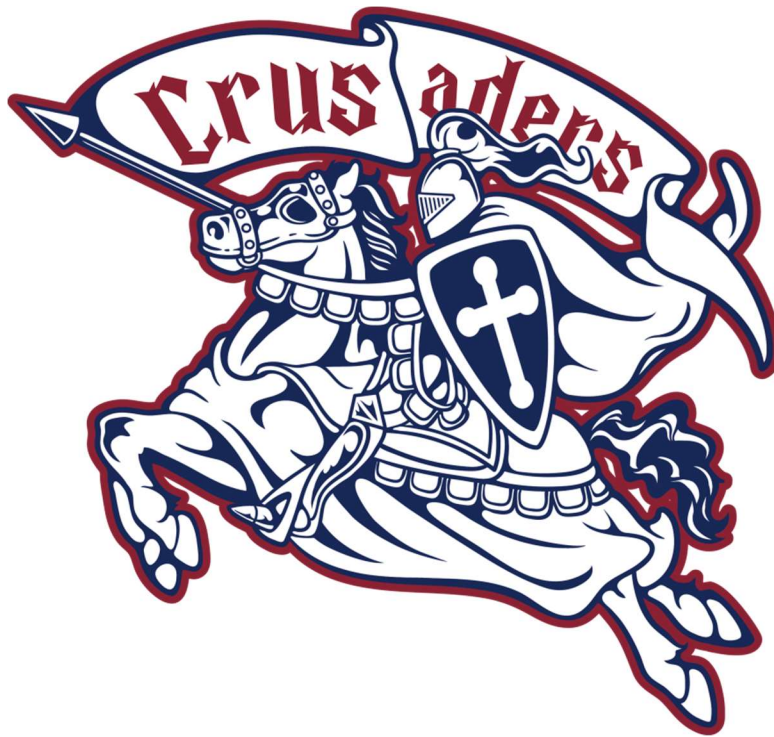


Northeast Christian Academy



Enrollment Packet 2026-2027

(Please keep this page and the calendar at the end for your reference)

To Do List

- ☐ Fill out the Enrollment Packet completely.
- ☐ Turn in Birth Certificate/Social Security Card and immunization record if you have not done so in the past (as well as custody details or court orders if parents are divorced or custody is irregular.)
- ☐ Make appointment to notarize Tuition Contract and Medical Consent Form and finalize registration. (Registration and Book Fees must be paid before your child starts attending.)
- ☐ Be sure to have your uniforms and school supplies ready for your first day!

Notes

- If you have multiple children, you will need to fill out a medical consent form for each and may need additional Student Information pages.
- Once you have turned in your packet and we have processed your paperwork, you may gain access to Facts by visiting Factsmgt.com and clicking Family Portal Login and creating an account. Our district code is NE-TX.

Schedule of Fees

Registration	K3-K5	\$200
	1 st -12 th	\$300
Books	K3	\$150
	K4	\$200
	K5	\$250
	1 st -6 th	\$450
	7 th -9 th	\$350
	10 th -11 th	\$400
	12 th	\$500
Facts Enr. Fee	per family	\$55

Annual Tuition	K3 (Half)	\$3,500
	K3 (Full) & K4	\$4,000
	K5	\$5,100
	1 st -6 th	\$5,500
	7 th -12 th	\$6,000

Sibling discount on tuition: \$50-\$25 per sib.

Lunch	\$5/day
Extended Care	\$100/month
Transportation	\$150-\$250/month
Dual Credit	\$100-\$400/class

Family Information

Emergency Contact Information (in the event we cannot reach you)

Student Information (#1)

Student Name First Middle Last Suffix Grade:

Student Birthdate: MM/DD/YYYY Sex: ☐ M ☐ F Age:
(as of 1st day of school)

Ethnicity: (Check all that apply) ☐ African American ☐ Asian ☐ Caucasian ☐ Latino/Hispanic
☐ Native American ☐ Native Hawaiian/Pacific Islander

Student's Phone: Student's Email:

Previous School (Name and City, State)

Has this student professed a personal relationship with Jesus Christ? ☐ Yes ☐ No ☐ Not Sure

Has this student ever been suspended, expelled, or asked not to return to another school?

