



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Dear Prospective Family:

Thank you for your interest in Smith Mountain Lake Christian Academy (SMLCA). Our doors opened in 2008 and we have been blessed with steady growth since our inception. We were very excited to have our first graduating class in May of 2015.

Our goal is to offer the communities at Smith Mountain Lake education options that provide academic excellence with a Christian Worldview. Our academics incorporate tools, methods, and techniques to grow students spiritually, mentally, and physically. All subjects, in all grades, are taught from a Biblical perspective with mastery as part of our focus. In order to measure mastery, our students take standardized tests toward the end of each academic year to gauge progress and we have 75% of our students testing at or above grade level.

SMLCA began a Pre-K program for 4- year old's in 2010, and it has now been expanded to include 2 & 3- year old's. We are blessed to have two incredible teachers who channel their energy and keep them busy while working to introduce them to a school setting. This program is academically challenging and incorporates both structured academic and center- based play for learning. Our goal is to generate students with a love for learning who are ready to tackle all that kindergarten has to offer. Spanish is also being taught starting with 1st grade. We are excited, as we feel this helps to place the students ahead.

To support our students in good health, Physical Education (PE) is part of their week. Upper and Lower school have physical educational classes each week. In addition to PE, we offer Middle thru High School Boys and Girls Basketball, Cross-Country and a Varsity Girls Volleyball Team. Also, a High School boys baseball team and a Middle thru High School boys & girls Soccer Team. These activities also promote team building and good sportsmanship, all while sharing our faith and trust in God.

Experiencing life is another facet of our curriculum at SMLCA. Experimental or exploratory learning is provided through a variety of activities to include field trips and community service outreaches. Our students make regular visits to a local retirement community, participate in local outreach programs, and support a variety of initiatives such as national school choice week.

If you would like more information about Smith Mountain Lake Christian Academy, please contact the office at (540) 296-3201.

Blessings,

Lincoln Bryan

Lincoln Bryan, Administrator

1126 Hendricks Store Road Moneta, VA 24121 phone (540) 296-3201/ fax (844) 849-7130



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Board of Directors: 2018-2019

The SMLCA Board provides oversight and accountability for the operation of the school and will report to the East Lake Community Church (ELCC) Board. The ELCC Board is responsible for the hiring of the Head of School (Administrator/Principal) whose primary responsibilities are attaining pupils, developing personnel, and implementing the program within a board approved budget.

The SMLCA Board, in conjunction with the ELCC Board, provides guidance and vision for the future of the school. Through an organization of standing committees, the board will protect the integrity of the school by insuring the school remains true to its mission. The board will set tuition, approve the budget, develop long range planning, and help raise funds through capital campaigns and the annual fund.

Prospective board members should be faithful believers in Jesus Christ and active in their church. They should possess a testimony beyond reproach and have a passion to serve, help, and promote SMLCA.

The Smith Mountain Lake Christian Academy is indebted to the following individuals who have stepped forward to guide the school into the 2018-2019 school year.

Mr. Ernie Hofmeister, Chairman
Mr. Gus Exstrom
Mr. Lincoln Bryan, Administrator

Mr. Gary Robertson, Treasurer
Mrs. Heidi Hinton
Mrs. Gretchen Wetherald, Secretary



**SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY**
College Preparatory Curriculum

Pre-Kindergarten Program

- 2-4 year old program
- Both full and part-time options
- Academically challenging
- Learning is engaged through music and manipulatives
- Utilizes both structured academic and center times
- Beginning writing skills
- Hands-On Science and Social Studies
- Crafts & Library time

Lower School (K-5)

- Novels for reading with application
- Excellence in Writing
- Bob Jones Science
- BJU Press History
- BJU for Bible

Upper School (6-12)

- Classic Novels
- Excellence in Writing
- Bob Jones Science for Middle School
- Bob Jones Science
- Summit Ministries
- BJU Press for Social Studies
- SAT/ACT Prep Courses
- Honors Classes
- Dual Credit Classes

-All students will experience several field trips and service projects throughout the year.

-We incorporate technology into all classrooms through computer use, research, projects, keyboarding, and using Microsoft Office products. We give end of year Terra Nova Standardized Tests. These tests are used to evaluate the school's programs and give parents a sense of their child's performance on a national level. We do not use these tests for grading or promotional tools



**SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY**

Non-Discrimination Statement and Policy

Smith Mountain Lake Christian Academy admits students of any race, color, national origin and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin or ethnicity in the administration of its educational and admission policies, its athletic programs, or other school administered programs.



