



Family Academy of Christian Education  
6704 W. 98<sup>th</sup> Circle Westminster CO 80021  
(mailing address only)

---

# FACE Initial Enrollment Forms – 2011/2012

Thank you for choosing FACE!  
Please keep this first page for your reference.

## ***Enrollment Forms and Payment:***

The forms can be filled out on your computer, saved and emailed to [rachelle@faceschool.org](mailto:rachelle@faceschool.org). When emailing, remember to include a credit card number, make a payment by Paypal, or mail a check to the school address above. The forms can also be filled out by hand and mailed with payment to the address above. Note that the enrollment fees are a family cost for all students being enrolled in FACE who are part of your immediate family. **All fees are non-refundable.**

## ***Advantages of Membership:***

- Enrollment in a private school
- Choose own curriculum - Discount on new Alpha Omega curriculum available through FACE
- Member discount, (15%), on all Tuesday classes
- Record-keeping of grades, attendance, and achievement test scores/evaluations
- Home School Legal Defense Association membership discount
- Annual achievement testing available grades K-12 - 10% discount
- Educational Evaluation available - 10% discount
- Membership in FACE chapter of National Honor Society if qualified
- Lettering program
- School yearbook and student ID's at cost
- Priority Access to all FACE activities
- Warren Tech partner program
- Work permits
- High school transcript consultation - No charge
- High school transcript - No charge
- Official record of grades for "Good Student" car insurance discount-No charge

## ***Records Only:***

- Record-keeping of attendance and achievement test scores/evaluations

## ***Additional Fees for Non-Members:***

High school transcript consultation - \$50  
Official Transcript of Coursework - \$50  
Classes at monthly cost  
Field Trips and other activities at cost when space is available

## ***Additional Costs:***

CAT Test - \$29  
CAT /InView - \$39  
IOWA Test - \$42  
IOWA/CogAT - \$58  
Proctored IOWA - \$62  
Proctored IOWA/CogAT - \$78  
PSAT (October) - \$25



## ***Requirement Reminders:***

### **Attendance (For Records Only and Membership Enrollment):**

- ~ Submit **monthly** attendance for students ages 6 and up, and test during grades 3, 5, 7, 9 and 11.
- ~ Attendance forms are due at the end of each month, and should be received no later than the 10<sup>th</sup> of the following month.
- ~ Attendance reporting may be completed by going to the school website at [www.faceschool.org](http://www.faceschool.org), click on the appropriate form (Elementary E-Form or High School E-Form) on the front page. Printable forms are also available on the website. These can be printed and mailed to the school address above.
- ~ School policy states: "If attendance forms are not received for two consecutive months, the family is automatically withdrawn from FACE and will be charged a re-enrollment fee of \$25. If attendance forms are not received for three consecutive months, the family will be required to reapply, and will be charged full tuition fee."
- ~ Students should acquire 172 days per year at an average of 4 hours per day.

### **Testing:**

- ~ Have your child tested or evaluated if they are in grades 3, 5, 7, 9, or 11<sup>th</sup>.
- ~ Testing is available through FACE year-round. You will have the option of the CAT (California Achievement Test) or the ITBS (Iowa Test of Basic Skills), unless your student is being evaluated by a professional. You can also use FACE's resource for evaluation, which is less expensive than evaluators outside our group.

## ***FACE Class Policies 2011/2012:***

### **Facilities:**

FACE classes are held at Northglenn Christian Church (NCC) at the corner of 105<sup>th</sup> and Irma in Northglenn. The church is very generous to our organization through the use of their facility. While on the church premises, all parents and children are required to observe posted signs limiting access to certain areas of the facility. FACE members are expected to show appreciation of the facility by maintaining its cleanliness, respecting church staff and accommodating other church events. Northglenn Christian Church is a blessing that must not be taken for granted. Please remember that we only use this facility for classes – if you have questions about FACE or our classes, please call FACE, not the church.

### **Registration and Tuition:**

- **Class registration dates are noted on the Handy Reference Guide.** Signups will be accepted up to one week later, but will be assessed a \$10 late charge. No signups will be accepted more than one week late. This does not apply to first-time signups of new families.
- Classes are between \$22 and \$30 per four week session. There may be additional supply fees or other stipulations depending on the needs of the class (including class size limits). Refer to the signup sheet for this information. Payment in full is required at time of signup. Payments can be made via cash, check, credit card or Paypal. Classes are nonrefundable and students must continue with their scheduled classes until the next signup.
- Classes offer a wide variety of educational, spiritual, patriotic, moral and creative opportunities. **It is the parent's full responsibility to understand the class content and determine if the material is appropriate for his/her student and to ensure that you are in agreement with what is covered and discussed. Parents are encouraged to attend classes as often as they like.**

### **Visitors:**

All visitors must check-in at the Main table, and may tour the facility with a representative from FACE. Visitors will be issued passes and may visit for a single day for observational purposes without financial responsibility. Visiting privileges are reserved for families who are possibly interested in homeschooling through FACE. Children enrolled in other schools may NOT visit classes due to lack of classes at their school, etc... unless there are extenuating circumstances. Non-FACE students are not eligible to visit, assist or enroll in classes.



