

# Friendship Christian Schools

A Ministry of Friendship Bible Church



## Youth Center Campus

91-1207 Renton Road  
Ewa Villages, HI 96706  
Ph. 681-8838 Fax 681-5383

## Middle/High School Campus

91-1130 Renton Road  
Ewa Villages, HI 96706  
Ph. 687-3638 Fax 681-0904

## Church

91-1050 Keaunui Dr,  
Ewa Villages, HI 96706  
Ph. 687-3638 Fax 681-0904

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Thank you for your inquiry about Friendship Christian Schools. Enclosed is information on the school as well as forms needed to apply for enrollment.

Our school was founded in 1993 and is a ministry of Friendship Baptist Church. We are located on Renton Road in the heart of the Ewa Plain, and are easily accessible from the Kapolei Parkway or Ft. Weaver Road.

We currently have two campuses:

- The **Youth Center Campus** for preschool (three-years old and up) through fifth grade is located at 91-1207 Renton Road.
- The **Church Campus** for sixth grade through twelfth grade is at 91-1130 Renton Road.

**Please visit us at [fcshawaii.org](http://fcshawaii.org) for updates on current events, deadlines, and additional information.**

We look forward to meeting new families interested in our school and hope the information contained in this packet will help as you consider Friendship for your child's education. If you have any questions after reading the following material, please contact one of our offices.

Enclosed:

- 1) **Programs** - Our philosophy of education and the curriculum used.
- 2) **School Application**
- 3) **Financial Summary Sheet**

Note: Smart Tuition is a service Friendship Christian Schools uses for the collection of payments for tuition and other recurring fees. If you are not planning to pay the full tuition, you must be enrolled in Smart Tuition for automatic deduction from either a bank account or credit card.

- 4) **Financial Disclosures**

Note: Incomplete or late registration forms, fees, and required documents will result in your child being removed from enrollment and placed on the waiting list.

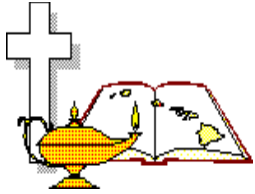
Please promptly return the completed **School Application** along with \$100, non-refundable, registration fee for each child to:

Friendship Christian School Register  
91-1207 Renton Road  
Ewa Villages, Hawaii 96706

**Note: We highly recommend turning in your completed documents with your registration fee ASAP to ensure your child does not end up on the waiting list.**



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## PROGRAMS

As Christian School, we want to assist parents in the education of their child. We are interested in the education of the whole person. It is our desire to promote the spiritual and moral growth, academic and intellectual progress, and physical and social development of every student so that he might reach his greatest potential.

Most of our curriculum is from Christian publishers, and subjects are taught from a Biblical viewpoint. Bible is a core subject, and chapel is scheduled once a week. We maintain a high standard of academics with each grade building on pivotal learning from the preceding grade. You can learn more about the progression of teaching on the reverse side of this document.

The school operates on a traditional school calendar, beginning in August and ending in May. The school day begins at 8:00 a.m.; dismissal is staggered from 2:15-2:45 according to grade. Extended care is available for preschool through sixth grade. Before School Care is 6:30-7:45 a.m.; After School Care is 2:30-5:30 p.m.

School uniforms are required with Campus Creations being the supplier. There is an optional lunch program through Lunch Bunch catering, which is purchased monthly; otherwise, students bring home lunches.

# **PHILOSOPHY**

Friendship Christian Schools and its various programs are ministries sponsored by Friendship Baptist Church and are, therefore, dedicated to spiritual principles. This means that our programs will not only be involved in advancing the children in various areas of education but also in enlarging their understanding of their Creator and His desire for their lives.

We believe it is critical that children come to understand the love of Jesus and the basic principles of the Holy Scriptures. This will help them become people of integrity, productive in society, living lives honoring God first and then serving those around them. Our spiritually-centered program, coupled with proper nurturing and discipline at home, will produce the character that every parents hopes to see in his child as well as that which brings glory to God.

Our goal for our students and graduates is that they be godly influences by their lives and conduct. The entire staff of Friendship Christian Schools is dedicated to developing every area of the students' lives so they might be effective servants of the Lord Jesus Christ.

## **Curriculum**

The curriculum for three-year-old children is based on developing readiness skills. They also learn about letters and numbers in a fun but educational way.