(Please elaborate if the answer to any of the following questions is yes.
Otherwise, you may leave this portion blank.)

Has this student ever been arrested or charged with a crime, civil or criminal?

Please list any factors in your child life that would be helpful to know, (absence/death of a parent, traumatic incidents)

Student Information (#2)

Student Name First Middle Last Suffix Grade:

Student Birthdate: MM/DD/YYYY Sex: ☐ M ☐ F Age:
(as of 1st day of school)

Ethnicity: (Check all that apply) ☐ African American ☐ Asian ☐ Caucasian ☐ Latino/Hispanic
☐ Native American ☐ Native Hawaiian/Pacific Islander

Student's Phone: Student's Email:

Previous School (Name and City, State)

Has this student professed a personal relationship with Jesus Christ? ☐ Yes ☐ No ☐ Not Sure

Has this student ever been suspended, expelled, or asked not to return to another school?

(Please elaborate if the answer to any of the following questions is yes.
Otherwise, you may leave this portion blank.)

Has this student ever been arrested or charged with a crime, civil or criminal?

Please list any factors in your child life that would be helpful to know, (absence/death of a parent, traumatic incidents)

Student Information (#3)

Student Name First Middle Last Suffix Grade:

Student Birthdate: MM/DD/YYYY Sex: ☐ M ☐ F Age: (as of 1st day of school)

Ethnicity: (Check all that apply)

☐ African American ☐ Asian ☐ Caucasian ☐ Latino/Hispanic

☐ Native American ☐ Native Hawaiian/Pacific Islander

Student's Phone: _____ Student's Email: _____

Previous School (Name and City, State) _____

Has this student professed a personal relationship with Jesus Christ? ☐Yes ☐No ☐Not Sure

Has this student ever been suspended, expelled, or asked not to return to another school?

(Please elaborate if the answer to any of the following questions is yes. Otherwise, you may leave this portion blank.)

Has this student ever been arrested or charged with a crime, civil or criminal? _____

Please list any factors in your child life that would be helpful to know, (absence/death of a parent, traumatic incidents)

Student Information (#4)

Student Name First Middle Last Suffix Grade:

Student Birthdate: MM/DD/YYYY Sex: ☐ M ☐ F Age: (as of 1st day of school)

Ethnicity: (Check all that apply) ☐ African American ☐ Asian ☐ Caucasian ☐ Latino/Hispanic
☐ Native American ☐ Native Hawaiian/Pacific Islander

Student's Phone: _____ Student's Email: _____

Previous School (Name and City, State)

Has this student professed a personal relationship with Jesus Christ? ☐Yes ☐No ☐Not Sure

Has this student ever been suspended, expelled, or asked not to return to another school?

(Please elaborate if the answer to any of the following questions is yes. Otherwise, you may leave this portion blank.)

Has this student ever been arrested or charged with a crime, civil or criminal? _____

Please list any factors in your child life that would be helpful to know, (absence/death of a parent, traumatic incidents)

Statement of Understanding and Agreement

We, the undersigned, enroll _____ (student[s] name) ("Student[s]") in Northeast Christian Academy ("School") for the _____ (school year dates) school year beginning on _____ (first day of school). **In consideration of School's acceptance of this agreement** and enrollment of Student, we the undersigned agree jointly and severally to the following terms and conditions set forth in the remainder of this document.

Parental Support Statement

I have read and agree with the following statement:

The staff desires a harmonious relationship with parents. If parents have a question about a School policy or an event that involves Student, they are to notify Student's teacher or the administration, where appropriate. An effort will be made to resolve any differences and maintain excellent communication between parents and School staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the School staff or policies and procedures, including the code of conduct which is based on the statement of faith, the administration reserves the right to deny Student continued enrollment in School.

Handbook Acknowledgment

I have read and agree to be bound by the following statement:

I have received a copy of the student handbook and a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, binding arbitration, and the code of conduct, all of which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the administration, my (as parent or legal guardian) or my child's actions or attitudes are not compatible with the ministry's objectives, policies, philosophies, or otherwise. I understand that I am responsible for making all tuition payments and that my child's school records and transcript may be withheld until such payments are complete.