### **Tuesday Arrival and Departure:**

Tuesday school currently operates from 8:30 AM to 2:15 PM with occasional events offered in the afternoon. No students should be dropped off before 8:25 AM (or their first class), and all students must be picked up promptly at 2:15 PM. Arriving and departing promptly ensures the next scheduled event at NCC will run efficiently.

### **Adult Supervision Information:**

- While parents do not have to be on the premises during classes, students are NOT allowed on the premises without adult supervision. This means that your child must be enrolled in a class or in close physical proximity to a supervising adult at all times. FACE is not responsible for children left unattended, and teachers are not responsible for supervision of children between classes. Parents must provide appropriate adult supervision to ensure the safety of their children during unsupervised non-class time. It is important that current cell phone/emergency numbers be on file with the school.
- It is critically important for students to be supervised at all times. Therefore, students are not allowed to wander or hang out in the hallways, fellowship hall, parking lot areas, or anywhere outdoors, unless accompanied by an adult. Students not enrolled in a class, and not under adult supervision, will be placed in Study Hall. Students should move from class to class without running, yelling, or horseplay, being considerate of others and respectful of the church property.
- We understand that sometimes a student just cannot find a class during a certain hour, or it is not financially feasible for a student to have a class each hour. In light of that, students will be allowed to be in Study Hall without charge, however, students must remain in fellowship area at all times. Failure to remain in fellowship area, or be in direct supervision of an adult, will cause the student to lose this privilege.
- If a student fails to follow these rules, (s)he will no longer be entitled to enrollment in classes.

### **Class Cancellations:**

Should it become necessary to cancel classes due to inclement weather or a conflict with the church calendar (i.e. – funeral), every attempt will be made to contact you via email. Please check your email Tuesday morning for any last minute announcements about classes. Cancellations will also be announced on the school phone line at 303-426-8484. ***Please be advised that should classes need to be cancelled, there will be NO makeup classes and NO refunds.***

### **Classroom Behavior:**

Students must show respect to the authority of teachers and FACE staff at all times. During passing periods students must move quickly to their next scheduled class without loitering in the hallways. Students should move from class to class without running, yelling, or horseplay, being considerate of others and respectful of the church property. Remember the church is conducting business while we are there. We need to share a true representation of homeschool families, our morals, responsibility, traditions, and our values.

### **What Not To Bring To School:**

Electronic equipment including but not limited to Game Boys, gaming systems, CD players, MP3 players, laptop computers, or any other electronic device not intended for class purposes. Some of these items may be allowed in certain classes – it is at the teacher's discretion. Cell phones and beepers must be on vibrate, or off, and put away while attending classes. Inappropriate materials and activities such as tobacco, pets, cards, trading cards, hackie sack and role playing games are not allowed. Any paraphernalia deemed as a possible weapon, including, but not limited to, knives, pocket knives, imitation or toy guns, etc... There will be a "zero tolerance" policy in this area. If above items are brought to school they will be confiscated and held at the main table. Please help us maintain a creative and educational environment by observing this policy.

### **Health Information:**

- At the time of admission, FACE must be made aware of any drug reactions or allergies via the Enrollment Application. It is also the parent's responsibility to make each teacher aware of said allergies.
- Children should not attend classes when one of the following occurs: the child's temperature is 100 degrees or higher, the child has diarrhea, or the child has vomited within the last 24 hours.
- When children have been diagnosed with a communicable illness (hepatitis, measles, mumps, diphtheria, rubella, salmonella, tuberculosis, giardia, shigella, etc.) and have been in contact with FACE students, the school staff should be notified as soon as possible. At the discretion of the director, your child may be excluded from classes for a period of time prescribed by the child's physician or the local health department. Your child's confidentiality is maintained. Parents are expected to report exposure to any communicable illness.



### **Emergency Care:**

Emergency Contact and Emergency Care Authorization information must be provided at enrollment via the Enrollment Application. If a parent is absent, staff members will take necessary action with respect to emergency care.

### **Discipline:**

- First Stage: Our policy at FACE is to use redirection, grace and courtesy. Redirection takes the student out of the difficult situation and presents new options and opportunities. Our understanding of normal development stages and allowing the student the room to grow through those stages are an expression of Grace. Courtesy is the method we use to model the civil, kind and friendly behavior that is desired from the student.
- Second Stage: When first stage discipline actions are not effective, a conference with the FACE director, parent and student must be scheduled to find a solution for the given problem.
- Third Stage: When the discipline program fails and the student is not responding, it is at the director's discretion to discontinue enrollment.
- We reserve the right, at any time, to withhold service.