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

2019-2020 Tuition and Fees

Application Fee (Due with Application)	\$100
Returning Student	\$ 50 before May 1
Returning Student	\$75 before June 1
Returning Student	\$100 After June 1
New Student	\$100
Book Fee (Per Student)	\$325
**Fees are non- refundable	
Annual Tuition 2K-4K (part time)	\$2600
Annual Tuition 2K-4K (full time)	\$3400
Annual Tuition K-5	\$6084
Annual Tuition 6-8	\$6300
Annual Tuition 9-12	\$6515
Homeschoolers (per course)	\$ 750

Multi-Child Discounts

2nd Child – 15% 3rd Child – 30% 4th Child – 60%

Largest Multi-Child Discount will be applied to the youngest student’s tuition first.

This discount does not apply to students who receive scholarships.

Payment Schedule Options

	Due Date
(A) One Payment Plan (6% Tuition Discount)	August 1
(B) Bi-Annual Payment Plan(3% Tuition Discount)	Aug 1 & Jan 1
(C) 10 Payment plan*	Aug 1 – May 1

PAYMENT DISCOUNTS DO NOT APPLY WITH ANY OTHER DISCOUNT

Option C must be done with automatic withdrawals from checking or savings. With Option C, families may prepay their tuition balance at any time during the school year. Payments will be deducted on or around the 1st of each month. **Late Payments made after the 15th will incur a \$25.00 late fee.**

Financial Assistance

Smith Mountain Lake Christian Academy desires to see every student who seeks a Christian Worldview education be able to attend SMLCA regardless of financial limitations. SMLCA is dedicated to allocating all scholarship dollars received to qualifying students. Consequently, SMLCA continues to work with donors, along with Renewation and ACSI, to facilitate all requests for financial support through scholarships. All financial support is based on need, relative to household income using guidelines established by the Department of Health and Human Services. Based on submitted data, the Administrator reviews and allocates scholarship dollars to qualified students.

Pastors, full time ministers, and teachers are also offered financial aid based on each family’s need.



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

SMLCA 6th – 12th. STUDENT UNIFORM DRESS CODE (updated 8/1/18)

SMLCA expects all students to honor God through modest, humble, and clean attire. Uniforms eliminate unnecessary distractions, promote school unity, and cultivate a responsible and respectful community presence. We rely on our **partnership with families** to encourage our students to make wise decisions concerning our dress code policy. **If students arrive not dressed in compliance, they will be instructed to correct the situation. If unable to comply, he/she will be asked to call a parent to bring clothing to the school or wear alternative clothing provided by the school as available. Third time offense, student will remain in office until proper attire arrives from home. This will be considered an unexcused absence from classes.** The school administration will serve as the final authority in interpreting and enforcing the dress code.

General Information

All uniforms should be in good repair without frays, rips, holes, or significant stains. Uniforms should be clearly visible during the school day. Heavy or long coats, shawls, blankets, etc. are not acceptable covering during the course of the school day.

	WEAR	DON'T WEAR
Pants, Shorts	<ul style="list-style-type: none"> Uniform pant options include Khaki, navy, gray, brown, or black with a maximum of four pockets Uniform shorts must be no more than two inches above the knees in standard pant colors. For girls only, capris in pant colors are acceptable 	<ul style="list-style-type: none"> -Cargo type pants -Jeans -Sweat pants -Stretch/yoga pants -Low-riding pants
Shirts	<ul style="list-style-type: none"> SMLCA collar shirt only in school colors 	<ul style="list-style-type: none"> T-shirts Collar shirts without SMLCA logo
Dresses (girls only)	<ul style="list-style-type: none"> Dress length should be no shorter than 2" above the knee when sitting and standing. Not below mid-calf in length. This standard also applies to any slits/openings on the sides of dress. Must be capped sleeved or regular short sleeve length, with modest neck. Dresses or jumpers must be khaki, navy, gray, brown, or black in color. Athletes dressed for game day may choose color, but must adhere to all other "Dress" mandates. 	<ul style="list-style-type: none"> Sleeveless, spaghetti strap, strapless or open back (even with jacket). Floor length or prom style dresses.



