

Muncie Christian School
3650 N. 67th Street
Kansas City, KS 66104
913.299.9884
www.munciechristian.com

February 1, 2010

Dear Interested Family:

Thank you for your interest in Muncie Christian School. Muncie has been discipling God's children for the past 53 years and we look forward to doing it again next year.

Muncie currently serves children grades K4-12th grade. We have an excellent academic program which utilizes the ABEKA, Bob Jones, ACSI, and Saxon Math curriculums. Our class size is small, maximum of 20-to-1, which allows our staff to have more one-one-one time with students. All of our students are taught Bible daily; take part in morning devotion, and attend a weekly chapel.

Christian Education is a choice and an investment in your child's future. We realize that you have the best interest of your child in mind and we will strive to make the most of every day as we seek the Lord to guide us. God has given each of them a unique purpose and we take joy in helping to unlock the mystery and tool them for the job ahead.

Muncie Christian School will begin enrolling new families March 1, 2010. Please take time to read and fill out the attached documents **before** attending your family interview. Once you have completed the documents, please call our office and set up an interview with Mrs. Lietzen, our Administrator/Principal. Class sizes are limited to 20 students with enrollment on a first-come, first-served basis.

If you have any questions, please don't hesitate to contact us. We look forward to hearing from you and pray that God will direct your path in choosing the Christian school that is right for you.

In His Service,

Mendy Lietzen

Mendy Lietzen
School Administrator/Principal

Steps to Enrollment

- ✓ Carefully, and prayerfully read through the New Family Enrollment Packet.
- ✓ Call our office to schedule an appointment with our Administrator, Mendy Lietzen. Because Mrs. Lietzen teaches during the school day, ALL appointments are held after 3:20 pm.
- ✓ What to bring with you to the appointment:
 - Completed family/student application.
 - Signed Financial Agreement and Policy Agreement.
 - Signed “Articles of Faith”.
 - Student Records—Please use the “Student Record Release Form” to have your student’s records sent to Muncie Christian School **PRIOR** to your interview. This form can be downloaded from our website.
 - An “Enrollment Fee [non-refundable/non-deductible] of \$100 for Single Student Families or \$150 for Multiple Student Families.
 - Elementary students are not required to attend the family interview, but it is encouraged. Students entering 7th-12th must participate in an interview with our Administrator.
- ✓ In order to be officially enrolled, the following items must be on file:
 - Family Application
 - Signed Financial/Policy Agreement
 - Emergency Contact Information
 - Birth Certificate
 - Vaccination Record
 - Previous school transcript and records
 - Transferring students, grades 3-12, who have not taken the “Stanford Achievement Test” in the past 12 months, must sit for the test before they will be accepted.
 - Two letters of reference, preferably one from your Church Pastor. These letters must be submitted before enrollment will be granted. Reference information is included at end of family application. Please have those letters sent to: Muncie Christian School; Attention: Mendy Lietzen; 3650 N. 67th Street; Kansas City, KS 66104.

New Family Tuition Rates & Fees For 2010-2011

This fee schedule is valid for families new to MCS and enrolling for 2010-2011

Grade Level	Full Year Tuition
K4—Half Day —1 Student	\$2,493.75
K4—12 th Grade—1 Student	\$3,325.00
Each Additional Student	\$2,493.75

Applicable Fees & Services Offered:

- ✓ **Enrollment Fee**
 - \$100 per single student family
 - \$150 per multiple student family
 - This fee is non-refundable and non-deductible
- ✓ **Book Fee**
 - \$150 per student [K4-12th grade]
 - Book fee for first child in family due by July 15, 2010.
 - Remaining family book fees may be prorated and incorporated into monthly tuition payments.
 - Once the school year has begun, the book fee is non-refundable.
 - Non-consumable textbooks remain the property of the school.
- ✓ **Before School Care**
 - Our building will open at 7:20 am.
 - Our students wait in the gym before school.
 - Staff does not come on duty until 7:45 so please hang onto your students as long as possible.
 - There is no charge for before school care.
- ✓ **After School Care**
 - Ordinarily we offer aftercare. And we will do so again provided we have a staff member agree to manage it.
 - Aftercare is a pay-as-you-go program available for K4-8th graders.
 - Aftercare begins @ 3:45 pm and runs to 5:15 pm.
 - The charge for aftercare per student is \$3.00 for the first hour and 15 minutes. [up to 5:00 pm] After 5:00 pm, there is an additional charge of \$2.00 per student for a total due of \$5.00 per student up to 5:30 pm.
 - After 5:30 pm, each additional 5 minutes is \$5.00.
 - There is no reduction for additional children.
- ✓ **Preschool & Kindergarten Classroom Party Fee**
 - \$7.00 per student
- ✓ **Graduation Fees—**
 - K5--\$5.00
 - 8th Grade--\$10.00
 - 12th Grade--\$30.00 **[This fee covers diplomas, transcripts, this does not include high school announcements, caps, gowns, etc.]**
- ✓ **Snack [K4-K5]**
 - Snack is included in the price of the tuition.
 - A small morning and afternoon snack will be served.
 - Be sure to let teacher know if your student has any food allergies.
- ✓ **Breakfast**
 - A limited breakfast menu is available.
 - Breakfast hours are 7:50 am-8:15 am.
- ✓ **Lunch Account [All grades]**
 - Lunch accounts can be maintained in the office.
 - Our Senior Class operates our “Deli” and we have a limited selection of items available.
 - The lunch menu is provided at Family Orientation in August.
 - Warm-ups remain \$0.25 each.

