



2500 W. 18th Avenue, Eugene, OR 97402
541-686-8655
wcsoffice@willamettechristian.com
www.yourwcs.com

GRADES 6th – 8th NEW STUDENT APPLICATION CHECKLIST

Please use this checklist to guide you through the Enrollment Process.

The following documents must be submitted before enrollment can be finalized:

- _____ New Student Application (*one per student*)
- _____ Student Health Form (*one per student*)
- _____ Current School Reference Form
- _____ Personal Reference Forms (*2 completed per student*)
- _____ Annual Parent Commitment Form
- _____ Code of Conduct Commitment Form
- _____ Student Questionnaire
- _____ Copy of the most recent report card
- _____ Copy of the most recent standardized testing results
- _____ Copy of student's birth certificate
- _____ Copy of student's immunization record
- _____ Tuition Contract
- _____ \$100 New Student Fee (*non-refundable*)
- _____ \$370 Annual Fee (*non-refundable*)

Mail or bring all paperwork along with your fees to the school office. The person(s) listed as financially responsible on the application must sign the tuition contract.

Upon receiving all the application forms, the parents/guardians will be contacted to set-up an informal student evaluation with a 6th - 8th grade teacher. Following the evaluation, an appointment will be scheduled for an interview with the School Administrator. The interview is the last step in the admission process; once it is complete, the office will notify you of acceptance.

Enrollment is not complete, nor is the student's class place secured, until the completion of all forms and all applicable fees have been paid.



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NEW STUDENT APPLICATION

Today's Date _____

Student's Last Name _____ First Name _____ Middle Name _____ Nickname _____

/ /
Date of Birth _____ Birthplace _____ Current Age: (years and months) _____

Home Phone _____ Cell Phone #1 _____ Cell Phone #2 _____ Best Email _____

Gender: ☐ Male ☐ Female

Home Address _____

City/State/Zip Code _____

United States Citizen? ☐ Yes ☐ No Ethnicity: ☐ Anglo ☐ Asian ☐ Bi-Racial ☐ Hispanic ☐ Native American ☐ Other

Is English the student's first language? ☐ Yes ☐ No If not, what is the first language? _____

How did you hear about Willamette Christian School? _____

Please list names of immediate family members who are or have attended WCS: _____

I authorize my student's name, address & phone number to be listed in the student directory. ☐ Yes ☐ No Initial: _____

FAMILY INFORMATION

Family's Faith Denomination: _____ Church Attended _____

Marital Status: ☐ Married ☐ Divorced* ☐ Remarried ☐ Widowed ☐ Separated* ☐ Single

***If divorced or separated, please attach proof of Guardianship.**

The student applying lives with: ☐ Father/Guardian ☐ Mother/Guardian ☐ Both

Who has legal custody of this child? ☐ Father/Guardian ☐ Mother/Guardian ☐ Both

If parents are divorced or separated, to whom should correspondence be sent?

☐ Father/Guardian ☐ Mother/Guardian ☐ Both ☐ Other (specify): _____

Who is financially responsible for this child? _____

Father/Guardian:

Name: _____

Address (if different): _____

Employer: _____

Job Title: _____

Email: _____

Date of Birth: / /

Cell phone: _____

Work phone: _____

Mother/Guardian:

Name: _____

Address (if different): _____

Employer: _____

Job Title: _____

Email: _____

Date of Birth: / /

Cell Phone: _____

Work Phone _____

Students may be filmed, videotaped, or photographed by a WCS employee or contract service professional. Your admission to WCS serves as permission for use of your student's image by WCS and its constituents. Please initial if no permission is granted. Initial: _____



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STUDENT ACADEMIC HISTORY

Please list the last school your student has attended: *(name, city, state)* _____

Has your student had any academic challenges in school? If so, briefly explain. If applicable, include any information about having to repeat any grades or academic probation.

Has there been an IEP written for your student or any testing or formal academic or behavioral evaluation done? *(Attach a copy of the IEP)*

Has your child had any disciplinary difficulty in school? ☐Yes ☐No If so, briefly explain.