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	WEAR	DON'T WEAR
Skirts	<ul style="list-style-type: none"> • Skirts/Skorts (khaki, navy, gray, or black) • Skirts should fall within 2" above kneecap and not below mid-calf in length. • For girls, leggings can be worn under skirts • Shorts, tights or leggings are recommended underneath dresses and skirts 	<ul style="list-style-type: none"> • Form-fitting/tight skirts • Mini Skirts • Skirts below mid-calf/floor length
Outerwear (over dress-code shirt)	<ul style="list-style-type: none"> • Hoodies/Sweatshirts with SMLCA LOGO only. • For girls, button down, cardigan type sweater or light jacket in navy, gray, brown or black • Heavy jackets and winter coats must be removed during class, and stored in locker or behind student's chair during class 	<ul style="list-style-type: none"> • Any outerwear with offensive content (language, symbols or pictures). • Hoodies without SMLCA LOGO. • Blankets/Shawls
Shoes	<ul style="list-style-type: none"> • Rubber soled • Solid-color boots • Modest ballet-type slippers (girls only) • Sandals with straps (girls only) 	<ul style="list-style-type: none"> • Heels over 2" high • Flip flops • Crocs • Combat style boots
Field Trips	<ul style="list-style-type: none"> • SMLCA navy polo, Khaki pants/skirts,shorts (in accordance to dress code). 	
SMLCA Athletes on Game Day	<ul style="list-style-type: none"> • Coaches discretion, still adhering to School Dress Code Policies 	
Gym Days	<ul style="list-style-type: none"> • Shorts (must fall 2' above kneecap). • Sweatpants, straight legged athletic pants, athletic leggings with shorts over top. • T-shirts • SMLCA Hoodie only • Athletic/tennis shoes only. 	<ul style="list-style-type: none"> • Short shorts • T-shirts with offensive content (language, symbols, pictures, musicians, movies, actor/actresses with offensive representation • (Gym teacher, Administrator, Assistant Principal discretion) • Sweatpants with tears, holes, frays or right fitting • Athletic leggings along, yoga-style pants



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Other	<ul style="list-style-type: none"> For boys, hair should be out of the eyes and off the shirt collar. For girls, hair should be natural color, neatly groomed, and out of face (headbands, ribbons, hairclips, and bows are allowed) For girls, moderate ear piercing 	<ul style="list-style-type: none"> For boys, no man-buns, ponytails or braid For boys, no earrings For girls, no dangling earrings Visible tattoos Body piercing Hats and sunglasses will not be worn in the school/church buildings
<p>SMLCA WEDNESDAY DRESS CODE (updated 8/1/18) While SMLCA is a “uniform required” school, it also seeks to provide one day during the week in which students may have a broader choice in regards to their attire. This is a privilege. Failure to comply with the following policies places the student at risk of losing this privilege.</p>		
	WEAR	DON'T WEAR
Pants	<ul style="list-style-type: none"> Jeans Straight Legged-Athletic Pants Shorts must fall within 2” above kneecap 	<ul style="list-style-type: none"> Jeans-ragged,torn,frayed with holes, right fitting, or low-riding Ragged, torn frayed, etc. sweat pants,athletic leggings, yoga pants Pajama pants Mesh or short shorts.
Shirts	<ul style="list-style-type: none"> Shirts/T-shirts (must have sleeves with modest neckline) Hoodies of choice 	<ul style="list-style-type: none"> Any hoodie or t-shirt with offensive content (language, musician, movie, actors/actresses, symbol, or pictures with offensive representation) MUST fit our Biblical Worldview-Administrator or Assistant Principal’s discretion.
Dresses/Skirts (girls only)	<ul style="list-style-type: none"> See above criteria with exception of colors 	
Shoes	<ul style="list-style-type: none"> See above 	
Other	<ul style="list-style-type: none"> For boys, hair should be out of the eyes and off the shirt collar For girls, hair should be a natural color, neatly groomed, and out of face (headbands, ribbons, hairclips, and bows are allowed) For girls, moderate ear piercing Hats (no offensive content, MUST fit our Biblical Worldview 	<ul style="list-style-type: none"> For boys, no man-buns, ponytails or braids. For boys, no earrings. For girls, no dangling earrings Visible tattoos Body Piercings Sunglasses will not be worn in the school, church buildings.