Standards of Conduct

IN ORDER TO SOLEMNITY the desire of the undersigned parties to glorify the Lord with their obedience to Him and to promote a clear understanding of the duties and responsibilities of each party, the undersigned parties adopt the following agreement:

I, for and in consideration of my child(ren) being admitted as a student at Northeast Christian Academy do hereby accept such admission and the duties and responsibilities entailed therein and agree to be bound by the terms of this Agreement:

I/we (parents) have read and understand the Statement of Faith and the Standards of Conduct of Northeast Christian Academy and agree that I will strive to abide by this conduct in all aspects of our lives, both at and away from school. I have read and understand the Student Handbook and I agree with it completely. I agree that my child and I must abide by all the policies, rules and regulations of the school, including those listed in the Student Handbook, and I agree to support Northeast Christian Academy with my conduct and my prayers.

I/we (parents) understand and agree that the instructors and other school officials will work with students and parents in the guidance of the education of each child. I agree that my purpose in obtaining a Christian education for my child is achieved by following the curriculum set by the instructors. To that end, I agree that I will require my child to perform all duties and responsibilities entrusted to him by the instructors and school officials to the best of his ability and to their satisfaction. I will support the decisions of the instructors and school officials and will never attempt to undermine their authority. I understand and agree that during my child's enrollment the courses offered and the instructors teaching them may change from time to time at the discretion of the school leadership. I will provide the means for my child's preparation for school each day with lunches, books, and necessary materials. I will ensure that the necessary time and effort are spent on homework. I will engage myself in school activities and attend parent meetings. I will uphold the rules of the school concerning conduct and attendance and cooperate with the school in the enforcement of these rules. I will insist that my child conform to and comply with school rules and guidelines.

I/we (parents) understand and agree that my child has no right to publish and distribute a student newsletter or any other publication. I understand and agree that Northeast Christian Academy has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed at its school to its students and staff, and I will ensure that my child understands this provision.

I/we (parents) understand and agree that attending Northeast Christian Academy is a privilege and the school reserves the right to suspend or expel my child from the school in accordance with its official policies as determined by the school

leadership. Notwithstanding anything to the contrary contained herein, this Agreement does not bind either party to any specific period of enrollment. Either party may terminate this Agreement without cause upon seven (7) days written notice. I understand that no rights or presumptions of continued enrollment are conferred or implied by this Agreement or by a number of consecutive Agreements. I further agree that no right of notice of renewal or non-renewal of the Agreement is conferred or implied. I agree to abide by the financial agreements made between myself and the school regardless of the reason for withdrawal according to this school agreement.

As Northeast Christian Academy/Sun Valley Baptist Church is a Christian ministry organization, both parties agree that they would strive not to make demands, threaten to sue, or litigate any matter relating to or resulting from this Agreement unless all attempts to resolve or go to arbitration are unsuccessful. I understand that making demands or threats to litigate without arbitration; any matter against Northeast Christian Academy/Sun Valley Baptist Church clearly violates Biblical teaching and practice, and shall constitute sufficient grounds for immediate withdrawal of all my children from enrollment at Northeast Christian Academy. I understand that without arbitration, retaining or instructing an attorney to contact the ministry with regard to a potential claim or dispute will be interpreted as a threat to sue. Accordingly, the parties agree to try to resolve all potential claims, disputes or causes of action through binding arbitration. In regards to matters of unpaid tuition to Northeast Christian Academy/Sun Valley Church arbitration will be the first step. If there is no response to arbitration, or a refusal to use that method, then it is referred to small claims court. Northeast Christian Academy holds the Bible as the infallible, divine Word of God and salvation by faith in Christ is the initial step in the Christian life. There is sound Biblical basis for the idea of spiritual growth into the image of Christ (Roman 8:29) which is the work of the Holy Spirit (II Cor. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matt. 22:37-39; Roman 13:8-10; Gal. 5:14). The result is a life consecrated unto God and separated from the world. Northeast Christian Academy must therefore provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A Standard of Conduct based on the following Biblical imperatives is necessary to provide such an environment. All the activities of the Christian must be subordinated to the glory of God who indwells us (I Cor. 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:27). A sense of the need for spiritual growth in the light of these principles has led Northeast Christian Academy to adopt the following standards which, it is believed, are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student, whether at home, school, or elsewhere:

1. NOT TO smoke, drink alcoholic beverages, use illicit or illegal drugs, engage in sexual misconduct, swear or use indecent language, gamble, and to avoid movies that emphasize and portray these non-Christian behaviors. In addition, to refrain from dancing and avoid involvement in inappropriate music with non-Christian lyrics such as rap, rock and heavy metal.
2. To maintain Christian standards in courtesy, kindness, morality, integrity, and honesty.

The selection of restrictions mentioned in this pledge may appear arbitrary to some; but, while not condemning others who see differently, Northeast Christian Academy believes that the restrictions named are types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Northeast Christian Academy ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student there is fine opportunity for development of strong Christian character.

I/we (parents) have read the above standards and will support Northeast Christian Academy by encouraging my child to live by these standards. I certify that I will explain this agreement and its meaning to my child. I will assist the school in every way necessary to ensure my child abides by all the terms of this agreement.

Binding Arbitration Provision

I have read and agree to be bound by the following statement:

I agree that I will never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from Student's enrollment at School. I understand that making demands, threatening to sue, or actually litigating a matter against School violates biblical teaching and practice and shall constitute sufficient grounds for immediate suspension or expulsion of Student's enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in the School's binding arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of Student's enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Photograph/Video Use Consent and Release

I hereby grant permission to Sun Valley/Northeast Christian Academy, its representatives, contractors, employees and volunteers acting on behalf of the ministry, to take and/or use, copyright, publish, edit, crop or treat images or likenesses of me or my child(ren), including photographs, videos, or otherwise, for any lawful use on the ministry's website, social

media pages, blogs, or in other official ministry printed or electronic publications without further consideration. I understand that this consent and release will operate in full force and effect UNTIL SUCH TIME AS I WITHDRAW MY CONSENT IN WRITING. I understand that should photographs or videos of me or my child(ren) be used on Sun Valley/Northeast Christian Academy owned or operated websites or webpages, they may be available for download. I do hereby agree to release, indemnify, and hold harmless Sun Valley/Northeast Christian Academy and its agents and employees, harmless from any and all present, past, future, known and unknown liabilities, actions, causes of actions, claims, expenses, and damages that may arise from the use or dissemination of photographs or videos of me or my child, whether via the internet or in print. I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted in the State of Texas and that if any portion thereof is held invalid, it is agreed that the remainder shall, notwithstanding, continue in full legal force and effect. I also agree that any controversy or claim, by or through the party signing this release, arising out of or relating to the activities anticipated by this form shall be settled by binding Christian arbitration and judgment on the award may be entered in any court having jurisdiction thereof.

Sun Valley/Northeast Christian Academy reserves the right to use photographs and videos without notice.

Tuition and Fees

I have read and agree to be bound by the following financial conditions in consideration of the acceptance of this enrollment agreement with School:

1. I agree to be responsible for the financial obligations implicit with Student's enrollment at School including tuition and fees, (less any financial aid or early enrollment incentive) subject to the remaining provisions in this section.
2. I understand that all fees other than tuition paid in full are non-refundable.
3. Transcripts and records will not be released to parents or schools until all outstanding balances have been paid in full.
4. Tuition payments made in accordance with the monthly payment plan chosen by parent IAW with the Facts policy and are due on the 10th of each month (August- May). Plan is chosen by each parent as to date of payment. A \$25.00 (*dollar amount*) fee will be assessed to late payments on each student's account that are not paid by the 10th of each month.
5. If Student's account is 30 days overdue, Student's parents or guardians will be required to meet with Administrator to discuss the ability to make up the late payment(s).
6. If Student's account is 60 days overdue, Student will be suspended from further attendance at School until his or her account is brought up to date.
7. Returned checks will be assessed a \$25.00 penalty which will be added to Student's account balance.
9. Tuition will continue to accrue throughout Student's suspension as long as Student is still enrolled; upon the withdrawal or expulsion of Student, however, tuition must be paid through the end of the same month as Student's last day. If student withdraws or is expelled on or after the 20th of the month, parents will also owe a flat fee of \$50.00 in addition to the tuition for the remainder of the month. The amount of any previously applied tuition discounts will be reinstated to the total of Student's account upon the early withdrawal or expulsion of Student. This policy provides School with time to try to fill the vacancy in enrollment. Payment will be prorated based on a 10-month payment plan, beginning with the month of August.