Has the student ever been suspended or expelled from school? ☐Yes ☐No If so, briefly explain.

EMERGENCY INFORMATION

In the event of an emergency or if your student needs to be picked up from school, Willamette Christian School will contact one of the following people based on the order in which they are listed.

Name	Relationship	Home or Cell Phone No.	Work Phone No.
1.			
2.			
3.			
4.			

People authorized only to pick up children (in addition to those listed above):

1.			
2.			

With this application I am enclosing the applicable enrollment fees which are all nonrefundable.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Non-Discriminatory Policy:

Willamette Christian School admits students of applicable age, regardless of sex, race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We welcome students of all races and nationalities who willfully submit to the Statement of Faith.



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STUDENT HEALTH FORM

Today's Date _____

This information will enable us to be aware of any health-related concerns or emergencies that may arise. This is kept confidential in your child's cumulative health folder for professional use only.

Student's Full Name: _____ Grade: _____ Date of Birth: _____

Medical Treatment Release

In the event of an emergency and I am unavailable, I authorize school personnel to make arrangements for my child to receive medical care, including required transportation in an ambulance to the nearest hospital or treatment facility. I authorize the physician and/or dentist named below to undertake such care as is considered necessary. In the event said physician is unavailable, I authorize such care and treatment to be performed by a licensed physician and surgeon. I agree to bear all costs incurred.

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Printed Name: _____

May Tylenol (or equivalent brand of Acetaminophen) be given to the student if needed? ☐ Yes ☐ No

Please Initial _____

Medical Service Information

Physician _____ Address _____ Phone _____

Dentist _____ Address _____ Phone _____

Insurance Information:

Does your student have medical insurance coverage? ☐ Yes ☐ No

Insurance Company: _____ Membership No. _____ Group No. _____

Primary Insured: _____ Primary Insured's Membership No. _____

Does your student have dental insurance coverage? ☐ Yes ☐ No

Insurance Company: _____ Membership No. _____ Group No. _____

Primary Insured: _____ Primary Insured's Membership No. _____

In the event of emergency transport, your student will be taken to River Bend Hospital in Springfield, OR unless otherwise directed by emergency personnel.

General Information

Student's blood type: _____

Current medications taken (list both prescription & nonprescription medications including vitamins/herbs):

Drug name _____ Dose _____ Administered at school? ☐ Yes ☐ No

Drug name _____ Dose _____ Administered at school? ☐ Yes ☐ No

Drug name _____ Dose _____ Administered at school? ☐ Yes ☐ No

Drug name _____ Dose _____ Administered at school? ☐ Yes ☐ No



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STUDENT HEALTH FORM (continued)

Does your student:

Wear glasses?

☐ Yes ☐ No

Contacts?

☐ Yes ☐ No

Have hearing loss?

☐ Yes ☐ No

Use hearing aids?

☐ Yes ☐ No

Have a history of:

☐ Asthma

☐ Bee Sting Allergy

☐ Diabetes

☐ Epilepsy

☐ Heart Condition

Please enter date or age of occurrence or diagnosis for the following:

Measles _____ German Measles _____ Chicken Pox _____

Mumps _____ Neurological Problems _____ TB Contact _____

Scarlet Fever _____ Orthopedic Problems _____ Convulsive Disorder _____

Serious Injury _____ Frequent headaches _____ Other _____

Does your student have any allergies? If none, write "none". Please be specific, attach additional sheets as needed. _____

Are there any medical conditions that would limit your child's normal school activities?

☐ Yes ☐ No

If yes, explain: _____

Emotional/Psychological Information

Has your student experienced a recent significant loss of a loved one or other emotional distress? ☐ Yes ☐ No

(Loss of grandparent, pet, divorce, etc.)

If so, please explain. _____

Is your student currently under the care of a child psychologist/counselor? ☐ Yes ☐ No If so, please explain. _____

Does your student have problems with temper tantrums or emotional outburst?