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

2019-2020 School Calendar

Business Day/In-Service:	Tuesday – Monday, August 6-12 ALL FACULTY & STAFF REPORT	
Back to School Night	Friday, August 9 Upper School Monday, August 12 Lower School	6PM – 8PM 6PM – 8PM
First day of class:	Tuesday, August 13	All Students, Faculty and Staff
Labor Day Holiday:	Monday, September 2	No School
Teacher Work Day	Monday, October 14	No School
End of 1st 9 weeks	Thursday, October 17	
Parent/Teacher Conferences	Monday, November 4	Half day of School
Thanksgiving Break:	Monday - Friday November 25-29	No School
Lower School Christmas Musical	Friday, December 13	6PM
Exams	Tuesday – Friday December 17-20 Half days Dec 17-20 (ending at 12:30 for Upper School only) Half day on Friday the 20th for ALL STUDENTS (ending at 12:00) END OF 2nd 9 WEEKS.	
Christmas Break:	Monday, December 23 thru Monday, January 6	No School
Teacher Work Day	Monday, January 6 Tuesday, January 7	No School Classes Resume
Martin Luther King Holiday:	Monday, January 20	No School



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Teacher Work Day	Monday, February 3	No School/Teacher In-Service
End of 3rd 9 Weeks	Friday, March 13	
Spring Break:	Monday – Friday March 16-20	No School
Parent Teacher Conference	March 30	Half Day School Dismissed at 12:00
Terra Nova Testing	Tuesday, March 31 – Thursday, April 2	Grades K-12
Good Friday	April 10	No School
Kindergarten Graduation	Friday – May 15 th	11AM
High School Fine Arts Night	Friday – May 15 th	6PM
Memorial Day	Monday, May 25	No School
Final Exams	Tuesday – Friday May 26 – 29 Half day (ending 12:30 for Upper School only)	Grades 6-12
Field Day/Last School Day	Friday, May 29 Half day for ALL Students PreK thru 12	Lower School
Upper School Graduation	Friday, May 29 Graduation at East Lake Community Church 7:00 pm	
Business Days/In- Service	Monday & Tuesday June 1 & 2	All Faculty/Staff 8am-3pm

*****All dates are subject to change pending proper notification. For the most updated and accurate calendar, please go to SMLCA.ORG Student School Hours: 8am – 3pm*Students should not be dropped off before 7:45 unless using before care. All students should be picked up no later than 3:15 unless using aftercare.**



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Personal Information

Applicant's full name: _____

Date of Application _____

Date of Birth: ___/___/___ Age: _____ Application for Grade _____

Preferred Name: _____ Female _____ Male _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: () _____ E-mail: _____

Church Affiliation: _____

Denomination _____ member _____ yes _____ no

Pastor Name _____ Phone# _____

Father/Guardian's Name: _____

Home Address (if other than applicant's) _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____

Employer: _____ E-Mail: _____

Mother/Guardian's Name: _____

Home Address (if other than applicant's) _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____

Employer: _____ E-Mail: _____

Student resides with: Mother Father Step-Parent Grandparents Legal Guardian
*If parents are divorced or separated, a copy of the court order outlining custody
Arrangements must be attached to the application.*

Siblings: _____ **Age:** _____ **Current School:** _____

_____ **Age:** _____ **Current School:** _____

_____ **Age:** _____ **Current School:** _____



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Education Information

Applicant's Current School _____

Current Grade: _____ Years Attended: _____ to _____

School Address: _____

Principal/Head of School: _____ School phone: _____

Other Schools attended:

Name: _____

City: _____ State: _____

Highest Grade Completed: _____ Years attended: _____ to _____

Name: _____

City: _____ State: _____

Highest Grade Completed: _____ Years attended: _____ to _____

Has the applicant ever:

Been accelerated to a high grade: yes no

Been retained in school: yes no

Received disciplinary censure at school: yes no

Been tested for learning disabilities: yes no

If you answered yes to any of the questions above, please explain: _____

**Learning Disability Policy: Due to lack of adequate staff, funding and facilities, children with learning disabilities, severe allergies or physical/motor limitations will be considered for admission on a case-by-case basis. Any students admitted will be required to meet the same academic standards as all other children in their grade level.*

Are there any Medical and/or Health Issues that we need to be aware of? Yes no

If yes, please identify: _____

Please describe your reasons for wanting to enroll your child at SMLCA: _____

SMLCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

How did you hear about us? _____



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Permission to Release Student Records and Transcripts

To the Parents:

This form should be submitted to your child’s current school. The school should send the required materials directly to SMLCA.

