



Landmark Christian Elementary School

2020 East Hinson Avenue
Haines City, FL 33844
(863) 422-2037
www.lcpatriots.com

Dear Parent,

We are very honored that you have requested information about Landmark Christian Elementary School. Our mission and purpose is to assist the home by providing a quality education, both academically and spiritually, in a Christ-honoring and caring atmosphere.

Landmark Christian School, fully accredited by the Florida Association of Christian Colleges and Schools (FACCS), has been providing a high standard in education to families in Polk County since 1972. In our classrooms you will find a low student-teacher ratio, with teachers who really care about the success of your child. Our school seeks to assist in the personal growth and development of students by providing training in Christian character, patriotism, and high moral values. We proudly use the *A Beka Book* curriculum in all classes.

Enclosed in this packet you will find information which I trust will be helpful to you in determining whether Landmark Christian Elementary School is the right school for your student.

After reviewing the enclosed materials, please feel free to call our office with any questions you may have or to set up an appointment. Please be sure to complete the enclosed forms and bring them with you at the time of enrollment. My staff and I would count it a privilege to be involved in the educational process of your child.

Yours for Christian Education,

Mrs. Paula Carter
Elementary Principal

LANDMARK CHRISTIAN SCHOOL

Preschool & Elementary School Fact Sheet

ACCREDITATION AND PROFESSIONAL AFFILIATION

Landmark Christian School is a member of and/or associated with the following organizations:

- Florida Association of Christian Colleges and Schools (FACCS)
- International Association of Christian Colleges and Schools (IACCS)
- National Council for Private School Accreditation (NCPSA)

OUR PROGRAMS

Preschool

L.C.E.S. offers a full-day preschool program. Students must be three years old by September 1st to enroll in K3 and four years old by September 1st to enroll in K4. Our preschool program addresses both the socialization and readiness skills children need to develop before entering a formal education program. These skills are taught through the use of themed activities on a variety of topics. Academics are also a vital part of the preschool program. The *A Beka Book* curriculum is used in our preschool. Children are taught Bible stories and will begin to memorize verses from the Bible. Basic instruction in phonics, numbers, skills development, and language development is included in our preschool. By the end of preschool, our students are reading!

Elementary~ Kindergarten through Grade 6

L.C.E.S. offers a full-day kindergarten program. Students must be five by September 1st to enroll in K5. Students will continue with phonics instruction. Reading skills are taught in small groups. Bible is taught each day and is integrated throughout other subjects. Math, science, language, and social studies instruction are also part of the academic program. Learning centers and enrichment activities round out our kindergarten program.

Our elementary school program uses the *A Beka Book* curriculum and offers a strong academic program of studies with Biblical integration in reading, math, language arts, science, history, and social studies. Students will hear the word of God in weekly chapel programs and daily Bible classes. Enrichment instruction is offered to elementary students through classes in physical education, general music, music theory, library, computer literacy, and art.

ADMISSIONS PROCESS

1. **Application:** A completed application, all required academic records, as well as the non-refundable application and testing fees must be received before an interview will be conducted. Application forms are available on our website and in the school office. In addition, the following documentation is needed to begin school: copy of birth certificate; Florida Certificate of Immunization (HRS Form 680); Student Health Exam Form (HRS Form 3040); copy of custody papers, if applicable.
2. **Testing:** LCS administers entrance tests to all prospective students entering grades 1 through 12 to evaluate academic abilities.
3. **Interview:** A personal interview will be scheduled with the principal. Both parent(s) or legal guardian(s) as well as the prospective student(s) must be in attendance for this interview. This interview will NOT be conducted until the above application process is completed.
4. **Acceptance:** Parent(s) or legal guardian(s) will be notified as soon as possible regarding the student's acceptance. Admission is not finalized until all applicable documentation has been received and all necessary fees paid in full.

LANDMARK CHRISTIAN SCHOOL
FINANCIAL SHEET
****NEW ENROLLMENT****
 2011-2012

REGISTRATION FEES (non-refundable):

Application	\$ 50.00
Entrance Testing (1 st - 12 th grades)	\$ 50.00
Registration	
K3 - 6 th	\$150.00
7 th - 12 th	\$165.00

BOOK FEES (non-refundable):

K3 - K4	\$150.00
K5 - 12 th	\$250.00
Independent Study (per course)	\$ 30.00

TUITION:

	<i>Yearly</i>	<i>Monthly books paid</i>	<i>Monthly books wrapped</i>
K3 - K4	\$3,070.00	\$307.00	-----
K5 - 6 th	\$3,200.00	\$320.00	\$345.00
7 th - 12 th	\$3,470.00	\$347.00	\$356.00

All payments received after the 1st of each month will be assessed a \$25.00 late payment penalty. Faithful, tithing members of Landmark Baptist Church will receive a 10% discount on tuition. A 5% discount on tuition will be available to all families if yearly tuition is paid in full in advance.

