



# Tree of Life Academy

Branches Academy and Early Learning Center, Inc. doing business as Tree of Life Academy and Early Learning Center, Inc.. (02-06-12)

## Registration Form 2023-2024

**“The mission of Tree of Life Academy and Early Learning Center, Inc. is to provide an education based on God’s principles in a Christ-centered academic atmosphere, which will enable students to establish a personal relationship with Jesus Christ, develop a respect for authority; and be spiritually, emotionally, intellectually, socially, and physically prepared to meet each challenge life brings.”**

**Tree of Life Academy  
2812 Greenview Drive  
Lynchburg, Virginia 24502  
Office 434-455-0294  
Fax 434-455-5952  
thetolacademy@gmail.com  
www.tolacademy.com**

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Thank you for your recent inquiry about our school. We hope that you will become part of our family. We offer kindergarten through third grade. We provide before and after school care for Tree of Life Academy students and the students of Tomahawk, Leesville Road and Heritage Elementary School.

We teach in a developmentally appropriate classroom and all teachers are fully prepared both professionally and spiritually for an academic ministry with children. Curriculum materials are chosen primarily from **A Beka** since it is Christian and has a strong emphasis on good reading skills.

It is also necessary for the parents and student to interview with the administrator. We will contact you to schedule a time after we have received your application and the necessary records.

Our sponsoring church, Tree of Life Ministries, is a Bible believing church. As a school, we strive to concentrate on those things on which all Christians can agree. We expect all students to follow Christian standards of behavior in the school. Please read the Statement of Faith, which is enclosed.

Our number one priority at Tree of Life Academy is to lead your child to a closer relationship with Jesus Christ, and to instill in him/her the knowledge that is needed to lead a successful life in today's troubled world.

The goals of education are not easy to achieve, but diligent efforts of godly teachers empowered by the Holy Spirit can have an eternal impact on young people. Our school does not supplant the home or church but supplements them. When the home, church, and school have the same goals, the student can thrive. Our commitment is to honor God and bring glory to Christ by developing Christ-likeness in character and conduct in the lives of the students who attend Tree of Life Academy and to encourage their commitment to serving God faithfully with the knowledge and skills they receive. We hope and pray that you will join with us as we move forward for Christ.

Families who elect to send their children to Tree of Life Academy enter into a contractual agreement with the school. Therefore, they are obligated to fulfill that contract.

If you desire more information or would like to set up an interview, please call us at 434-455-0294. We desire to assist you in producing children who love God with their minds and hearts. We count it a privilege to work for Christ through children. "Train up a child in the way he should go, and when he is old, he shall not depart from it." Proverbs 22:6

Serving Christ through Children,

*Dr. Fay Andrist*

Dr. Fay Andrist, Administrator

## **Tree of Life Academy Statement of Faith**

Convinced that the Bible is the inspired and only infallible, authoritative Word of God, Tree of Life Academy is a Christ-centered, interdenominational, Christian school. It is the policy of the school not to discriminate in the admission of students, or hiring, based on race, color, gender, or national/ethnic origins. Therefore, we affirm the following truths:

1. **Scripture** – We believe the Bible is the inspired and only infallible, authoritative Word of God.
2. **God** – We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe God is the Creator and Sustainer of all things and the Source of all truth.
3. **The Person and Work of Jesus Christ** –We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He makes intercession for believers, and in His personal return in power and glory.
4. **The Holy Spirit** – We believe the Holy Spirit, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God. We believe in the continuing ministry of the Holy Spirit, in that He dwells within the Christian thus enabling each to live a Godly life.
5. **Satan** –We believe in the reality and personality of Satan: that he is a created being, once known as the “anointed angel” that fell because of pride; that he is the “god of this world” and the “prince of the power of the air”, that the judgment already passed on him will be executed at the Revelation of Jesus Christ; and that ultimately he will be cast into the lake of fire.
6. **Man** –We believe man was created by God in His own image, not by evolution but by a special act of creation. We believe the Scripture records the fall of man through his own disobedience, bringing the whole race under sin and death.
7. **Salvation** – We believe salvation is by grace through faith in the shed blood of Jesus on the cross. Every individual is a sinner by birth; and that all accountable human beings are sinners by practice and choice and therefore must exercise personal faith in the redeeming work of Christ on Calvary and receive Him as Savior in order to be saved.
8. **The Church** –We believe the local church is a congregation of believers associated together by faith and fellowship of the gospel.
9. **The Righteous and the Wicked** –We believe in the resurrection of both the saved and the lost. They who are saved will have eternal life and they who are lost will have eternal damnation.

## Tree of Life Academy Enrollment Information for Applicants

Thank you for your interest in Tree of Life Academy. The following steps summarize the enrollment process. The necessary forms are attached. If we can be of further assistance to you, please feel free to call.

1. **Registration:** Complete the registration and return it as soon as possible. We must have a copy of the birth certificate that is recorded in the State Bureau of Vital Statistics, a copy of the Social Security card, and the medical information that shows each student's immunizations and boosters are up-to-date. Students applying for kindergarten must be 5 years old by September 30. For purposes of enrollment priority, we will use the date that we have received **ALL** of the required information from you.
  
2. **Fees:** The registration fee and the book fee based on the grade level are due with the initial registration for enrollment in the Tree of Life Academy and Early Learning Center. The re-enrollment registration fee is due by April 15 and book fees are due by July 1. All fees are non-refundable.
  
