; the second installment of \$150 per child/\$250 per family can be earned through fundraising activities in the second semester, January 1<sup>st</sup> to May 31<sup>st</sup>.
- If your first installment is not raised by December 31, you will receive a bill for the remaining balance. Likewise, if the second installment is not raised by May 31<sup>st</sup> of the school year, you will be billed for the remaining second installment balance.
- If you raise money over and above your first installment amount, the extra money may be applied to your second installment amount.
- Once you have met your yearly fundraising contribution amount, your Jubilee fundraising contribution has been fulfilled. However, please consider continuing your fundraising efforts! Monies raised over and above our annual budgeted amount are used for the continual improvement and future growth of our school.
- Money raised through a capital campaign, such as “Come Grow with Us”, is set aside for a special purpose apart from Jubilee’s annual operating budget, and therefore cannot be applied toward your fundraising contribution amount.
- Jubilee will make every effort to update your family throughout the school year on your fundraising contribution amount earned.

## Fundraising Contribution Policy Continued...

Because being a part of a private school is a privilege which carries responsibility on the part of the student and the parent, and because the resources and finances of the school are dependent upon the involvement of the parents, the Board of Trustees for Jubilee Christian School, in agreement with the parents of the students AGREE: that each family who has child(ren) enrolled in Jubilee Christian School, will raise the funds as required by this Fundraising Contribution Policy and in the amount as set annually by the Board of Trustees.

I, \_\_\_\_\_ understand that being a part of a private school involves a commitment to support the programs and activities of the school, and I do hereby pledge my commitment to fulfill the requirements stated above. I understand that I will be given ample opportunity to fulfill by commitment.

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

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

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

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

\_\_\_\_\_ Date



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## Procedures for Making Payments to Jubilee Christian School

- If you are sending payments into the school, they should be sent in your child's take-home folders. Take home folders are sent home from the office every Thursday. Please return them the following day (Friday) when possible, or no later than the following Wednesday. If sending a payment falls after the take home folder has been delivered back to the school, we suggest mailing the payment into the school or hand delivering the payment into the school office.
- **ONLY NOMINAL CASH IN THE AMOUNT UP TO \$10 SHOULD BE SENT TO SCHOOL WITH YOUR CHILD. IF YOU ARE MAKING A CASH PAYMENT IN EXCESS OF \$10, THIS PAYMENT MUST BE MADE IN PERSON TO THE SCHOOL.** This is required so that the office staff can count the money and give you a receipt for your payment. This is done for your protection and the schools. **JCS IS NOT RESPONSIBLE FOR LOST, MISPLACED OR STOLEN PAYMENTS.**
- If you place a payment in the school lock box, located in the JCS office, the payment must be placed in an envelope with the family name and details for what the payment is being made for on the envelope.
- Tuition payments are due the 1<sup>st</sup> of every month and late payments will be subject to a \$25 late fee. JCS is not responsible for lost or misdirected mail.
- There is a \$20 bank fee for each personal check returned by the bank due to insufficient funds. In the event of a returned check, all remaining payments for the school year must be made in the form of cash, hand-delivered to the office, certified check or a bank/postal money order.

I have read and understand the Procedures for Making Payments.

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PRINT NAME

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DATE

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SIGNATURE



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# Parent Covenant

**Believing that God has given parents the responsibility to nurture and educate their children, I/we covenant:**

1. to actively partner in our child(ren)'s education and provide an atmosphere in the home that promotes the developmental growth of the child. I/We will be available for teacher/parent conferences.
2. to volunteer a minimum of four (4) hours per month in support of Jubilee Christian School.
3. to participate in fundraising activities as the Board deems necessary.
4. to turn in all required paperwork related to student academics, health, safety, and discipline to the office by the due date.
5. to realize the first 60 days of enrollment are provisional.
6. to comply with and support the disciplinary measures, policies, and procedures as established by the principal, teacher(s) and the Board, and bus companies to ensure the smooth and safe operation of our school. I/We understand situations may arise requiring the consulting of parents and agree to be available for such consultations.
7. to comply with and support Jubilee Christian School's finance policy and to make tuition payments on time. If unusual circumstances prevent me from fulfilling my financial commitment, I/we will contact the Finance Committee in writing immediately to make alternate arrangements. I/We understand that if arrangements are not made and my family's account falls two months in arrears, my child(ren) will be subject to dismissal.

**We look forward to partnering with you in the academic and spiritual growth of your child. Please sign and return one copy of this Parent Covenant to Jubilee Christian School. (Both parent signatures are required.)**

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Parent/Guardian Signature

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Date

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Parent/Guardian Print Name

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Parent/Guardian Signature

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Date

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Parent/Guardian Print Name

Failure to comply with the covenant may result in dismissal from Jubilee Christian School.

The Board reserves the right to determine each case on an individual basis.





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## Photo/Media Release Form

Jubilee Christian School highlights the activities of the school and our students in a variety of ways, including the school’s website; its official social media outlets; its Jubilee Jaguar newsletter which includes both print and electronic versions; brochures and other print publications; admissions outreach materials and fund-raising efforts; and occasionally with local or national news media. In promoting the school, we sometimes use students’ names, images and samples of work. These might include photographs; video/audio recordings; quotations; student writing, and artwork. These images are used solely for public relations and education about the school’s mission and purpose. For example, we may include a photograph of a Jubilee athletic team on our website or in our newsletter to celebrate a win or a great season, and if your student is on the team, he or she might be identified in a photograph. **NOTE:** In all of our digital communications – including the Jubilee website, social media outlets, and e-newsletters – students are identified only by first name and the first initial of their last name (e.g., John D.). *Full names are never used in digital publications, but are used in print publications.*

This Media Release form requests your consent to use your student’s name, image, words and/or work in the school publications mentioned above. Students whose families do not consent will be placed on a “Media Consent Denied” list.