☐ Yes ☐ No

Does your student show signs of hyperactivity or attention difficulties?

☐ Yes ☐ No

Has your student been diagnosed with an attention deficit disorder?

☐ Yes ☐ No

☐ ADD

☐ ADHD

Has your student been diagnosed with a sensory integration disorder?

☐ Yes ☐ No

☐ SPD

☐ Autism

☐ PDD

Other

Please note any additional comments or concerns you would like us to know about your student's health. If you need more space, feel free to add another page.



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SCHOOL REFERENCE FORM Grades 6th through 8th

TO THE PARENT OR LEGAL GUARDIAN: Please complete the "Release of Information Authorization" portion only. Then submit this form to your student's current teacher, principal, or counselor to complete and return by mail.

I hereby waive access to this form and I understand it shall remain confidential: ____ Yes ____ No

Signature of Parent or Legal Guardian

Date

RELEASE OF INFORMATION AUTHORIZATION:

I, the parent/guardian, authorize you to release information requested by Willamette Christian School. We would appreciate the following information on the prospective student. Information given will be treated in a confidential manner. Please mail or fax to the following address at your earliest convenience. Thank you!

Admissions/Willamette Christian School 2500 W. 18th Ave. Eugene, OR 97402 Fax # (541) 686-8747
kelliem@willamettechristian.com

TO BE COMPLETED BY A TEACHER, PRINCIPAL, OR COUNSELOR:

Name of School: _____ Number of years in your school: _____

School Address: _____

Attendance (circle one): Good Average Poor Please comment if poor: _____

Achievement test data (most recent) Name of test: _____

Grade level equivalent in: _____ Reading _____ Language _____ Math _____

Percentile in: _____ Reading _____ Language _____ Math _____

Has this student ever received special services? ☐ Yes ☐ No

If so, briefly explain _____

Work habits _____ Social adjustment _____

Has the student ever been suspended or expelled from school? ☐ Yes ☐ No

If so, briefly explain _____

Has the student had any disciplinary difficulty in school? ☐ Yes ☐ No

If so, briefly explain _____

Form completed by: (printed name) _____ Signature: _____

Title: _____ Phone number (with extension): _____



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PERSONAL REFERENCE FORM

For Students Applying to Grades 6th – 8th

This section to be completed by applicant:

Today's Date: _____ Student's Name: _____
Phone: _____ Age: _____ Grade Entering: _____

I understand that the Family Education Rights and Privacy Act of 1974 allows me the option to choose whether I will, or will not, have the right of access to read this Personal Reference Form. I hereby waive access to this form and I understand it shall remain confidential and that I will not have access to read it.

Signature of Parent or Legal Guardian

Date

The above-named student has applied for admission to Willamette Christian School. In order to make an intelligent selection of students and to help them adequately, we must learn as much as possible about them before they come to us. Answer only those questions about which you have knowledge. The information which you give will be kept in strict confidence. **Please mail this form directly to Admissions, Willamette Christian School, 2500 W. 18th Ave., Eugene, OR 97402.** Thank you!

How well do you know this candidate?	<input type="checkbox"/> Considerable personal contact	<input type="checkbox"/> Occasional contact	<input type="checkbox"/> From record only
CHARACTER To what extent is their character to be relied upon?	<input type="checkbox"/> Completely trustworthy	<input type="checkbox"/> Dependable	<input type="checkbox"/> Attempts minor deceptions
INDUSTRY Does he/she give his/her best effort and show determination in the face of difficulty?	<input type="checkbox"/> Consistent hard worker	<input type="checkbox"/> Industrious	<input type="checkbox"/> Not known
COURTESY	<input type="checkbox"/> Considerate	<input type="checkbox"/> Mannerly	<input type="checkbox"/> Usually Polite
	<input type="checkbox"/> Often negligent	<input type="checkbox"/> Rough and uncouth	<input type="checkbox"/> Not known
SOCIABILITY	<input type="checkbox"/> Extroverted and gregarious	<input type="checkbox"/> Open and friendly	<input type="checkbox"/> Reserved but approachable
	<input type="checkbox"/> Shy and introverted	<input type="checkbox"/> Sullen, unsociable	<input type="checkbox"/> Not known
RELATION TO PARENTS	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very few problems	<input type="checkbox"/> Some problems
	<input type="checkbox"/> Many problems	<input type="checkbox"/> Serious problems	<input type="checkbox"/> Not known
MORAL STANDARDS	<input type="checkbox"/> Wholesome	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor	<input type="checkbox"/> Not known