FAMILY PLAN RATES:

2 nd child discount on tuition	\$500.00
3 rd and each additional child discount	\$300.00

ATHLETIC FEES:

First sport	\$ 40.00
Each additional sport	\$ 15.00

GRADUATION FEES:

K5 graduation fee (billed Oct. 2011)	\$ 50.00
Senior graduation fee (billed Oct. 2011)	\$ 75.00

**ELEMENTARY SCHOOL EXTENDED CARE:
(School Days Only)**

Before School 7:00 A.M. - 7:30 A.M.

\$5.00 for each child daily
 \$1.00 for each additional child per family (daily)

After School 3:00 P.M. - 6:00 P.M.

Pick-up before 4:30 P.M.

1 st child	\$ 5.00 per day
2 children	\$ 8.00 per day
3 children	\$10.00 per day
4 children	\$12.00 per day

Pick-up after 4:30 P.M. and before 6:00 P.M.

1 st child	\$ 8.00 per day
2 children	\$11.00 per day
3 children	\$13.00 per day
4 children	\$15.00 per day

Pick-up after 6:00 P.M. - Each student will be charged a \$15.00 minimum late fee.

MIDDLE SCHOOL/HIGH SCHOOL:

After school extended care is not available, but in the event of an emergency, students who are not picked up by 3:30 P.M. will be placed in a supervised study hall in the Middle School building. Each student will be charged the following fees:

Pick-up between:

3:30 P.M. - 4:00 P.M.	\$ 5.00 per day
4:00 P.M. - 4:30 P.M.	\$15.00 per day
4:30 P.M. - 5:00 P.M.	\$25.00 per day

Any student not picked up by 5:00 P.M. will be charged an additional \$1.00 per minute.

In the event of withdrawal from Landmark Christian School, no scholastic records will be released until all financial obligations have been settled, nor will any refunds be given for partial months used. By signing below, we understand and agree to pay all charges incurred for the 2011-2012 school year.

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2 Signature: _____ Date: _____

Printed name of person responsible for account (if other than Parent/Guardian): _____

Signature of person responsible for account: _____ Date: _____

Check Payment Plan: Pay in full 10 month (Aug. - May) SUFS

New Enrollment Checklist

Please complete this form and bring to the school when applying.

Student Name: _____

Grade to Enter: _____

Parent/Guardian Name: _____

The following must take place before a New Student Admission will be considered complete:

1. **Application:** A completed application, all required academic records (copy of most recent report card and standardized test scores, if available), as well as the non-refundable application and testing fees must be received before an interview will be conducted. Application forms are available on our website and in the school office. In addition, the following documentation is needed to begin school: copy of birth certificate; Florida Certificate of Immunization (HRS Form 680); Student Health Exam Form (HRS Form 3040); copy of custody papers, if applicable.
2. **Testing:** LCS administers entrance tests to all prospective students entering grades 1 through 12 to evaluate academic abilities.
3. **Interview:** A personal interview will be scheduled with the principal. Both parent(s) or legal guardian(s) as well as the prospective student(s) must be in attendance for this interview. This interview will NOT be conducted until the above application process is completed.
4. **Acceptance:** Parent(s) or legal guardian(s) will be notified as soon as possible regarding the student's acceptance. Admission is not finalized until all applicable documentation has been received and all necessary fees paid in full.

Preschool Pre-Enrollment Checklist

- Application completed & application fee paid
- Interview with principal completed-Date: _____

Grades 1-6 Pre-Enrollment Checklist

- Application completed & application fee paid
- Copy of most recent report card & standardized test scores
- Contact school office to schedule testing
- Testing completed & testing fee paid-Date: _____
- Withdrawal form from previous school
- Interview with principal completed-Date: _____

Enrollment Checklist (all grades)

In addition to the following, scholarship recipients must provide a copy of their award letter and Social Security card.