The program for the four and five-year-old children includes phonics, numbers, and writings. All classes have Bible stories and activities as well as memory verses.

Social skills, large and small motor coordination, and self-concept are fostered in various activities such as stories, music, art projects, sharing time, games, etc.

Elementary grades continue to build on the foundation established in the preschool. The A Beka curriculum is used in all grades.

Middle school has been established to help transition from elementary to high school. The A Beka curriculum is predominantly used at this level.

Occasionally, curriculum from a publisher other than A Beka is used in the high school, but it is always examined as to quality and content. Curriculum is chosen to meet the needs of the students and the school.

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A \$100 non-refundable fee must accompany the application, (\$45 non-refundable fee for applications placed on a waiting list.)

## School Application 2017/2018

**FOR OFFICE USE ONLY**  
Date Rec'd \_\_\_\_\_  
Reg. Paid \_\_\_\_\_  
Check # \_\_\_\_\_  
Copy to Angie \_\_\_\_\_

**Programs Applying For (check all that apply) – Before/After School Care for K3 – 6th grade.**

Before School Care  After School Care  School Only Choose your **Before/ After School** payment plan:  Full Payment  10 Month

Choose your **Tuition** payment plan:  Full payment  Bi-annual  10 Month See Financial Summary sheet for breakdown of fees, discounts, and due dates.

**Child's Information**

Child's Legal Last Name		Child's Legal First, Middle Name		Applying for Grade
Preferred Name		Gender <input type="radio"/> Male <input type="radio"/> Female	Age	Home Phone
Date of Birth	Birthplace	Ancestry		

Child Lives With (check all that apply)  Father  Mother  Step-Father  Step-Mother  Guardian  Other: \_\_\_\_\_

Street & number	City	State	ZIP
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Parents are  Married  Divorced  Separated  Other Citizenship

**Parent Information (check one):**  Father  Step-Father  Guardian  Other \_\_\_\_\_

Last Name		First, Middle Name	
Street & Number	City	State	ZIP
Cell Phone	Home Phone	Work Phone	Occupation
Place of Employment			E-mail
Church Affiliation			Pastor

**Parent Information (check one):**  Mother  Step-Mother  Guardian  Other \_\_\_\_\_

Last Name		First, Middle Name	
Street & Number	City	State	ZIP
Cell Phone	Home Phone	Work Phone	Occupation
Place of Employment			E-mail
Church Affiliation			Pastor

**Siblings(s) Information (List all siblings enrolled in or applying to FCS)**

Name	Age	Grade	<input type="radio"/> Enrolled <input type="radio"/> Applying
Name	Age	Grade	<input type="radio"/> Enrolled <input type="radio"/> Applying

<b>Additional Information</b>	
To who should correspondence be sent: <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Step-Parent/Guardian <input type="radio"/> Other _____	
FCS welcomes and encourages help and support from parents, which is important to the success of our school. Would you be willing to use your skills and talents to help our school thrive and grow?	<input type="radio"/> Yes <input type="radio"/> No

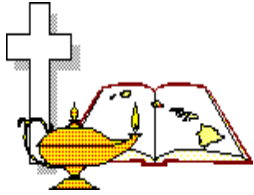
<b>Additional Information for NEW ENROLLMENT (complete this section if this is a new enrollment)</b>	
Last School Attended	Phone Number
Address	Contact Person
Has your child ever been dismissed from school? <input type="radio"/> Yes <input type="radio"/> No	
Reason for dismissal (attach a separate document if necessary):	
Name of school and address:	Phone Number
Medical/Educational past and current condition (choose all that apply):	
<input type="radio"/> ADD (Attention Deficit Disorder) <input type="radio"/> LD (Learning Disability) <input type="radio"/> SE (Special Education) <input type="radio"/> AIDS (Acquired Immune Deficiency Syndrome)	
How did you learn about Friendship Christian Schools?	
Why did you choose Friendship Christian Schools?	