List specifics which might help evaluate applicant's attitudes: _____



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PERSONAL REFERENCE FORM (con't)

ACHIEVEMENT <i>How well does the student employ their talents?</i>	<input type="checkbox"/> Distinctly an "over achiever"	<input type="checkbox"/> Performance spotty		
	<input type="checkbox"/> Superior results in relation to ability	<input type="checkbox"/> Poor results in relation to ability		
	<input type="checkbox"/> Achieves satisfactory results	<input type="checkbox"/> Not known		
CHOICE OF FRIENDS	<input type="checkbox"/> Picks the best	<input type="checkbox"/> Has troublesome associates		
	<input type="checkbox"/> Travels in a good group	<input type="checkbox"/> Unselective		
	<input type="checkbox"/> Has a few friends who are not helpful	<input type="checkbox"/> Not known		
LEADERSHIP	<input type="checkbox"/> Highly influential for good	<input type="checkbox"/> Follows indiscriminately		
	<input type="checkbox"/> Respected, but slow to lead	<input type="checkbox"/> Leads in undesirable directions		
	<input type="checkbox"/> Independent. Follows, but with discrimination	<input type="checkbox"/> Not known		
EMOTIONAL STABILITY	<input type="checkbox"/> Exceptionally stable	<input type="checkbox"/> Well balanced	<input type="checkbox"/> Normal	<input type="checkbox"/> Apathetic
	<input type="checkbox"/> Lethargic	<input type="checkbox"/> Excitable	<input type="checkbox"/> Highly emotional	<input type="checkbox"/> Not known
CHURCH ACTIVITIES	<input type="checkbox"/> Very faithful (never misses)	<input type="checkbox"/> Faithful (Youth Group only)	<input type="checkbox"/> Faithful (Sunday church)	
	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Almost never	<input type="checkbox"/> Not known	
PARTICIPATION IN YOUTH GROUPS	<input type="checkbox"/> Very faithful in everything (never misses)	<input type="checkbox"/> Attends as spectator only. No interest		
	<input type="checkbox"/> Faithful to certain group	<input type="checkbox"/> Not known		
	<input type="checkbox"/> Some interest in several groups			

Is there any record of his conduct at school or in the community which has required more than ordinary disciplinary action?

☐ No ☐ Yes If so, please give approximate date and a few particulars: _____

In consideration of all available evidence, how strongly do you recommend this applicant for admission to Willamette Christian School?

☐ Recommended most highly ☐ Recommended with confidence ☐ Recommended as acceptable ☐ Not recommended

Signed _____

Title-Position _____

Date _____

Please Print Full Name _____

May we contact you by phone: ☐ Yes ☐ No Phone Number: _____



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MORAL STANDARDS	<input type="checkbox"/> Wholesome	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor	<input type="checkbox"/> Not known

List specifics which might help evaluate applicant's attitudes: _____



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PERSONAL REFERENCE FORM (con't)

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	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Almost never	<input type="checkbox"/> Not known	
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Is there any record of his conduct at school or in the community which has required more than ordinary disciplinary action?

☐ No ☐ Yes If so, please give approximate date and a few particulars: _____

In consideration of all available evidence, how strongly do you recommend this applicant for admission to Willamette Christian School?

