



# Heritage Christian School

## Application Information

revised 6-2020

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### Life Changing Education

“For I know the plans I have for you,” declares the Lord.  
“plans to prosper you and not to harm you, plans to give  
you hope and a future.”      Jeremiah 29:11



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## A Message to Parents:

The administration and staff of Heritage Christian School (HCS) appreciate your inquiry and interest in possibly enrolling your child(ren) or someone else very close to you.

Heritage Christian School views education as a partnership with the home and church. Our caring, qualified teachers, Christ-centered curriculum, character development and loving environment emulate family values for your children. The administration and staff seek to communicate closely with parents as together we foster spiritual, academic, and relational growth.

In admitting students, these general guidelines are followed:

- 1. At least one of the parents or guardians must be saved and must live a life that shows a commitment to Jesus Christ and must express a commitment of support to the school.*
- 2. All enrolled students are expected to maintain an attitude and commitment that is consistent with the goals and objectives of the school. If the student is at least age twelve (12), that student must express a desire to be at Heritage Christian School and express a willingness to live in accordance with the spiritual, academic, and behavior standards of the school. It is not the intent of Heritage Christian School to admit students who have recently experienced behavioral or emotional problems in school.*
- 3. Admission to Kindergarten requires that the student be 5 years of age before July 1 of that academic year (for K3, 3 years of age and K4, 4 years of age before July 1). A child may qualify for early entrance to Kindergarten if the family resides in Harrison County, (s)he turns 5 before November 1, and qualifies through testing with Harrison County Schools.*
- 4. The student must have maintained at least a "C" average (2.0 grade point average on a 4.0 system) during the most recent academic year and grading period. Only under exceptional circumstances will a student whose grade average is below a "C" be considered for admission.*
- 5. Submitted applications become the property of Heritage Christian School. If a family chooses to withdraw an application or a student is denied entrance, HCS will shred the application. Upon acceptance, the application becomes part of the student's permanent record.*

Should you decide to enroll your child(ren) at Heritage Christian School, the administration and staff are dedicated to providing a high-quality education. This is His school. He has called us to this ministry. This is our service to Him and you.

Blessings,  
Melissa Mohr  
Principal

## Is Christian Schooling Right For You?

Congratulations! You are considering Christian schooling! However, did you realize that it is possible to enroll for the wrong reasons? If that is so, what are the right reasons? Typically motivators for parents when deciding to enroll their students are as follows:

- ✓ Loss of confidence in public schools. Parents and students, especially those who are Christian and who have lost faith in the public system, often explore the alternative offered in Christian schools. Understandably, they come not so much because they are enthusiastic about Christian schools, as they are disillusioned with public education.
- ✓ Enthusiasm for the by-products of Christian education: quality academics, wholesome friends, caring teachers and a disciplined learning environment.
- ✓ A strong conviction that students need Christ-centered instruction. By definition, Christ-centered education puts the Bible at the center of the curriculum and asks the student and teacher to view everything through the eyes of God. This is called the development of a Christian world-view.

Educators emphasize the worth of every student and God's special purpose and plan for each.

Educators educate in Christ's name, openly sharing His love, His word, and their prayers with students.

Christ, not man, is the ultimate authority for truth.

The home is recognized in its rightful place in the lives of students. Students are taught to respect their parents, love them, and obey them. Loyalty for church and respect for ministers are encouraged. Christian schools attempt to inspire love of country and respect for civil government.

Christian schools equip students with basic academic skills (their students achieve well above national norms of standardized achievement tests).

The right reasons to enroll students in Christian education are always Christ-centered ones.

Why not consider Christian school today? Tuition a concern? Know that you can trust God to finance His will for the lives of your children.