Example: If John's parents withdraw him or he is expelled on January 4, they will owe tuition for John through January 31. If tuition is \$5,000 per year, John's parents will owe tuition for 6 months (August-January), at \$500 per month (\$5,000 a year, divided by 10 months), for a total of \$3,000. If John's last day is January 24, John's parents will owe tuition through the end of January plus whatever additional fee the school sets.

By signing below, I indicate that I have the understanding and capacity to make this agreement and that I am fully informed as to and understand the contents of this document. **I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED WITH ENROLLMENT OF STUDENT AT SCHOOL. I DO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS** School and its agents and employees, and their heirs and assigns, from any and all past, present, future known and unknown liabilities, actions, causes of actions, claims, expenses, and damages, **INCLUDING THOSE CAUSED BY THE NEGLIGENCE OR FAULT OF THE SCHOOL, ITS LEADERS, EMPLOYEES, OR VOLUNTEERS**, and including without limitation, interest, penalties, court costs, attorney's fees, and expenses on account of injury to myself, my child, or my property which I now have or which may arise in the future in connection with Student's enrollment at School which is not the result of gross negligence, intentional neglect, or willful or wanton conduct by the School or its agents, representatives, or employees. **I FURTHER RELEASE** any and all claims brought by or through me, including claims for loss of consortium and all similar claims based on relationships with other people. **I EXPRESSLY AGREE** that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted in the State of Texas and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **I ALSO AGREE** that any controversy or claim, by or through the party signing this release, arising out of or relating to the activities anticipated by this form shall be settled by binding Christian arbitration conducted by the National Center for Life and Liberty or another Christian arbitrator, and judgment on the award may be entered in any court having jurisdiction thereof. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not mere recitals.

I further state that I have carefully read the foregoing information and know the contents thereof, and I sign this document as my own free act. This is a legally binding agreement which I have read and understand.

Custodial
Parent/Guardian: _____

Custodial
Parent/Guardian: _____

Date: _____

Date: _____

Office Use

Approved for
Enrollment by: _____

Date: _____

Date
Agreement
Rec'vd _____

Date
Enrollment
Fees Paid _____

Date
Immunization/Birth
Certificates
Rec'vd _____

Date
Previous records
rec'vd _____

(This page is intentionally blank.)

Medical Information and Parent's Consent for Medical Treatment

Student Name: _____ Please provide the office with a current shot record.

Student Health History (please check all that apply)

- | | | |
|---|--|---|
| ☐ Allergy/Sinus | ☐ Ear Infections | ☐ Hearing Impairment |
| ☐ Insect/bee Allergy | ☐ Epilepsy | ☐ Hepatitis |
| ☐ Asthma | ☐ Frequent Headaches | ☐ HIV |
| ☐ Depression/Anxiety | ☐ Gastrointestinal Issues | ☐ Vision Impairment |

Current Medical Conditions /Medications: _____

Has this student had any physical, emotional, behavioral, or social problems or conditions in the last 2 years? If so, please explain:

May this student participate in any private parties held in the classroom or lunchroom where food will be brought in or prepared by other parents and served at school? _____ I accept any and all responsibility for my child's health in the event that my child becomes ill at school or after a school party.

We, Mr. and Mrs. _____ the undersigned, parents or legal guardians of _____ do hereby authorize the authorities of Northeast Christian Academy to permit its designated representatives to give consent to a physician and/or hospital for emergency medical and/or surgical treatment when necessary to our son/daughter for sustained injuries or sickness requiring emergency treatment during school hours, or after school hours while partaking in school-sponsored activities such as education, social, and athletic events provided such events have an authorized representative of the school present.