Student information:

Name: _____ Date of Birth: ____/____/____ Current Grade; _____

Address: _____ City: _____ State: _____ Zip: _____

I/We consent to and authorize the release of the requested information including grade reports, test data, disciplinary records, individual education plans, 504 plans and any other records relevant to admission. I/We hereby consent to and authorize SMLCA to contact schools and other sources to obtain information to support the application. I/We understand this may result in the disclosure of otherwise confidential or negative information concerning myself, our family, and my child and is explicitly consent to and authorize the disclosure of such information to SMLCA.

Parent Signature: _____ Date: _____

To the School:

Please send the following information to: Admissions
c/o SMLCA
2485 B Lost Mountain Road
Wirtz, VA 24184

1. Current report card and last year’s end of year reports with grading scale.
2. Student health records, birth certificate, and SS card.
3. Behavioral records.
4. Recent standardized test scores, and
5. Other school records, relevant to admission (special program placement, IEP, or additional education assessments.)

Name of School: _____

Address: _____

Phone : _____ Fax: _____

Name of Principal/Administrator: _____

Date: _____



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TEACHER RECOMMENDATION FORM

To the Parents:

Applicant's Name: _____ Application for Grade: _____

I consent to and authorize the following requested information to be released to SMLCA. I understand and agree this may result in the disclosure of confidential or negative information and explicitly consent to and authorize the disclosure of the information requested.

Parent Signature: _____ Date: _____

To the Teacher:

The above-named student is applying for admission at Smith Mountain Lake Christian Academy for the upcoming school year. Please complete and return this form to: Admissions
c/o SMLCA
2485 B Lost Mountain Road
Wirtz, VA 24184

**This form is confidential and will only be used for the admission process.
It cannot be released and will not become a part of the student's permanent record.**

To be completed for **Kindergarten through Third Grade** applicants only:

Characteristic	Advanced for Age	Age Appropriate	Difficulty
Follows Directions	_____	_____	_____
Gets along with peers	_____	_____	_____
Respects property/feelings of others	_____	_____	_____
Able to wait his/her turn	_____	_____	_____
Listens attentively	_____	_____	_____
Physical Development	_____	_____	_____
Speech Development	_____	_____	_____
Reaction to discipline	_____	_____	_____
Reading skills	_____	_____	_____
Writing skills	_____	_____	_____
Math skills	_____	_____	_____
Respects authority	_____	_____	_____



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To be completed for **First through Twelfth grade** applicants only:

<u>Characteristic</u>	<u>Excellent</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>
Academic Performance	_____	_____	_____	_____
Completes work on time	_____	_____	_____	_____
Personal Initiative	_____	_____	_____	_____
Respect for authority	_____	_____	_____	_____
Moral character	_____	_____	_____	_____
Leadership ability	_____	_____	_____	_____
Reaction to criticism	_____	_____	_____	_____
Relationship to peers	_____	_____	_____	_____
Family Relationship	_____	_____	_____	_____

In what capacity and how long have you known the applicant: _____

Do you know of any reason why the applicant should not be admitted to Smith Mountain Lake Christian Academy? If yes, please explain: _____

Do you:
 Highly Recommend
 Recommend
 Recommend with Reservation, Explain: _____

Name and Title of person completing form: _____

Signature: _____ Date: _____
School Name: _____
School Address: _____
School Phone: _____



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Statement of Support by Parent(s)

2019-2020

As a Christian school, SMLCA seeks to partner with parents in the education of their children. As a result, SMLCA requires all parents, as a condition of enrollment and continued enrollment, to agree to cooperate with the school in the education of their children, and support the educational integrity and ministry of the school. Parents must agree to the following Statement of Support:

1. We agree to cooperate with the school in the education of our child/children and to uphold and support the values, beliefs, and principles of Smith Mountain Lake Christian Academy as stated in its Vision, Mission, Statement of Faith, and the School Handbook. We have read these documents and agree to support and abide by them
2. We acknowledge the importance of appropriate parental involvement as the top indicator of a successful school and will do everything possible to manifest this in our own lives.
3. We will support the school financially by upholding the conditions of our enrollment contract and will contribute time, resources, gifts, and talents in every possible way. We agree that for any reason of withdrawal, whether voluntary, involuntary or otherwise, we are responsible for the entire month's tuition that withdrawal occurs and 50% of the remaining months of the current semester. Tuition due and payable is calculated based on the percent of school year completed regardless of payment plan.
4. We acknowledge and agree that SMLCA reserves the right if it, in its sole discretion, determines that we are failing to abide by this statement of support or are otherwise demonstrating an inability to cooperate with SMLCA, to refuse to re-enroll or discontinue the enrollment of our child/children. We acknowledge that our child/children's continued enrollment will be contingent upon our conduct, cooperation, and faithfulness to the mission of the school.
5. We attest that all the information on this application is true and complete to the best of our knowledge.