☐ Recommended most highly ☐ Recommended with confidence ☐ Recommended as acceptable ☐ Not recommended

Signed _____

Title-Position _____

Date _____

Please Print Full Name _____

May we contact you by phone: ☐ Yes ☐ No Phone Number: _____



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ANNUAL PARENT COMMITMENT

Today's Date: _____

Student's Name _____ Grade: _____ Student's Name _____ Grade: _____

EACH PARENT OR LEGAL GUARDIAN MUST READ AND INITIAL EACH PARAGRAPH.

We understand and agree that it is a privilege to attend Willamette Christian School and therefore we will uphold the school with a positive attitude and our prayers.

_____	We place our trust in Willamette Christian School, its administration, faculty, and staff and will work together in a spirit of unity between the school and home.
_____	We promise to encourage obedience to the rules and policies, as stated in the Parent & Student Handbook, and to foster an attitude of respect for the Christian culture and life which are maintained at Willamette Christian School.
_____	We pledge to support the school administration and teaching staff in decisions made in the education of our student.
_____	We promise to promote a positive view regarding the school program to all we converse with and to address the appropriate school personnel (per steps outlined in the Parent & Student Handbook) with any concerns we may have throughout the school year.

Spiritual and School Philosophy

_____	We understand and agree that our child will be taught to worship one God – Father, Son, and Holy Spirit – and to honor the Bible, as God's only written word. Our child will be taught that the God of the Bible is a personal God and that through Christ's death and resurrection one can have a personal relationship with Him. We understand that the school will accept students of varying religious backgrounds, but that all students must comply with all behavior, dress, and spiritual requirements as established from time to time by the school administration and board.
_____	We have read and agree with the school's Statements of Faith and Philosophy. We will give active support to the school program in every way possible and make a sincere effort to attend, participate, and volunteer in school functions.

Conduct and Standards

_____	We agree to accept and support all rules and regulations of Willamette Christian School and authorize the school to administer the disciplinary methods stated in the Parent & Student handbook. We understand the standards of the school will not tolerate profanity, obscenity in word or actions, or any type of action or harassment from students or parents that are deemed disrespectful or harmful to school staff or students. We understand that parents who behave in this manner to a staff member will be asked to leave the campus and may be banned from the campus.
_____	We will expect our child to comply with school regulations. We will withdraw our child or accept the school's right to dismiss them if we become unable to support these policies, procedures, and rules. We realize that the school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process of the school.
_____	We understand that damage to school property by the student due to willful negligent means will be directly charged to my account.
_____	We give permission for our child to take part in all regular school-day activities, including school-sponsored trips. We release the school from liability because of any injury at school or during any school-associated activity.



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ANNUAL PARENT COMMITMENT (continued)

Tuition Payment Policies

_____	We have read and will abide by the school's policies in regard to tuition payments, attendance policies, withdrawal policies and policies regarding refunds and/or non-refundable fees as stated on the Tuition Contract and in the Parent & Student Handbook.
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Dispute and Reconciliation

_____	<p>We understand that expectations and perceptions may, at times, come into conflict. In Christian relationships, the priority of love should direct all our actions as a reflection of the loving submission of Christ to the Father. The way we resolve conflicts and perceive offenses will demonstrate the reality of Christ to a watching secular society. (John 13:34-35)</p> <p>The school has specific requirements for all aspects of conflict resolution, including (but not limited to) student-to-student conflict, student-to-teacher conflict, parent-to-teacher or parent-to-parent conflict. We acknowledge our requirement to follow the procedures as outlined in the Parent & Student Handbook.</p>
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Medical Release

_____	We, the parents/guardians, authorize Willamette Christian School to call emergency services (911) in case of an accident and to arrange for an emergency medical care doctor in case the parent is not immediately available. Any physician called by Willamette Christian School, paramedics, or hospital emergency service may treat and/or take necessary measures for the health and well-being of the child. It is understood that a conscientious effort will be made to notify the parents before such action will be taken.
_____	We, the parents/guardians, will accept responsibility for the cost of any medical service, physician, or hospital care.
_____	We understand the school's insurance is secondary to parent insurance for school related accidents.