2010-2011 School Year Financial Agreement

Muncie Christian School
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Student Name : _____

Entering Grade: _____

Student Name : _____

Entering Grade: _____

Student Name: _____

Entering Grade: _____

Student Name : _____

Entering Grade: _____

*If more students in family,
please attach a second copy of this form.*

Family Name:

Address:

City/State/Zip

Home Phone:

Cell Phone:

Tuition Payment Options

- A. Tuition Balance Paid in Full by August 1st—Receive 5% Discount.
- B. Tuition Balance Paid Monthly—August, 2009 through May, 2010.
 - a. Tuition is due either on the 1st or the 15th of the month.
 - b. A \$10.00 late fee will be assessed to all accounts as of the 25th of the month.
 - c. All tuition payments must be made via debit/credit cards or ACH payments.
 - d. No other arrangements will be accepted for new families during their first year at Muncie.
 - e. All accounts must be paid in full by May 1, 2011.

I understand that I am responsible for my child's tuition.

Parent/Guardian Signature

Date

Tuition Plan Chosen:	A	B
Total Tuition Due	\$ _____	
Enrollment Fee	\$ _____	
Book Fees Assigned	\$ _____	
Yearbook Fee	\$ _____	
Other:	\$ _____	
Total Due for Year	\$ _____	
Date Enrollment Fee Paid	_____	
Date Book Fees Paid	_____	
Date of 1st Payment	_____	
Date of Final Payment	_____	
Payment Method:	VISA	Mastercard
	ACH Payment [available 6/15/10]	
Date to be withdrawn	1 st	15 th

Enrollment Policy **Agreement**

To Members of Muncie Christian School:

I have read and signed your Articles of Faith and your objectives as set forth. I am willing to have my child(ren) trained in accordance with them. I also understand that:

1. **It will be necessary for me to:**
 - a. Maintain regular tuition payments,
 - b. Be of practical help;
 - c. Pray for the needs of the school;
 - d. Cooperate in fulfilling the school policies as set forth in the student handbook.
2. **I understand that there is a dress code** and I agree that my children will abide by the policy set forth in the Student/Family Handbook.
3. I understand and agree that, during my child's enrollment, the courses offered and the instructors teaching them may change from time to time according to the discretion of the school leadership.
4. The teacher has full authority in the classroom discipline of my child(ren).
5. My child(ren) will go on scheduled field trips and other school activities.
6. The school board reserves the right to dismiss any student who does not respect its spiritual standards and cooperate in fulfilling the educational goals of the school.

The Muncie Christian School financial policy for 2010/2011 School year is as follows:

1. **A NON-REFUNDABLE and NON-DEDUCTIBLE enrollment fee is required** to reserve a place for each student.
 - a. \$100 for a single student;
 - b. \$150 for two or more students
2. The enrollment fee and completed packet are required before child's spot is held.
3. Absolutely no spots will be "held" for any student.
4. There is a \$150 Book Fee per student that must be paid in full by July 15, 2011. [This fee is due for the first child in family, other family book fees may be prorated and incorporated into monthly tuition payments.] No student will be allowed to begin school without this fee paid in full.
5. A 10-month tuition plan is available.
6. All tuition accounts must be paid in full by May 1, 2011.
7. Unused tuition will be refunded. Please note that tuition is prorated to the number of months, not days, the student has attended school. There is no prepayment penalty.
8. Students with tuition accounts in arrears will not be allowed to participate in end of year activities, this includes all graduation activities.
9. NO transcripts, grade cards, or diplomas will be released until accounts are paid in full.
10. Students with accounts in arrears can be removed from the classroom until account is brought current.
11. Any account 45 days delinquent will be subject to School Board action, which includes not allowing the student to not attend school until the account is current.
12. A late fee of \$10.00 per month will be assessed after account goes 10 days past due.
13. There will be a \$30 fee applied to all payments returned NSF. [This includes Debit/Credit Card Refusals].

Parent/Guardian Signature _____ Date _____

Muncie Christian School
Articles of Faith

We Believe...

- ❖ In the verbal inspiration and plenary authority of the Word of God contained in the Old and New Testaments.
- ❖ That Man is a created being, formed, given life, and became an eternally existing soul, as recorded in the Genesis account, and did not come into being by an evolutionary process.
- ❖ In the sanctity of life beginning at conception.
- ❖ In the Trinity of the Godhead.
- ❖ In the Virgin Birth and Deity of our Lord, Jesus Christ.
- ❖ In the person and work of the Holy Spirit.
- ❖ In the personality of Satan.
- ❖ In the total depravity and lost condition of man by his Adamic nature and his need of the new Birth.
- ❖ In the propitiation for sins through the substitutionary death of Christ.
- ❖ In Christ's physical resurrection from the dead.
- ❖ In justification by faith.
- ❖ That every believer is called to a life of separation from all worldly and sinful practices.
- ❖ In the belief of the return of the Lord Christ for His Church.
- ❖ In eternal conscious punishment of the lost and in the eternal bliss of every saved person.