- Copy of Birth Certificate
- Florida Certificate of Immunization (HRS Form 680)
- Student Health Exam Form (HRS Form 3040)
- Current physical (within one year)
- Copy of custody papers (if applicable)
- Enrollment/Liability form completed
- Financial agreement form signed
- Registration fee paid
- Book fee __ paid or __ wrapped w/tuition (Books may not be wrapped for K3 and K4 students.)
- Parent/Student Handbook signature page signed

Office Use Only

Tuition payment of \$ _____ is due by _____.

Book Fee of \$ _____ is due by _____.

EDUCATIONAL INFORMATION

Most Recent School Attended	Address	Phone #	Grade
-----------------------------	---------	---------	-------

What is the reason for leaving the above school? _____

Has your child previously attended LCES? Yes No - If yes, when?_____

Has your child ever had excessive absences from school? Yes No – If yes, please explain.

Has your child ever been suspended or dismissed from any school? Yes No - If yes, list school name and details.

Has your child ever failed a grade? Yes No – If yes, please explain and list which grade.

Has your child had behavior issues or academic difficulties in school? Yes No - If yes, please explain.

Has your child been tested, or recommended for testing, for any condition which might affect school performance (e.g., Attention Deficit Disorder, Learning Disabilities, Behavioral/Emotional Disorders, etc.)? Yes No - If yes, please explain.

Does your child take regular medication for any of the above conditions or for another condition? Yes No

If yes, please explain._____

How did you hear about our school? Friend/Family Internet Radio Advertisement Other_____

What prompted your consideration of Landmark Christian Elementary School?

The following must take place before a New Student Admission will be considered complete:

1. **Application:** A completed application, all required academic records (copy of most recent report card and standardized test scores, if available), as well as the non-refundable application and testing fees must be received before an interview will be conducted. Application forms are available on our website and in the school office. In addition, the following documentation is needed to begin school: copy of birth certificate; Florida Certificate of Immunization (HRS Form 680); Student Health Exam Form (HRS Form 3040); copy of custody papers, if applicable.
2. **Testing:** LCS administers entrance tests to all prospective students entering grades 1 through 12 to evaluate academic abilities.
3. **Interview:** A personal interview will be scheduled with the principal. Both the parent(s) or legal guardian(s) as well as the prospective student(s) must be in attendance for this interview. This interview will NOT be conducted until the above application process is completed.
4. **Acceptance:** Parent(s) or legal guardian(s) will be notified as soon as possible regarding the student’s acceptance. Admission is not finalized until all applicable documentation has been received and all necessary fees paid in full.

STATEMENT OF RESPONSIBILITY

By signing below, I/we verify that the information on this application is correct and entire. All questions on this Application for Enrollment must be answered and will be treated confidentially. False or misleading information, if later revealed as such, constitutes grounds for dismissal.

Parent/Guardian #1 Signature	Date	Parent/Guardian #2 Signature	Date
------------------------------	------	------------------------------	------

Landmark Christian School admits students of any race, color, national or ethnic origin to all programs, privileges and activities of the school. Landmark Christian School does not discriminate on the basis of race, color, national or ethnic origin in our educational policies, admissions policies and athletic programs.

Acct. #: _____
New: _____
Re-enroll: _____
SUFS: _____

**LANDMARK CHRISTIAN SCHOOL
ENROLLMENT FORM**

Date: _____
Grade to Enter: _____

****STUDENT INFORMATION****

Student's Name: _____ Gender: _____
Last First Middle
Address: _____ City: _____ Zip: _____
Home Phone: _____ Birth Date: _____ Race: _____ Soc. Sec. #: _____
Brothers & Sisters (and grades) attending Landmark: _____

****PARENT/GUARDIAN INFORMATION****

(A copy of custody papers or court orders is required if a guardianship, separation, or divorce situation exists.)

LIST THE NAMES OF PEOPLE WITH WHOM THE CHILD LIVES:

Parent/Guardian #1 Name: _____ Cell Phone: _____
Relation to the child: _____ Employer: _____ Work Phone: _____
Parent/Guardian #2 Name: _____ Cell Phone: _____
Relation to the child: _____ Employer: _____ Work Phone: _____
Legal Custody (in divorce cases) belongs to: _____
Church now attending: _____ E-mail: _____

Person(s) permitted to take student from school campus and/or to be notified in case of illness or accident when parents cannot be reached. I understand that the office or after school care may request a photo ID.