Signatures

We acknowledge by signing this agreement, it is for a limited duration, and that all rights and privileges herein terminate upon the expiration date of the academic year applied for, unless terminated sooner. We understand that we are responsible for all financial obligations as set forth in the school's financial policies.

The signature of both parents/guardians is required unless a court has appointed legal custody to only one.

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____



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CODE OF CONDUCT COMMITMENT FORM

Today's Date: _____ Student's Name: _____ Grade: _____

We believe it is important to affirm our partnership, family and school, in providing the best possible educational environment for your student. Parents are to discuss this document and the expectations listed with their student. This form must be signed and dated before the student will be allowed to attend classes.

Code of Conduct

Individual behavior is a vital aspect of school life, based on a sense of personal responsibility and having respect for others. Students at Willamette must be willing to conduct themselves with a spirit of cooperation, courtesy, and consideration of others.

Students at Willamette must:

- Generally have a positive attitude toward teachers, peers, and all school staff and volunteers.
- Practice cheerful obedience to all in authority.
- Arrive on time to school and all classes.
- Bring required materials to school each day and to each class throughout the day (Middle School).
- Complete all assignments and expected tasks.
- Be respectful to others in and out of the classroom.
- Be truthful and honest in all behavior.
- Be respectful of individual, school, and church property.
- Use appropriate language at all times.
- Follow all school rules and regulations.

Willamette expects full cooperation from both student and parent in the education process. Lack of student or parent cooperation may result in permanent dismissal. When misconduct occurs, corrective measures that are appropriate to the student's age level will be used to help the student change the behavior. Please refer to the Parent & Student Handbook for specific information.

I have read the rules stated above, understand my responsibility and will ensure my student's adherence to the rules.

Parent signature _____ Date _____

Parent signature _____ Date _____

I have read the rules stated above and have discussed them with my parents.
(Only **3rd through 8th** grade students need to sign.)

Student's signature _____ Date _____



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STUDENT QUESTIONNAIRE FOR GRADES 6th – 8th

To be personally filled out by the student.

Full Name _____ Nickname _____

Cell Phone Number _____ Age _____ Date of Birth _____

1. Are you a Christian? _____ If so, when and how did you become a Christian? _____

2. Where do you attend church? _____

3. Do you have definite plans for your future career? If so, what are they? _____

4. Do you play a musical instrument? _____ If so, which? _____

5. Are you interested in playing on an athletic team? _____ If so, which? _____

6. Have you won any special prizes or awards in school? _____ If so, which? _____

7. Is it your personal desire to attend Willamette Christian School? _____

8. If you are accepted as a student at Willamette Christian School, do you promise to abide by the rules of the school, and to use your influence to protect the good name of the school, its buildings, and property? ☐ Yes ☐ No

9. Have you had difficulty with students or teachers in a previous school? _____ If so, please explain. _____

10. What has been your experience around the usage of illegal or prescription drugs? How do you feel about it? _____

11. Please write a brief statement as to what you believe concerning the Bible and what it means to be a Christian, a follower of Jesus Christ: _____



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TUITION CONTRACT for 2016-2017 School Year Grades Kindergarten through 8th

Required Fees: All fees are per student and non-refundable.

❖ Annual fee, Kindergarten	\$310.00
❖ Annual fee, 1 st – 5 th grades	\$350.00
❖ Annual fee, 6 th -8 th grades	\$370.00
❖ New Student application fee	\$100.00

Annual Tuition: Tuition does not cover lunches or after hours care. Please see additional information for details & costs.

	<u>1st student</u>	<u>2nd student</u>	<u>3rd student</u>
❖ Kindergarten Half-day	\$3,850.00	\$3,465.00	\$3,275.00
❖ Kindergarten Full-day	\$5,930.00	\$5,340.00	\$5,040.00
❖ 1 st through 5 th grade	\$6,125.00	\$5,515.00	\$5,205.00
❖ 6 th through 8 th grade	\$6,760.00	\$6,085.00	\$5,745.00

General Tuition information:

Tuition is based on the annual school calendar and is due in full prior to the first day of school. To help families, WCS offers monthly payment plans and will be using the management system of SMART Tuition for the 2016-2017 school year. A one-time annual administrative fee of \$50 will be charged by SMART and due with the first payment. Please note, debit or credit card payments made through SMART will incur a 2.65% fee from SMART.