## How to Apply...

Heritage Christian School, Inc. admits students of any race, biological gender, ethnic, or national origin. In order to apply, the following steps must be taken:

1. The application forms (enclosed) must be fully completed and returned to the school with the application fee. In addition, parents must provide a state-certified copy of the child's birth certificate. The office will make a copy and return the original.
2. A copy of the immunization record must be attached to the application.
3. Read the Heritage Christian School Parent & Student Handbook and sign and return the Parent and Student Handbook Affirmation to the school.
4. A transcript must be received from the applicant's previous school. A copy of any diagnostic and psychological testing that has been done is to be included along with any pertinent medical information.
5. Request that your pastor complete the Pastor's Recommendation and, if your child has previously attended school, someone from the school complete the School Recommendation reference. Both parties should send these directly to Heritage Christian School.
6. Once all the above items have been accounted for, an admissions interview with the parents, student applicant and interview committee will be scheduled. The applicant (student) may be required to take a placement test to determine his/her academic ability and appropriate grade level.
7. The Heritage Christian School Board of Directors will review the application and the recommendation of the interview committee. The family will be notified by letter whether the applicant has been granted acceptance or denied acceptance. The registration process begins only after our Board votes to accept a student. Once enrolled, all students serve a probationary period of nine weeks.

## Our Vision

*To prepare students spiritually, scholastically, and relationally  
for a life of Biblical moral standards,  
responsible leadership and service to others.*

## Our Mission

*To provide a God-permeated,  
Christ-centered, high quality education.*

*Heritage Christian School, Inc. admits students of any race, color, biological gender, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. HCS does not discriminate on the basis of race, color, biological gender or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.*

# Heritage Christian School

225 Newton Avenue, Bridgeport, WV 26330

304-842-1740 FAX: 304-842-1750

## School Profile

### ❖ Description

- Independent Christian School
- Offers quality liberal arts education preschool through high school
- Serves a five-county area representing more than fifty-five local churches

### ❖ History

- Established in 1996
- Former Bridgeport Middle School building purchased at auction in spring of 1996 by Charles and Marilyn Stout.
- Facility purchased by HCS Board of Directors in June 1997

### ❖ Affiliation

- Member of Association of Christian Schools, International
- Preschool licensed by WV Department of Human Resources

### ❖ Academics

- Academic excellence
- Balanced approach in effort to minister spiritually, scholastically, and relationally to student
- Traditional core subjects
- Various music opportunities, art, physical education, computer classes, and ministry opportunities round out curriculum
- Variety of textbooks used: ABeka, Bob Jones, ACSI, Shurley Instructional Materials and others
- Foreign language available 9<sup>th</sup>- 12<sup>th</sup> grades
- AP, Honors, and dual credit classes available for high school

### ❖ Standardized Testing

- Iowa Testing (ITBS)—grades K-5 through 11

### ❖ School Year

- 180 instructional days divided into four nine-week grading periods
- 45-minute class periods for middle school, 50 minute for high school

### ❖ Values

- Biblical values and principles as well as traditional cultural values are taught
- Students encouraged to take interest in civic affairs as good citizens

### ❖ Faculty

- 76% faculty hold degrees in their field and are state and/or ACSI certified
- Faculty members have an average of 11.9 years of experience with an average tenure at HCS of 5.63 years.
- 14 full time, 5 part time teachers; 11 support staff. Teacher/student ratio is 1:7.95
- 73.7% hold Bachelor's degrees, 26.3% Master's

### ❖ Non-Discrimination

- HCS admits students of any race, color, biological gender, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students

- HCS does not discriminate on basis of race, color, biological gender, or national and ethnic origin in administration of educational policies, admissions, scholarship programs, athletic or other school-administered programs.

#### ❖ **Finance**

- HCS is a 501 C3 non-profit tax-exempt entity
- Receives no public funding
- Funded primarily through tuition payment (66% covers operating costs)
- Other funding through contributions, fundraising, and facility rental

#### ❖ **Campus**

- 225 Newton Avenue., Bridgeport, WV
- One classroom building and regulation size gym
- Closed campus
- Secure facility—Doors locked at all times. Access granted through door monitored by video/audio. Visitors must report to office and students may not leave campus without parental permission
- Faculty/staff, visitors wear HCS provided ID badges

#### ❖ **Athletics**

- Track, cross-country, volleyball, girls and boys basketball offered according to interest
- Weight and fitness room available for staff and supervised students

#### ❖ **Programming**

- Weekly chapel services
- Ministry opportunities
- Musicals and concerts
- Robotics Teams
- Middle & High School overnight trip or retreat
- Local, state and regional competitions

#### ❖ **Administration**

- Melissa Mohr—Principal
- Kayla Piercy— Director of Early Education
- HCS Board of Directors

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## 2020-2021 Fees (Rates are reviewed annually and are subject to change.)