Signature of Parents: _____ **Date:** _____

_____ **Date:** _____

I understand that attending SMLCA is a privilege and will do everything I can to honor my parents and SMLCA through my effort, attitude and behavior. I understand that my commitment to these areas of my school life will determine if I am permitted to continue and/or return.

Signature of Student: _____ **Date:** _____



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

TUITION DRAFT

DIRECT PAYMENT AUTHORIZATION Fixed Amount/Date

I (we) hereby authorize Smith Mountain Lake Christian Academy hereinafter called "Company", to initiate debit entries to my (our) account and financial institution listed below.

(Financial Institution Name) _____

(Address) _____

(City/State) _____ (Zip) _____

(Routing & Transit Number) _____ (Account Number) _____

(Type of Account) _____ Checking/Draft _____ Savings/Share _____

(Amount to Debit)\$ _____ monthly on the first of each month

I (we) understand that should the regularly scheduled debit date fall on a weekend or Federal holiday, the debit shall occur on the next business day.

This authority shall remain in effect until "Company" has received written notification from me (us) of its termination in such a time and in such a manner as to afford "Company" a reasonable opportunity to act on it.

(Account Holder Signature) _____

(Printed Name) _____

(Date) _____

(Please attach a voided check or financial institution account verification letter to this form.)



1126 Hendricks Store Road Moneta, VA 24121 phone (540) 296-3201/ fax (844) 849-7130



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Health Information

Student Information:

Name: _____ DOB: _____

Home Phone: _____ Dad Work: _____ Mom Work: _____

Emergency Contact: _____ Relationship: _____

Home Number: _____ Cell Number: _____ Work Number: _____

Doctor's Name: _____ Phone Number: _____

Practice Name: _____ Preferred Hospital: _____

Dentist: _____ Phone Number: _____

Which parent do we call first, in case of emergency, and the best number to call them?

Name: _____ Phone Number: _____

My Child has a Medical Condition that may affect his/her school day: Yes No

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date

If you answered Yes above, please complete the following:

Please Check all that Apply:

- Allergies Food Intolerance Asthma Diabetes Seizure Disorder
- Vision Conditions Hearing Conditions Other Health Conditions

If other health conditions is checked, please provide detail: _____

Please list ALL allergies and food intolerance: _____



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Please list ALL potential triggers to above health conditions: _____

Please list any reactions that are a result of above health conditions: _____

Will medications be required during school to treat above health conditions? Yes No

If Yes, please list medications and dosage (a doctor's note outlining dosage MUST accompany this form):

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Will your child's health condition prevent them from participating in PE? Yes No

Is there anything else we need to know about your child's Health Condition? _____

**Health Information shared with Smith Mountain Lake Christian Academy will not be released or shared without the written consent of the parent or guardian. In Case of Emergency, we will make every attempt to contact the parents/guardian of the student first, followed by the emergency contact. Since there is no School Nurse on staff, Medical Treatment will not be administered without the verbal consent of the parent/guardian first. Medications shall be given at home before arriving at school and given again when the student leaves school. If medication needs to be given during school, there must be a Medication Authorization form on file for each medication.*

I understand that Smith Mountain Lake Christian Academy does not have a School Nurse on Staff and will not be held liable for any Medical Emergency that may arise. I understand that every effort will be made to contact myself first, then the person listed as the Emergency Contact. In case of Emergency, 911 will be called.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date



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Transportation Information

Student Name: _____

Please fill out the following regarding how your student arrives and leaves school each day.

When arriving to school, my child rides with: _____

When leaving school, my child rides with: _____

My child has permission to be picked up by the following:

<i>Name</i>	<i>Phone number</i>	<i>Relationship</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

My child may NOT be picked up by: _____

In case of an unexpected Early Release from school, my child is to go home:

___ The same way as listed above.

___ As specified: _____

I understand the importance of safety and the school's policy that we must notify SMLCA of any changes to the information listed above in writing.