Statements are mailed or e-mailed to parents before the 1st of the month, they are also available 24/7 through the SMART website. Payments are due by the 10th of each month, a late fee of \$65 will be assessed if the monthly payment is not received by then. If payment isn't received by the 25th of the month, a notice will be sent. The student(s) *will not* be allowed to return to school after the 1st day of the next month until the account is paid in full, unless arrangements are made.

Billing Options:

- 10 Monthly payments: August 2016 through May 2017
- 12 Monthly payments: July 2016 through June 2017
- Payment in full: discounts are offered for payments made with cash or check only. If paid on or before June 1, 2016, a 2% discount will be applied. If not paid in full by 07/01/2016, the family will be enrolled in SMART to make monthly payments.

ENROLLMENT

Please list each student enrolled, beginning with the oldest child. Attach Pre-Kindergarten contract as needed.

Student Name _____ Grade _____ Annual Tuition \$ _____

Student Name _____ Grade _____ Annual Tuition \$ _____

Student Name _____ Grade _____ Annual Tuition \$ _____

Total Annual Tuition \$ _____



2500 W. 18th Avenue, Eugene, OR 97402
541-686-8655

wcsoffice@willamettechristian.com
www.yourwcs.com

Withdrawal Information and Refund Policy:

- Once the enrollment process is complete (forms and fees submitted, evaluation and interview complete) a written notice is required 30 days in advance of intention to withdraw a child from school. If 30 days' notice is not given, the responsible party will be charged for all school days within thirty days following the date of the child's withdrawal regardless of attendance on those days.
- All enrollment fees are non-refundable. Tuition is pro-rated on a daily basis in accordance to the signed tuition contract.
- There will be no tuition deductions or allowances made for those days on which the school is closed due to holidays, vacations, teacher work days, or closure due to weather conditions. No deduction or allowances will be made for absences from school except in the case of severe illness or hospitalization, subject to School Administrator approval.

Parent Pledge:

I have carefully read the rules for enrollment and do agree to comply with all terms and regulations expressed in the Willamette Christian School Parent & Student Handbook. I accept and support the school's statement of faith and philosophy. I also agree to be bound by the school to pay all tuition and fees required in accordance with the financial policies of the school.

I understand that each monthly installment is due in full on the 10th day of each month and any remaining balance is subject to a \$65 late fee. Willamette Christian School policy states that accounts which have become 30 days past due shall result in the student(s)' dismissal. I understand that I will be assessed a fee of \$35.00 for any personal checks issued by me which are returned from the bank for insufficient funds. I also understand that if any two (2) of my personal checks are returned due to insufficient funds I will be required to make all future payments with cash, cashier's check or certified funds. I understand 30 days' notice needs to be given with intention to withdraw my child(ren) or I will be subject to the withdrawal and refund policy listed above.

NOTE: Both parents/guardians must sign this agreement if both are listed as "financially responsible" on the registration form.

Parent/Guardian Signature	Social Security No. (required)	Driver's License No. (required)	Date
Parent/Guardian Signature	Social Security No. (required)	Driver's License No. (required)	Date

Tuition Payment Calculation – to be filled out with the Financial Manager.

Total annual tuition (from front page) \$ _____

Payment if full (cash or check only) by 06/01/2016, 2% discount amount \$ _____

Additional discount (Principal approval needed for staff & minister) \$ _____

Final annual tuition calculation: \$ _____

Monthly payment amount 10-month plan: \$ _____ Parent(s) initials: _____

Monthly payment amount 12-month plan: \$ _____ Parent(s) initials: _____

Office Use Only:

Entered into Excel Tuit Rev? ☐ Yes ☐ No Entered into SMART? ☐ Yes ☐ No