Name: _____ Relationship: _____ Home Phone: _____
Address: _____ Cell Phone: _____ Work Phone: _____
Name: _____ Relationship: _____ Home Phone: _____
Address: _____ Cell Phone: _____ Work Phone: _____
Name: _____ Relationship: _____ Home Phone: _____
Address: _____ Cell Phone: _____ Work Phone: _____

****EMERGENCY INFORMATION****

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Local Physician: _____ Office Phone: () _____ - _____

As parent/guardian, I release Landmark Christian School from all liability related to dispensing required medication to my son/daughter. The following medications may be given to my child by the school office:

Tylenol: _____ **Tums:** _____ **Cough Drops:** _____ **Benadryl (emergency only):** _____

I understand that all medications from home must be sent to the school office in its original container labeled by the pharmacy or doctor, with dose and time of administration.

Allergies: _____ Other conditions: _____

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2 Signature: _____ Date: _____

****STATEMENT OF COOPERATION & LIABILITY RELEASE****

By providing accurate information in this application and paying the necessary fees, it is my desire to have my child enroll and complete the school year 2011 - 2012 as a student at Landmark Christian School. Therefore, I agree to pay tuition in the amount as stated on the financial sheet. It is my understanding that the policy of the school is to make no refunds of registration fees, book fees, or partial months of unused tuition money.

I agree to cooperate with the discipline policy, uniform dress, and hair codes as stated in the Parent-Student Handbook.

I give permission for my child's photograph or video image to be taken while he/she is enrolled at Landmark Christian School. Such images may be posted in classrooms or other appropriate places within the school, and used in school presentations and promotional materials. I understand that I may terminate this permission at any time in the future by notifying the school office in writing.

I give permission for my child to use the computer for the purpose of research and educational activities. I understand that my child may only use the computer with teacher permission and under adult supervision.

I give my permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises. In the event of emergency or sickness, I authorize Landmark Christian School to secure medical treatment for my/our child to be administered by authorized agents or agencies as designated by Landmark Christian School. I give permission to have my child moved by ambulance or other conveyance to a doctor's office, clinic, or hospital for immediate attention. I also guarantee payment of all charges incurred as a result of this medical treatment. I understand that payment for medical bills for my child is my responsibility and that Landmark Christian School's student insurance is supplementary to my primary insurance.

I agree to release/waive from all liability Landmark Christian School, its employees, and volunteers from any claim or cause of action that might arise on behalf of myself or my child as a result of his/her participation in any of the Landmark Christian School activities. (sports, activities, field trips)

Printed name of Parent/Guardian #1: _____ Date: _____

Signature of Parent/Guardian #1: _____

Printed name of Parent/Guardian #2: _____ Date: _____

Signature of Parent/Guardian #2: _____

Insurance Company: _____ Address: _____

City: _____ State: _____ Zip: _____

Policy #: _____ Group #: _____ Name of Policy Holder: _____

LANDMARK CHRISTIAN SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS, AND ACTIVITIES GENERALLY MADE AVAILABLE TO STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN IN THE ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSION POLICIES, SCHOLARSHIPS, OR ATHLETIC AND OTHER SCHOOL ADMINISTERED PROGRAMS.

LANDMARK CHRISTIAN ELEMENTARY SCHOOL
 UNIFORM PRICES
Sir Walter 1-800-621-8263
www.lcspatriots.com
School Code - 152

GIRLS' UNIFORMS

Pre-K Apple Shirts (K3, K4, & K5 only):	
Red or White	\$ 4.50
Short Sleeve Polo Shirts:	
Youth Red or White	\$ 14.00
Adult Red or White	\$ 15.00
Long Sleeve Polo Shirts:	
Youth Red or White	\$ 15.00
Adult Red or White	\$ 16.00
Skirts:	
Navy	\$ 20.00
Plaid	\$ 23.00
Culottes:	
Navy	\$ 20.50
Plaid	\$ 23.50
Jumpers:	
Navy	\$ 22.50
Plaid	\$ 26.00
Peter Pan Blouses:	
White	\$ 10.00
Turtlenecks:	
Youth White	\$ 12.00
Adult White	\$ 14.50
Button Sweaters:	
Youth Navy	\$ 21.00
Adult Navy	\$ 23.50
Accessories:	
Sm. Barrettes	\$ 4.00
Lg. Barrettes	\$ 4.50
Headband	\$ 4.50
Scrunchie	\$ 3.50