It is understood that the school or its representatives do not assume any expense that might be incurred for said emergency treatment. It is also understood that the school will not be responsible for any complications resulting from medical treatment given.

It is further understood that the school authorities will notify us as soon as possible following the emergency but in no way is treatment to be delayed until we have been notified.

DO NOT SIGN WITHOUT A NOTARY.
A notary is available at NECA by appointment for a fee.

Signature of Parent or Legal Guardian

El Paso County
State of Texas

My commission expires _____
Notary Public in and for El Paso County, Texas

(This page is intentionally blank.)

Enrollment Contract

2026-2027 School Year

Guardian #1 _____ Guardian #2 _____

		Grade	Annual Tuition
☐ New	Student #1: _____	_____	\$ _____
☐ New	Student #2: _____	_____	\$ _____
☐ New	Student #3: _____	_____	\$ _____
☐ New	Student #4: _____	_____	\$ _____

**GRAND TOTAL
For Tuition:**

\$ _____

Payment Plan

- ☐ Monthly - 10 installments (10th of Aug.-May)
- ☐ Semi-annually - 2 installments (Aug. & Jan.)
- ☐ Annually - 1 installment (Aug.)

Additional Enrollment Charges

Total Registration	
Total Books	
Notarization Fee	\$5
Facts Enrollment Fee	\$55

Enrollment Contract Agreement

- We understand** that this agreement is a binding contract for the entire school year beginning in August and ending in May. Tuition will be due on the 10th of each month in the month in which it is due.
- We understand** that if our children are withdrawn, suspended, expelled, or dismissed for any reason, we will follow and pay in full all financial obligations as outlined in our Financial Plan.
- We understand** that all past due accounts (payments received after the 10th of each month) are assessed a \$35.00 late fee.
- We understand** that failure to communicate to the office immediately if a payment is late or if an account falls behind 30 days will result in a warning. If payment is not received within 60 days the student (s) will be removed from class. Any drastic extenuating circumstances must be discussed with the administration.
- We understand** that all fees other than tuition paid in full are non-refundable (see Financial Plan for details).
- We understand** that all monthly tuition payments given to Northeast Christian Academy (NECA) will be used as the school deems necessary.
- We understand** that all tuition and school fees for one year must be current before we can proceed

to the next school year or before records and /or report cards can be released.

8. **We understand** that report cards and/or finals may be withheld if some agreement has not been made with the office or the school financial board.
9. **We understand** that if a family withdraws from the school during the year, there will be no refunds issued for tuition for any month which the student attends in part. Because monthly tuitions are figured on a 10 month plan, the May tuition must also be paid if your child attends any day in May
10. **We understand** that any applicable extracurricular activity fees must be paid in full in the office before these activities can begin.
11. **We understand** that no records can be released from the school unless you have received clearance from the office and the school financial board.
12. **We understand** that all tuition payments and fees are nonrefundable.
13. **We understand** that if two monthly tuition payments are late during the year or if a check is returned for non-sufficient funds, families will be required to use FACTS, pay by cash, or money order for a month in advance.
14. **We understand** that we have the option of paying monthly tuition payments by Facts, personal check, money order, credit card, or cash.
15. **We understand** that NECA reserves the right to (1) terminate, dismiss, or suspend enrollment of any student whose conduct, behavior (both on and off campus), or performance falls short of the standards of NECA, (2) adopt and amend rules and regulations relating to academic and disciplinary matters; and (3) change its course offerings, activities, class schedules, school publications, personnel, policies, procedures, and practices at any time in NECA's sole discretion. Parents agree that this contract is between the parent/guardian and NECA. NECA reserves the right to suspend or dismiss any student whose conduct is considered unsatisfactory.

Guardian #1 Date

Guardian #2 Date

State of Texas
County of El Paso

DO NOT SIGN WITHOUT A NOTARY.
A notary is available at NECA by appointment for a fee.

_____, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read that above application and the statement therein contained are true.

Sworn to and subscribed before me on this ____ day of _____, 20____.

INTERNAL OFFICE NOTES