### Enrollment Fee (non-refundable)

\$65 per student per year  
\$55 per student if paid before April 1

### Re-Application Fee (non-refundable)

\$45 per family per year  
\$35 per family if paid before April 1

## Annual Tuition Rates (Rates are reviewed annually and are subject to change.)

### 2020-2021 ANNUAL TUITION RATES

GRADE	12 Monthly Payments	
	Half day	Whole day
High School	N/A	\$432.60
Kindergarten (K5) – 8 <sup>th</sup>	N/A	\$352.07
K4 Monday – Friday (5 days/week)	\$205.49	\$387.98
K4 Mon/Wed/Fri (3 days/week)	\$152.78	\$270.38
K3 Tue/Thur (2 days/week)	\$128.47	\$213.68
<b>Multiple Child Discount</b>	Families with 2 or more enrolled students receive a discount. Applied to the youngest students (K3-HS). <i>Child 1 (youngest child) – Full Tuition, Child 2 – 10%, Child 3 – 25%, Child 4 – 30%, Child 5+(oldest child) – Free</i>	

<b>Before School Care</b>	Provided from 6:45 am – 7:30 am at \$2.50 per student. Billed monthly. K-5 through high school. Not available for preschool.
<b>After School Care</b>	Provided from 3:00 pm – 5:30 pm \$2.50 per student per half hour or \$125/month first student and \$100/month each additional child Billed monthly. K-5 through high school. Not available for preschool.

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# Additional Fees

## Book & Class Fees (\*Payable annually with tuition)

K3	K4	K5	1 <sup>st</sup> – 5 <sup>th</sup>	Middle School	High School	Additional fees apply
* \$100 / yr	*\$125 / yr	*\$240 / yr	*\$440/ yr	*\$445 / yr	*\$320 / yr	for online classes

## Operating Cost Fee \$150 per student

**Hot Lunch** \$3.75/meal - milk is extra. Lunch and milk are included in fees for whole day preschool

**Milk Cards** \$5.00 per card of 10 milk purchases



# General Information

Heritage Christian School neither solicits nor accepts government funding of any type; therefore, it is imperative that fees be paid when due. By policy, all school accounts, (tuition, hot lunch, after school care, etc.) must be kept current in order for students to continue their enrollment at HCS and when student transfers or graduates records from HCS will only be released when all accounts are paid in full.

## Security Deposit

Those paying in full (tuition, books, and fees) are exempt from security deposit. All others are required to pay at the time of student's acceptance \$300 for first child, \$200 for second child, \$100 for third child. Deposits can be used in whole or in part to cover tuition, books, before and after school care, miscellaneous expenses, hot lunch, or any delinquency left behind. Security Deposit will be rolled over to the next year if remaining at HCS or will be completely reimbursed if all accounts are current upon exiting. Those families receiving tuition assistance will be considered on a case-by-case basis.

## Referral:

The Board has implemented the student referral program. This is the opportunity for currently enrolled families in good standing to receive a discount of \$1,000 towards their current tuition for every referred student that is Board approved and is enrolled during the current school year. This will be paid over 4 years (\$250 per/yr/per referred student as long as referred student and referral family remain in attendance). If the new student(s) starts at a different time other than beginning of school year then that first year referral will be prorated accordingly. This concept will support student enrollment while providing a tuition credit to the responsible families who introduce new families to Heritage Christian.

## Payments:

1. Pay in full for the entire school year on August 1<sup>st</sup>. There are no discounts for early payment.
2. Monthly Payments via F.A.C.T.S. – automatic withdrawal from an account you specify - on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. Families pay an annual fee of \$45 to F.A.C.T.S. Tuition Management for this service. Tuition is prorated for those attending a portion of the school year.  
Students attending any portion of a month, are charged tuition for the entire month.

## Refund Policy

Heritage Christian School will refund overpayments exceeding \$1.00 unless directed otherwise.

SevenStar and Alpha Omega online classes are subject to their own refund policies and time restrictions.