BOYS' UNIFORMS

Pre-K Apple Shirts (K3, K4, & K5 only):	
Red or White	\$ 4.50
Short Sleeve Polo Shirts:	
Youth Red or White	\$ 14.00
Adult Red or White	\$ 15.00
Long Sleeve Polo Shirts:	
Youth Red or White	\$ 15.00
Adult Red or White	\$ 16.00
Short Sleeve Oxford Shirts (grades 3-6 only)	
Youth White	\$ 15.00
Adult White	\$ 17.00
Navy Blue Pants:	
Size 3-7	\$ 16.00
Size 8-16	\$ 18.00
Size 25-30	\$ 19.00
Turtlenecks:	
Youth White	\$ 12.00
Adult White	\$ 14.50
Button Sweaters:	
Youth Navy	\$ 21.00
Adult Navy	\$ 23.50
Accessories:	
Navy Blue Ties	\$ 5.00
Belts	\$ 7.50

School uniforms may be ordered by calling Sir Walter at 1-800-621-8263 or by going to our website at www.lcspatriots.com. Once you have navigated to the Sir Walter website you will need to enter our school code which is 152. You will receive free shipping if you choose to have your order shipped to the school. Prices are subject to change.

LANDMARK CHRISTIAN ELEMENTARY SCHOOL

UNIFORM INFORMATION

See the Parent/Student Handbook for additional dress code information.

GIRLS' UNIFORMS

Navy or plaid jumper, skirt, or culottes: Navy or plaid jumper, skirt, or culottes must be purchased through Sir Walter Uniform Company. All jumpers, skirts, and culottes are expected to touch at least the middle of the knee at all times. Navy blue lycra or spandex shorts may be worn under jumpers and skirts provided they are no longer than the jumper or skirt.

Shirts: K3-K5: A red or white apple t-shirt, red or white polo shirt, or a white blouse with a Peter Pan collar must be purchased through Sir Walter Uniform Company. Shirts must be buttoned, except for the top button, and always tucked in.

Grades 1-6: A red or white polo shirt or a white blouse with a Peter Pan collar must be purchased through Sir Walter Uniform Company. Shirts must be buttoned, except for the top button, and always tucked in.

Socks: Red, white, or navy socks or tights must be worn at all times. Nylon hosiery is not permitted.

Shoes: Tennis shoes must be white, navy, or black with minimal designs or additional colors. High tops or light up shoes are not permitted. Flat dress shoes may be worn in navy or black only. Dress shoes worn by K3-2nd graders must have a velcro or buckle attachment for safety reasons. No other type of shoe is permitted.

3rd-6th Grade Chapel Dress: Girls must wear **navy skirts with white Peter Pan collar blouses**. Red, white, or navy socks/tights, and black or navy flat dress shoes are to be worn. Tennis shoes may not be worn on chapel days.

BOYS' UNIFORMS

Pants: Navy uniform pants must be worn with a black belt. Preschoolers may wear uniform pants with an elastic waistband that do not require a belt. Baggy or cargo-style pants are not permitted. Pants must be worn at the waist.

Shirts: K3-K5: A red or white apple t-shirt or a red or white polo shirt must be purchased through Sir Walter Uniform Company. Shirts must be buttoned, except for the top button, and always tucked into pants.

Grades 1-6: A red or white polo shirt must be purchased through Sir Walter Uniform Company. Shirts must be buttoned, except for the top button, and always tucked into pants.

Shoes: Tennis shoes must be white, navy, or black with minimal designs or additional colors. Light up shoes are not permitted. Dress shoes may be worn in black or brown. No other type of shoe is permitted.

Socks: White, navy, or black socks must be worn at all times.

3rd-6th Grade Chapel Dress: The following items must be worn for chapel: short-sleeved white dress shirt; navy blue tie from Sir Walter; navy blue uniform pants; black belt; black or brown dress shoes. Tennis shoes may not be worn on chapel days.

OUTER ATTIRE

Heavy jackets and coats worn outdoors may be any color. Sweaters or lightweight jackets made of sweatshirt material worn over uniform shirts in the classroom must be navy, white, red, or gray in color without designs (other than the LCS logo) on them. Girls may wear solid red, white, or navy tights or socks. Leggings, long johns, or boots are not permitted. The only type of shirt that may be worn under the school uniform jumper, polo shirt, or preschool apple shirt is a long sleeved solid white turtle neck. Turtle neck shirts may not be worn by 3rd-6th graders on chapel days. Students will not be able to change their shirts during the day. Hoods on all outer garments are only allowed to be worn to and from school. They are not to be worn on the head during school hours. Hats, caps, or other head coverings may be worn to and from school. They must be put away in the student's book bag or hung on the book bag rack per teacher's instructions. Hats and scarves may only be worn outside the classroom on cold days.