<b>ALL APPLICANT(S) ACKNOWLEDGEMENTS (Read and check ALL the boxes in agreement)</b>
Incomplete or late registration forms and required documents will result in your child being removed from enrollment. Enrollment in Smart Tuition is <b>required, through automatic deduction</b> , for the bi-annual, or 10 month payment plan. Payments overdue more than 10 working days will result in automatic withdrawal of your child from our school. All student records and transcripts will be withheld or delayed unless <b>all</b> outstanding financial obligations have been met. Tuition, Before & After School Care, other fees and charges are <b>non-refundable</b> . The obligation to pay such charges for the <b>full academic year is unconditional</b> and no portion of such charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal, from Friendship Christian Schools.
<input type="checkbox"/> I have carefully read, understand, and agree to all the information listed in the Financial Information/Disclosures section of this document and the Financial Disclosures document included in the registration packet.
<input type="checkbox"/> I declare that the facts contained in the application (or any other documents submitted) are true and complete to the best of my knowledge.
<input type="checkbox"/> I understand that any misrepresentations or omissions will disqualify the applicant for admission, or may be later used for the child's withdrawal or dismissal.
<input type="checkbox"/> I have carefully read, understand, and agree to be personally responsible for the payment of all tuition, fees, and charges as outlined in the Financial Summary Sheet.
<input type="checkbox"/> I acknowledge that Friendship Christian Schools has daily Bible classes, weekly chapel services, and encourages students to exhalt the Lord Jesus Christ.
<input type="checkbox"/> I understand and agree that continued enrollment and re-enrollment of my children in Friendship Christian Schools is dependent on my parental support of the school, its staff, and its policies.
<b>Signature</b>

Parent/Guardian Signature & Date	Parent/Guardian Signature & Date
Print Name	Print Name

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## Financial Summary Sheet 2017/2018

### ALL GRADES:

Testing		\$	20.00
Registration/Application fee	Due with application	\$	100.00
Application fee	Only if placed on the waiting list	\$	45.00
Tuition – K3 – 12 <sup>th</sup> Grade**		\$	4,885.00

**\*\*\$200 discount off tuition per family for full payment – before June 1, \$100 July 1**

**\*\*\$200 discount off regular tuition for each additional child – must be paid through one account.**

**\*\* See detailed breakdown of tuition charges on page 2**

### Comprehensive: Due May 1

Early Childhood K3 – K5	\$	195.00
Elementary Grades 1st – 5th	\$	235.00
Middle-High school Grades 6th – 12th	\$	275.00

### Additional Fees:

Intramural Sports (Elementary)	Due prior to the start of the sport	\$	35.00
Computer and Typing	Due by May 1 (with Comprehensive)	\$	50.00
Home Economics (9 <sup>th</sup> – 12 <sup>th</sup> )	Due by May 1 (with Comprehensive)	\$	50.00
Varsity & Junior Sports (priced per sport)	Due prior to start of sport	\$	75.00
Graduation	Due by May 1 (with Comprehensive)	\$	75.00

### Monthly Special Services: K3 – 5<sup>th</sup> grade

			Annual	10 month
Before School Care	6:30 am – 7:45 am	Due by July 5	\$ 600.00	\$ 65.00
After School Care	2:30 pm – 5:30 pm	Due by July 5	\$ 1,000.00	\$ 105.00
Before & After School Care		Due by July 5	\$ 1,600.00	\$ 170.00

### Daily Special Services: K3 – 5<sup>th</sup> grade **Paid in advance and not prorated**

If your child needs to be left at school other than his/her scheduled program, you may request at the office to see if space is available. Approval must be obtained for the day you are requesting no later than the day **before** care is needed.

Before School Care	6:30 am – 7:45 am	\$	7.50
After School Care	2:30 pm – 5:30 pm	\$	20.00

## Late Pickup Charges:

**Late Pickup Charges must be paid that day or no later than the following working day or a \$25 late fee will be assessed. Please note - there is no grace period, no proration, and no exceptions.**

	After		
K3 – K5	2:50 PM	\$ 7.50	First half hour, after first half hour \$20 to 5:30 PM
1 <sup>st</sup> – 5 <sup>th</sup>	3:00 PM	\$ 7.50	First half hour, after first half hour \$20 to 5:30 PM
K3 – 5 <sup>th</sup>	5:30 PM	\$ 10.00	Per 15 minute

## Method of Payment:

**Note: unless paying in full, all monthly payments require payment through Smart Tuition and by automatic withdrawal through a bank account or credit card.**