Parent/Guardian

Signature _____ Date _____



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Computer Policy – Student Use

1. The computers are only to be used as part of a class.
2. If you need to use an individual computer, please go to the office to sign it out and sign it back in when you are finished.
3. The chargers are labeled with the same ID number as the computers and are to be used only with the corresponding computer.
4. Students are not to change the backgrounds on any computer.
5. Students will not use the computers unsupervised.
6. Students will not use the computers to check personal email or any social networking site, unless it is class related.
7. Students will not save any work on the computer's hard drive. They MUST use Google Docs or a USB Drive.
8. You Tube, Pandora, Games, and similar sites are NOT ALLOWED unless it is being used for class. Students will NOT use computers for play. (School or Personal)
9. Students are encouraged to bring their own Laptops to school for projects and papers.
10. Students are not to deface, vandalize, or otherwise destroy/harm the computers in any way.
11. Students will not download anything onto the computer without administration approval.
12. All Computers must be shut down from the start menu prior to returning to the office.

Consequences

First Offense: Student will not use a computer at school for a week – even own computer. Assignments needing to use a computer will have to be completed at home or at the library.

Second Offense: Student will not use computer at school for a second week and their next writing assignment must be handwritten in cursive.

Third Offense: Students will not use computers for an extended period of time.

Student Signature

Date



SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

Student Photo Release

During the school year, we take photos and videos of the children in the classroom and on fieldtrips. These materials may be used for bulletin boards, albums, parent review, press releases, webpage photos, and/or other promotional material for Smith Mountain Lake Christian Academy. We will not put any names with photos on promotional or web materials. Please check the appropriate section and sign below on the use of your Child's photo.

Please Choose One:

_____ I give permission for my child _____ to be included in video and/or photos to be used by Smith Mountain Lake Christian Academy.

_____ I do not give permission for my child _____ to be included in video and/or photos to be used by Smith Mountain Lake Christian Academy.

_____ I give limited permission for my child _____ to be included in video and/or photos to be used by Smith Mountain Lake Christian Academy as follows:

Parent Signature

Date



**SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY**

Short Term Field Trip Form

Smith Mountain Lake Christian Academy believes that it is important for students to have access to community resources for their education. We try to go on different types of field trips, many of which are close to home. Below is a short mileage field trip permission form, so that you do not have to fill out a form each time we take these trips. You will always have notification about the trips. If we go on trips with farther distance, a different form will need to be filled out. Each child must have a completed form on file.

Please complete, sign, and date the form below:

_____ has my permission to go on small field trip (Less than 5 miles) with Smith Mountain Lake Christian Academy. These field trips would include the Westlake Library, Runk and Pratt, Booker T. Washington Monument, etc.

Parent Signature

Date



SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY

Over the Counter Medication Permission Slip

Child's Name _____

Grade _____

Teacher _____

___ I give permission for the school nurse and/or staff to administer, as appropriate, per manufacturer's instructions, the following OTC products only as checked for the duration of my child's stay at SMLCA.

***If there are any changes in your child's medical condition, please contact the school nurse and/or staff and this form will be appropriately adjusted.*

___ Vaseline Petroleum jelly or Aquaphor for chapped lips/skin

___ Aloe Gel or Cream for a minor skin irritation

___ Unscented hand and body moisturizing lotion

___ Calamine lotion for itchy rash or insect bite

___ Benadryl Spray for bee stings

___ Neosporin ointment for a minor skin wound

___ Tylenol for headache Amount _____(mg)only



SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY

___ Ibuprofen for headaches, dental or muscular-skeletal pain

Amount____(mg)only

___ Sunscreen to prevent sunburn

___ Tums or Mylanta for indigestion Amount_____

___ Cough drops for sore throat/cough with a good cough reflex and good swallowing skills

___ I DO NOT give permission for the above medication unless I give prior verbal permission. I understand my child will not get the above products if I am unavailable.

Parent/Guardian Signature Date Phone



**SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY**

EMERGENCY CONTACT INFORMATION

Student Name

Emergency Contact 1

Contact Name _____

Contact Number _____

Relationship to Student _____

Emergency Contact 2

Contact Name _____

Contact Number _____

Relationship to Student _____

Emergency Contact 3

Contact Name _____

Contact Number _____

Relationship to Student _____