### **Class Gatherings Outside of Classes**

Some classes plan outings, parties, social events, make-up classes, etc... Parents agree to let their students attend these outside gatherings at their sole discretion and risk. FACE has no control over the leadership, supervision, location/facility or activities that are planned outside of scheduled classes and does not accept responsibility for such gatherings.



Family Academy of Christian Education  
 6704 W. 98<sup>th</sup> Circle Westminster CO 80021  
 (mailing address only)

# Initial Enrollment Form 2011/2012 School Year

Parent/Guardian Information		
<b>Father/Guardian</b>	<b>Occupation</b>	<b>Cell Phone</b> ( )
<b>Mother/Guardian</b>	<b>Occupation</b>	<b>Cell Phone</b> ( )
<b>Street</b>		<b>Apt#</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Main Phone</b> ( )	<b>Email Address(es) *</b>	

\*Our main form of communication is via email.

Student(s) & Sibling Information			
Child's Full Name	Date of Birth	Grade Level 2011/2012	Place of Enrollment for 2011/2012 (check the appropriate box)
<b>1</b>			<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
<b>2</b>			<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
<b>3</b>			<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
<b>4</b>			<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
<b>5</b>			<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
<b>6</b>			<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age

**ENROLLMENT FEES (Choose an Option Box(s) Below):**

**Records Only** - \$50 per family

**Enrollment Fees:**

- Family (Pre-K - 12<sup>th</sup> Grader) - \$75 per family per school year (covers whole family)
- High School (9<sup>th</sup> - 11<sup>th</sup> Grader) - \$50 per **student** per school year (in addition to Family Enrollment)
- High School Senior (12<sup>th</sup> Grader) - \$175 per student (in addition to Family Enrollment)

**Payment form:**  Check  Cash  Paypal  VISA  Mastercard

Name as it appears on the card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_



## PREVIOUS SCHOOL INFORMATION

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

*(If more previous school information is required, please attach another sheet with the information)*



Family Academy of Christian Education  
6704 W. 98<sup>th</sup> Circle Westminster CO 80021  
(mailing address only)

---

## GENERAL SCHOOL QUESTIONS

Reasons for homeschooling:

---

---

Has any legal action ever been threatened or brought against you regarding home schooling? Yes No  
If yes, describe in detail the nature of the threat or legal action:

---

---

Has the student ever been truant, suspended, or expelled from any school? Yes No  
If yes, please explain:

---

---

Are both parents/guardians (if applicable), in agreement with homeschooling? Yes No  
If no, please explain:

---

---

How did you find out about FACE?

---

---

## ACKNOWLEDGEMENT OF REQUIREMENTS

### Testing Requirements

I \_\_\_\_\_ (parent/teacher initials required here) understand that if my student is in grades 3, 5, 7, 9 or 11, they will be required to test this school year. Testing will be provided through FACE, unless FACE is notified otherwise, or unless student is being evaluated by a professional (FACE must be notified).

### Attendance Requirements

I \_\_\_\_\_ (parent/teacher initials required here) understand that school attendance policy is 172 days with an average of 4 hours per day and I am required to submit my attendance at the end of each month, and it should be received by FACE no later than the 10<sup>th</sup> of the following month. *School policy states: "If attendance forms are not received for two consecutive months, the family is automatically withdrawn from FACE and will be charged a re-enrollment fee of \$25. If attendance forms are not received for three consecutive months, the family will be required to reapply, space permitting, and will be charged full tuition fee."*

## SIGNATURE

---

**Parent/Guardian's Signature** (Typed is acceptable if emailing in) **Date**





## Curriculum List School Year 2011/2012

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

Grade Level: \_\_\_\_\_

Subject	Name of Curriculum

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

Grade Level: \_\_\_\_\_

Subject	Name of Curriculum

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

Grade Level: \_\_\_\_\_

Subject	Name of Curriculum



Family Academy of Christian Education  
6704 W. 98<sup>th</sup> Circle Westminster CO 80021  
(mailing address only)

---

## Family Academy of Christian Education – FACE

**IMPORTANT NOTICE: THIS DOCUMENT CONTAINS A BROAD RELEASE OF CERTAIN RIGHTS YOU MAY HAVE. CAREFULLY READ THE DOCUMENT AND ENSURE THAT YOU UNDERSTAND ITS PROVISIONS BEFORE SIGNING.**

### **DISCLOSURE, AUTHORIZATION AND RELEASE**

THIS DISCLOSURE, AUTHORIZATION AND RELEASE (this "Agreement") is made this \_\_\_\_ day of \_\_\_\_, 20\_\_ by \_\_\_\_\_ (whether one or more, the "Parent") for the benefit of Family Academy of Christian Education (the "Academy"). All children of the Parent that are from time to time enrolled in the Academy or participating in Academy events or programs shall be referred to in this Agreement as the "Children" and each of such Children is referred to in this Agreement as a "Child." The term "Parent" shall mean and include, as applicable, the parent or legal guardian of the Children and, if more than one person, shall mean both persons jointly and severally.

