

**Hillcrest Christian School**  
**Re-enrollment Process for the 2010-2011 School Year**

- I. **Student Contact:** Enclosed is a copy of the Student Contact Form containing information about your student/s. Carefully review this form and update any inaccurate information so that the school's files can be updated. A form is to be completed for each child.
- A. Cross out any incorrect information and enter the correction. Please print when entering corrections.
  - B. Along with the phone numbers of any adult, enter a cell or pager number if applicable.
  - C. Review each category on the form.
    - 1. Student Information: Update
    - 2. Emergency Contact Information: Update (same contacts also located on Emergency Authorization form.)
      - a. Contact Comments: Please correct or add additional contacts with phone numbers or write in special instructions e.g., "Do not release my child to\_\_\_\_\_."
    - 3. Parent/Guardian Information: Update  
Parent/Guardian Comments: Give special instructions such as "Send mailings to a P.O. Box."  
Provide your Email address.

*Be sure that both parents sign the second page of the form if student resides with both parents.*

- II. **Parental Contract:** Complete this form with the names of all students, as only one form is required per family. Be sure that both parents or the parent with primary custody sign it. Upon completion of the enrollment process, a copy of the Parental Contract will be provided for your records.
- III. **Emergency Treatment Authorization:** A separate form for each student (1 per child) must be completed in full as it is kept on file in the School Office in the event of an emergency. (You may want to keep a copy for your records as this information is required on all field trip authorization forms needed throughout the school year.)
- IV. **Health Records**
- A. First Grade Health Examination for Students Entering First Grade. This form must be included with your completed enrollment paper work.
  - B. Seventh grade students must submit a copy of their most current immunization record including documentation of the Hepatitis B series and the second MMR.
- V. **Finances**
- A. Hillcrest Christian School 2010-2011 Tuition Payment Information Sheet. Complete the form, sign it with the applicable signatures, and return it to the school office.

***ENROLLMENT FEE OF \$225.00 PER CHILD MUST ACCOMPANY THE COMPLETED ENROLLMENT PACKET. AFTER MARCH 12, 2010 THE ENROLLMENT FEE WILL BE \$275.00 PER CHILD.***

***ADDITIONAL REQUIREMENTS:***

***Additional siblings who have not attended Hillcrest the previous year will need to complete a new student application, available in the front office, or download the appropriate forms for new students from our website.***

*All signatures, all forms and enrollment fees are required, and all tuition and all other fees must be up-to-date before a student can be placed on a class list. You will be notified of any incomplete information and will have two weeks to supply the information. After the two-week period, we will assume you are no longer interested in enrolling your child at Hillcrest and the enrollment packet will be returned to you.*

Only current Hillcrest students and their siblings not currently enrolled will be able to enroll during the period from January 12- February 1. Beginning February 2 new students will be accepted.

All enrollment is processed on a first come basis. When your child has been placed on a class list, you will be notified by mail. If you have not heard from us after two weeks from the time we should have received your completed packet, please call the school office and ask for the Registrar.