I agree to have my children taught under these Articles of Faith.

_____ ***Parent Signature***

_____ ***Date***

Muncie Christian School Student & Family Application

This application must be accompanied by a copy of the student's last year's report card or transcript.

Student's Last Name: _____ **First Name** _____

Birthdate: _____ **Age: Years:** _____ **Months:** _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____ **Cell Phone:** _____

Are there special custodial issues we should know about if you are a single parent or a blended family? If yes, please attach separate page explanation.

CHURCH INFORMATION:

Name of Family Church; Address; City, State, Zip Code	Pastor's Name & Phone Number
How long have you attended this Church?	

Please check if the student attends any of the following regularly:

_____ Church _____ Sunday School _____ Bible Study _____ Youth Fellowship

Mother/Father/Guardian Spiritual Information: On a separate page, please explain your relationship with the Lord.

For students Grades 3-6: Has your child accepted Jesus Christ as their Savior? __ Yes __ No

For students Grades 7-12: Please fill out the Student Questionnaire at the end of this packet.

EDUCATION INFORMATION:

Name of last school attended by student: _____

School Address: _____

School Phone Number: _____

Has the student been tutored in any subjects? _____ If yes, which ones?

Has the student taken the Stanford Achievement Test in the past 12 months? YES NO

If yes, please provide a copy of their test scores.

Does the student have any physical handicaps? YES NO. If yes, please explain.

Has the student ever used drugs? YES NO. If yes, please explain.

Has the student failed a grade in school? YES NO. If yes, please explain.

Has the student ever been suspended from school? YES NO. If yes, please explain.
If yes, a discipline report must be provided from transferring school.

Does the student have any illness or problem we should know about? Please explain.

Consider the student's characteristics and circle the appropriate number on each line.

3---2---1---0---1---2---3 Quiet Talkative	3---2---1---0---1---2---3 Selfish Generous	3---2---1---0---1---2---3 Obedient Defiant	3---2---1---0---1---2---3 Aggressive Introverted
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Other Children/Siblings Living in the Home

Child's Name [Last, First, Initial]	Birth Date	Relationship	Grade Level for 08/09 School Year
			K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
			K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
			K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
			K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Why do you want to enroll your child(ren) in our school?

List two or three activities you do together as a family. [Devotions, vacations, etc.]

Medical Information:

Family Physician: _____ **Phone:** _____

Address: _____

Family Dentist: _____ **Phone:** _____

Address: _____

List any illnesses requiring doctor's care in the past year.

Do you have medical insurance? YES NO. If yes, please complete the following.

Insurance Company	
Type of Coverage	

2010/2011 Parent/Guardian Contact Information

Father Information

Social Security Number ____ - ____ - ____ [Required]
Father's Name

Father's Address:

City, State, Zip:

Home Phone Number (____) ____ - ____
Work Phone Number (____) ____ - ____
Cell Phone Number (____) ____ - ____

Employer Name: _____

Address:

<i>Which number should be contacted first? Home Work Cell</i>

Mother Information

Social Security Number ____ - ____ - ____ [Required]
Mother's Name

Mother's Address:

City, State, Zip:

Home Phone Number (____) ____ - ____
Work Phone Number (____) ____ - ____
Cell Phone Number (____) ____ - ____

Employer Name: _____

Address:

<i>Which number should be contacted first? Home Work Cell</i>

Would you like to receive office/school information via email? Yes No

If yes, what email address? _____
*Please note, not all memos may apply to you. Your address is in a group mailing with no special opt out selection.

Other Emergency Contacts: Please give Contact Name, Relationship, and at least two phone numbers. List in accordance to the order they should be called.

1.	_____

2.	_____

3.	_____

*Please add any additional information that would be helpful to us on a separate page—especially custody or health information.

Reference Letter

Please provide two letters of reference. One letter should be from your pastor, youth leader, or other leader in your church. The second letter or reference can be from someone other than family who has a relationship with your student. The following information is required.

- ⊙ What is your relationship to the student?
- ⊙ How long have you know the student and their family?
- ⊙ What do you consider the student's strengths?
- ⊙ What do you consider the student's weaknesses?
- ⊙ How do you feel this student will do in a private school environment?
- ⊙ Do you have any concerns about this student?
- ⊙ What leadership qualities do you see in this student?
- ⊙ In case there is an issue during the school year, are you available to help mentor this student?
- ⊙ Reference full name, address, city, state, zip, daytime phone number.

Please have them mail these letters to: Muncie Christian School; Attention: Mrs. Lietzen; 3650 N. 67th Street; Kansas City, KS 66012.