			1 Student	2 Students	3 Students
Full Tuition Payment	\$200 discount per family	Due by June 1	\$ 4,685.00	\$ 9,370.00	\$ 14,055.00
	\$100 discount per family	June 2 - July 1	\$ 4,785.00	\$ 9,470.00	\$ 14,155.00
Bi-Annual Payment	1 <sup>st</sup> payment	Due by July 5	\$ 2,442.50	\$ 4,785.00	\$ 7,127.50
	2 <sup>nd</sup> payment	Due by Dec. 5	\$ 2,442.50	\$ 4,785.00	\$ 7,127.50
10 Month Payment*	1 <sup>st</sup> payment	Due by July 5	\$ 495.50	\$ 964.00	\$ 1,432.50
	2 <sup>nd</sup> -10 <sup>th</sup> payment	Due by 5 <sup>th</sup> of each mo.	\$ 495.50	\$ 964.00	\$ 1,432.50

*\*Administration fee is included for the 10 month payment plan.*

**Multiple student discount only if paid through one Smart Tuition account.**

**All fees stated or not stated are non-refundable.** Failure to pay the above required fees by the due date will result in the child being removed from enrollment. The exception is the sports fee which is due before the start of each individual sport.

**A \$35 late fee per month is assessed on all payments received after the 5<sup>th</sup> of the month.  
Returned checks will result in a \$25 service charge and applicable late fees.**

Parents should understand the obligation to pay their monthly charges/fees for the full academic year is unconditional and that no portion of such charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal or dismissal from Friendship Christian Schools.

**Payments overdue more than 10 working days may result in automatic withdrawal of your child from school.**

Please notify the school office if you are not able to make your payment by the due date.

Friendship Christian Schools reserves the right to withdraw any student due to outstanding financial obligations and to replace them with another child on the waiting list. Students of parents with a past due balance will not be allowed to enroll into the summer programs or the new school year.

Official academic transcripts will not be released for any reason for a student whose account is past due.  
Official transcripts will be released once a student's account is brought to a zero balance.

## Notice to Withdraw:

Please notify the office as soon as possible if you are withdrawing your child from school. Once a child is withdrawn, he/she will not be re-admitted during that school year without special arrangements with the administration.



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## Financial Disclosures

**Thank you** for the confidence that you have placed in our school to educate your child. We are constantly working to improve our system and have outlined some important disclosures regarding registration, payments, and fees.

**Please read these disclosures carefully and keep for your records.**

**Incomplete or late registration/re-enrollment forms and required documents will result in your child being removed from enrollment** – All forms in your registration/re-enrollment packet (which includes the application, Smart Tuition, and medical emergency) must be fully completed and received by the office no later than **May 1<sup>st</sup>**. Failure to do so will result in your child(ren) being removed from enrollment and placed on the waiting list.

**Tuition, Before & After School Care, and all other fees are not refundable** – Parents should understand the obligation to pay these charges for the full academic year is unconditional. No portion of charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Friendship Christian Schools.

**Enrollment in Smart Tuition is required for the bi-annual or 10 Month Payment Plan** – Smart Tuition is a service Friendship Christian Schools uses for the collection of recurring payments for tuition. If you are not planning to pay the tuition in full, you must be enrolled in Smart Tuition. Smart Tuition accepts payments by automatic payment from bank account or credit card. All payments from Smart Tuition must be paid directly to Smart Tuition. If the person enrolling in Smart Tuition is different than those signing the registration form, he must sign an attached Responsibility of Payment form. If paying through a bank account, you must attach a voided check.

**One Smart Tuition application per family or per child** – We will no longer split the tuition or other fees between different individuals for each child. If you prefer to make separate payments, it must be done through the same account (no exceptions).

**Payments overdue more than 10 working days may result in automatic withdrawal of your child from school** – Please notify the school office if you are not able to make your payment by the due date. Friendship Christian Schools reserves the right to withdraw any student due to outstanding financial obligations and to replace them with another child on the waiting list. Students of parents with a past due balance will not be allowed to continue into the summer or new school year.

Families who have more than two late tuition payments anytime during a semester are in danger of having their students withdrawn by the school.

**All student records and transcripts will be delayed unless all outstanding financial obligations have been met.**

**Late fees are assessed on all past due balances** – Parents are encouraged to pay their obligations before the due dates(s).