## Tuition Assistance Program Eligibility Policy

The HCS Tuition Assistance Program is designed to aid families of HCS students who are financially unable to render the full tuition due for their children. HCS students enrolled in grades K3 (preschool) through 8<sup>th</sup> grades are eligible to participate in the Tuition Assistance Program. Families must make application through a financial disclosure through [factsmgt.com](http://factsmgt.com). (Once logged into the website you will create a parent log-in and click on Payment plans/Financial assistance.) Tuition assistance is awarded as funding allows for up to 40% of the total cost of tuition, excluding books and fees. HCS does not discriminate on the basis of race, color, biological gender, or national and ethnic origin in administration of its educational and admissions policies or athletic, scholarship and other school-administered programs.

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## Immunization Requirements

To: Parents of students entering school for the first time and those transferring from out-of-state

According to West Virginia law, no student is to enter school without written documentation (month, day, year) for each dose of required immunization as given below. These are minimum immunization requirements based on WV School Law 16-3-4:

Hepatitis A	2 doses (1 <sup>st</sup> dose after 1 <sup>st</sup> birthday) (2 <sup>nd</sup> dose at least 6 months after 1 <sup>st</sup> dose)	Hepatitis B	3 doses (Final dose at age 24 weeks or older)
DTaP	4 doses (Booster dose should not be given prior to 4 <sup>th</sup> birthday)	Varicella	1 dose (After 1 <sup>st</sup> birthday)
IPV	3 doses	MMR	1 dose (After 1 <sup>st</sup> birthday)
Hib	4 doses (3 doses if Pedvax <sup>R</sup> or Comvax <sup>R</sup> are used for full series) <u>However, for children starting series at greater than 6 months of age:</u> 3 doses if the first dose was given between 7-11 months of age 2 doses if the first dose was given between 12-14 months of age 1 dose if that dose was given between 15 and 59 months of age Generally not recommended for children age 5 and older		
PCV	4 doses <u>However, for children starting series at greater than 6 months of age:</u> 3 doses if the first dose was given between 7-11 months of age 2 doses if the first dose was given at 12-23 months of age 1 dose if that dose was given between 24-59 months of age Not routinely recommended for children age 5 and older.		

*Students may be provisionally enrolled in Pre-Kindergarten with at least one dose of each required vaccine and allowed up to eight months to obtain up-to-date status.*

**Tuberculin (TB) Skin Test** -WV School Law 16-3D-3 states that all students transferring from a school located outside the state of West Virginia or enrolling for the first time from outside the state, shall furnish record of a TB skin test done with the result read and evaluated within the past four months prior to admittance to school. West Virginia School Law does not provide for religious or philosophical exemptions to this test.

## Screening Requirements

Preschool, Kindergarten and 2<sup>nd</sup> Grade enterers must provide the school with a Health Check or other comprehensive physical form which includes vision and hearing screening. Beginning 2015-2016 school year, Kindergarten is required to have a dental exam within the last 365 days. Dentist needs to sign and date form stating child has had exam.

## Birth Certificate

Students must have a birth certificate that is certified by the West Virginia State Department of Vital Statistics in order to enroll in any school in West Virginia. If born outside the state of West Virginia, a certified birth certificate is required from the respective state. Hospital and county certificates do not meet this requirement.

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Immunization & Registration Requirements

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## Additions to Immunization Requirements

- 7<sup>th</sup> Graders must show proof of a booster dose of Tdap vaccine which protects against tetanus, diphtheria, and pertussis (whooping cough) and a dose of MCV4 (meningitis) vaccine.
- 12<sup>th</sup> Graders also must show proof of a single dose of Tdap, plus a booster dose of MCV4 if the first dose of MCV4 was given before the child's 16<sup>th</sup> birthday. If the first dose was given after the 16<sup>th</sup> birthday, then a booster dose is not required.

## Exemptions to Immunization Requirements

For medical exemptions for immunizations, parents will need to acquire a note from the Harrison County Health Department stating that their exemptions are valid, and that the student is given permission to attend school with the stated exemptions. West Virginia no longer has a provision for religious or philosophical exemptions for immunizations.  
(See WV Code § 16-3-4)