**This is a one-year agreement and can be changed in subsequent years.** This agreement covers only those Jubilee publications that are intended for the general public. All students are presented in the Jubilee all-school phone/e-mail roster, in publications such as yearbooks, and portions of publications—including Jubilee internal class websites—that are access restricted requiring a password. Password protected areas are not restricted by this agreement.

**If this form is not returned, it will be regarded as “consent” by the Jubilee administrative office.** If you have questions or concerns, please contact the school office.

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### MEDIA RELEASE FORM

Please check one of the options below, sign and date, and return with your enrollment materials.

I, being the parent or guardian of \_\_\_\_\_, (a) student(s) at Jubilee Christian School, hereby:

Consent: \_\_\_\_\_ Do NOT Consent: \_\_\_\_\_

...that video/audio recordings, photographs, electronic images, quotations, and sample work of, or by, my student may be used by Jubilee Christian School for marketing/public relations for the 2022-2023 school year.

**Failure to return the form will be regarded as “consent” by the communications office.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



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State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in nonpublic schools. Act 90 authorizes the loan of instructional materials. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your children. This requires, however, that a parent of each child attending the nonpublic school to individually request a loan of textbooks and instructional materials. We are, therefore, enclosing your request form. Please sign it, date it, and return it to the school.

Thank you,

Kara Bell, Principal

Jubilee Christian School

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2022-2023

CERTIFICATE OF INDIVIDUAL REQUEST

FOR LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I hereby request the loan of textbooks and instructional materials in accordance with the Pennsylvania Act 195 and 90 for my child/children attending Jubilee Christian School in Pittsburgh, Pennsylvania.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: This law is applicable to Pennsylvania residents only.

**Jubilee Christian School  
Fieldtrip Consent Card  
2022 - 2023**

I fully acknowledge that my child \_\_\_\_\_  
will attend Jubilee Christian School field trips. In the event  
I cannot be reached, I grant permission to the Jubilee  
teaching staff and principal to authorize necessary medical  
treatment in case of emergency, accident, or injury  
requiring a physician's care.

**Parent's Signature:** \_\_\_\_\_

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

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Physician:** \_\_\_\_\_

**Physician's Phone:** \_\_\_\_\_ (OVER)

**Birthdate:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

**Approximate Weight:** \_\_\_\_\_

**Family Member or preferred contact**

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

**Insurance Carrier** \_\_\_\_\_

**Identification #** \_\_\_\_\_

**Group #** \_\_\_\_\_

**Special Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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255 Washington Road  
Pittsburgh, PA 15216  
PH 412-561-5917  
[www.jubileecs.org](http://www.jubileecs.org)

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## **NEED FOR POVERTY DATA & INCOME DETERMINATION FORM**

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School districts in PA are responsible for implementing a federal education program entitled Title I, which offers instructional services to public and non-public school children who are at risk or most at risk of failing to meet standards. The additional instructional services provided by the Title I and other programs help participating children of Jubilee acquire the knowledge and skills they need to meet challenging achievement standards.

We have an opportunity for our children to receive these services, but I need you to complete the enclosed family survey form. The information you provide will determine the amount of funds Jubilee has available for these special services as well as additional items. All you need to do is review the income chart and check YES or NO after each question. Your answers will strictly remain CONFIDENTIAL. Only I will use this information. To protect your confidentiality, names are not required.

The information is very important, and it will help our children to continue to participate in the Title I educational program as well as other services.

Please return the family survey form to the office by March 31st at the latest. Remember that this information is CONFIDENTIAL. I will be the only one to read it.

If you have any questions, please call the school office at 412-561-5917.

Thank you for all you do.

Kara Bell, Principal

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## INCOME DETERMINATION FORM

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Find your family size and the annual gross income level listed beside it on the chart printed below.

INCOME CHART			
Family Size	Annual	Monthly	Weekly
1 *	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
For each additional family member add	+7,992	+666	+154

\* This may be a foster child, an emancipated youth, or a special education child over age 18.

**Please Note:** if you are paid on a weekly or monthly basis, please multiply this amount into an annual figure for comparison based on the weeks or months you actually work each year.

- |           |  |           |          |
|-----------|--|-----------|----------|
| <b>1)</b> | Is your annual income less than this amount?   | Yes _____ | No _____ |
| <b>2)</b> | Is your family eligible for food stamps?   | Yes _____ | No _____ |
| <b>3)</b> | Are you receiving TANF Cash Assistance?<br>(Formerly AFDC or Public Assistance)                            | Yes _____ | No _____ |
| <b>4)</b> | Are any of your children eligible to receive<br>medical assistance under the <b>Medicaid</b> program?      | Yes _____ | No _____ |
| <b>5)</b> | Is your tuition paid by anyone else due to low income?   | Yes _____ | No _____ |
| <b>6)</b> | We have not checked any of the above boxes because<br>we do not wish to share this information in writing. | Yes _____ |          |

**HOME ADDRESS:**

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**PUBLIC SCHOOL DISTRICT IN WHICH YOU RESIDE:**

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**NAME OF SCHOOL BUILDING YOUR CHILDREN WOULD ATTEND IN PUBLIC SCHOOL:**

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**LIST THE GRADE LEVEL(S) OF YOUR CHILD/CHILDREN ATTENDING OUR SCHOOL:**

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