1. Disclosure. The Parent, on its own behalf and on behalf of each Child, hereby represents and warrants to the Academy that no Child has any physical, medical, emotional or psychological condition (for example allergies, diabetes, epilepsy, schizophrenia, depression) for which the Child is taking prescription medication or that could reasonably be anticipated to (a) require medical attention for the Child that has such condition, or (b) present a threat of physical harm or other serious or life threatening situation to the Child with such condition, or to any of the other Children, or to other children or staff at the Academy, except the following:

(Please, check the "No Exceptions Box, or explain)

No Exceptions [  ], or

Exceptions (explain):

---

---

The Parent hereby agrees to immediately notify the Academy if, after the date hereof, the Parent becomes aware of any such physical, medical, emotional or psychological condition not listed in the Exceptions section above.

2. Authorization. The Parent, on its own behalf and on behalf of each Child, hereby consents to participation by the Children, and authorizes the Children to participate, in any and all activities (including travel to and from) conducted or sponsored by the Academy, except the following:

(Please, check the "No Exceptions Box, or explain)

No Exceptions [  ], or

Exceptions (explain):

---

---

The authorization contained in this Section 2 shall apply to all activities except those specifically listed in the exceptions above and except all activities with respect to which the Parent shall have delivered to the Academy written notice in advance that a Child is not authorized to participate in the activity. In addition, the Parent, on its own behalf and on behalf of each Child, hereby consents to the Academy videotaping and photographing the Children during activities conducted or sponsored by the Academy and agrees that such videotapes and photographs may be used by the Academy for such purposes as are deemed reasonable by the Academy, including without limitation for programs presented to Academy children and parents and to prospective Academy parents.



3. Release. The Parent, on its own behalf and on behalf of each Child, hereby releases (a) the Academy, (b) all employees, officers, directors, volunteers, and all other paid and unpaid staff of the Academy, (c) the owners of the premises upon which any Academy activities are held, (d) the owners and the operators of any vehicles used to transport the Children to or from activities conducted or sponsored by the Academy, and (e) the other children attending activities conducted or sponsored by the Academy and the parents of such other children (the persons listed in (a) through (e) above being collectively referred to in this Agreement as the "Released Parties") from all damages, claims, liabilities, obligations, costs, expenses (including reasonable attorneys' fees and disbursements and court costs), decrees and judgments (collectively, "Damages") suffered or incurred by any of the Children or by the Parent arising out of or relating to participation (including travel to and from) by any or all of the Children in any activities conducted or sponsored by the Academy. The foregoing release shall not apply to any of the Released Parties whose gross negligence or willful misconduct caused the Damages.

4. Indemnity. The Parent, on its own behalf and on behalf of each Child, hereby indemnifies the Released Parties and agrees to hold the Released Parties harmless from and against any and all Damages suffered or incurred by any of the Released Parties arising out of or relating to (a) the untruth of any of the representations or warranties made by the Parent in this Agreement, or (b) the failure of the Parent or any of the Children to disclose the matters addressed in Section 1 above, or (c) the actions of any of the Children or the Parent while participating in or traveling to or from any activities conducted or sponsored by the Academy.

5. FACE admits and gives access for all services to students of any race, color, religion, nationality and ethnic origin. FACE believes that the foundation of the freedom to homeschool is built, in part, on the traditional family. Marriage is between one man and one woman. We have consistently lobbied for the preservation of traditional marriage in our law and Constitution. Accordingly, to avoid a conflict of interest, FACE will not accept into membership, teaching or leadership position, any persons involved in civil unions, polygamy or same sex "marriage" or union.

6. Acknowledgement. The Parent hereby acknowledges and agrees that it (a) has read the foregoing, (b) understands this Agreement contains a release of certain rights the Parent may have, (c) has had the opportunity to consult legal counsel regarding the implications of this Agreement, and (d) is voluntarily and willingly entering into this Agreement with full understanding of its provisions and intending to be legally bound hereby.

IN WITNESS WHEREOF, the Parent has executed this Agreement as of the date first set forth above.

Parent Signature(s):

Parent Signature (typed acceptable when emailing)	Parent Signature (typed acceptable when emailing)
---	---

Printed Name	Printed Name
--------------	--------------

Emergency Phone Number(s) (i.e. – cell phone, pager, etc...) ( ) \_\_\_\_\_  
 ( ) \_\_\_\_\_  
 ( ) \_\_\_\_\_