3. **Interview:** An appointment will be scheduled to discuss your child's enrollment and to interview the student after we receive your application form and fees.
  
4. **Physical Examination:** This form must be completed, signed by a physician, and returned as soon as possible. This **MUST** include immunization records.
  
5. **Reservation:** We will not be able to reserve a place for your child until the following items are completed:
  - ❖ A completed and signed application form and fees
  - ❖ A completed and signed contract with Tree of Life Academy and Early Learning Center
  - ❖ The Family Agreement
  - ❖ The Emergency Medical Information Card
  - ❖ The payment of the non-refundable registration fee
  - ❖ A completed School Health Examination and Immunization Record
  - ❖ A copy of Birth Certificate and Social Security Card
  - ❖ A copy of the student's most recent report card (if applicable)
  - ❖ A copy of the student's most recent standardized testing (if applicable)
  - ❖ The Pastor Recommendation form from your Pastor
  - ❖ The Teacher Reference form (if applicable)

We look forward to hearing from you.

**Tree of Life Academy  
Enrollment Application  
Kindergarten – Sixth Grade**

Date \_\_\_\_\_

Incoming Grade: \_\_\_\_\_

Academy:

\_\_\_\_\_ Kindergarten (must be 5 years old by September 30)

\_\_\_\_\_ 1<sup>st</sup> Grade

\_\_\_\_\_ 3<sup>rd</sup> Grade

\_\_\_\_\_ 2<sup>nd</sup> Grade

\_\_\_\_\_ 4<sup>th</sup> Grade

I plan to use the Before School Care Program

\_\_\_\_\_ yes

\_\_\_\_\_ no

I plan to use the After School Care Program

\_\_\_\_\_ yes

\_\_\_\_\_ no

**Student Information**

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Place of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School last attended \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Do you owe a balance to the last school attended? \_\_\_\_\_

Has the student ever been given a psychological or learning disabilities test? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Please indicate any history of any other physical or emotional condition or learning disability that has required or might require attention (including attention deficit disorder). Please include copies of all reports. \_\_\_\_\_

Has your child repeated a grade? \_\_\_\_\_ If yes, what grade and why \_\_\_\_\_

Has your child ever been expelled, dismissed, suspended, or refused admission to another school? \_\_\_\_\_

Has your child ever had disciplinary difficulties? \_\_\_\_\_ Explain \_\_\_\_\_

Does your child have any allergies? Foods \_\_\_\_\_ Medications \_\_\_\_\_ Insect stings \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

Has your child been on medication for an extended period of time? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Other children in the family (please list name, age, grade) \_\_\_\_\_

**Spiritual Background**

Are you a Christian? \_\_\_ Is your spouse a Christian? \_\_\_ Is your child a Christian? \_\_\_  
If yes, give a short testimony how you became a Christian \_\_\_\_\_  
\_\_\_\_\_  
Local church attending \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Pastor's Name \_\_\_\_\_ Is your family a member? \_\_\_\_\_  
Does your family attend church or Sunday School regularly? \_\_\_\_\_  
Does your child have Bible reading and prayer time at home? \_\_\_\_\_  
What is your reason for wanting to enroll your child in our school? \_\_\_\_\_  
\_\_\_\_\_  
School referred by \_\_\_\_\_

**Family Information**

Father's Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Employment \_\_\_\_\_ Business Phone \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Employment \_\_\_\_\_ Business Phone \_\_\_\_\_  
Marital Status: Married \_\_\_ Widow \_\_\_ Divorced \_\_\_ Separated \_\_\_ Single \_\_\_  
Student is living with: Both parents \_\_\_ father \_\_\_ mother \_\_\_ other \_\_\_

If you have checked other, please complete the following:

Who has legal custody: \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Employer \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Does the biological parent have legal access? \_\_\_\_\_ If no, provide the necessary documentation.

List the name and telephone number of persons authorized to pick up your child from Tree of Life Academy.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I would like to receive school newsletters, upcoming events and other notices by e-mail. I understand that Tree of Life Academy will not share my e-mail address with anyone and will only use it for official school business.

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_

This application must be filled out completely before it can be processed. The registration fee must accompany this application and is not refundable. An interview with the parents and the child will be required before final acceptance.

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subject to discrimination in any program or activity, based on gender, race, color, national origin or ethnic group. Tree of Life Academy reserves the right to deny admission to any applicant where, by reason of their entry into the school, additional personnel, special training for existing personnel or additional equipment may be required to appropriately meet the needs of the applicant. Attendance at Tree of Life Academy is a privilege. Any student whose conduct, language, or attitude in or out of school shows him/her to be in opposition to the basic principles and purpose of the school, or who maliciously destroys school property, will be asked to withdraw from the school. All parents or legal guardians are required to sign and return the Parental Statement.

**View Student's Proof of Identity and Age**

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Document /Date/Certificate Number \_\_\_\_\_

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided) \_\_\_\_\_

Date of Application \_\_\_\_\_ Date of Enrollment \_\_\_\_\_

Date transferred/Graduated \_\_\_\_\_

**For office use only**

Emergency Information \_\_\_\_\_ Birth Certificate/Social Security Card \_\_\_\_\_

Signed Contract \_\_\_\_\_ Parental Statement signed and returned \_\_\_\_\_

Health and Immunization Record \_\_\_\_\_ Previous Transcripts \_\_\_\_\_

Activity Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Registration Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Book Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Supply Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Fundraiser Donation Paid \_\_\_\_\_ Date \_\_\_\_\_

Tuition Payment Plan:

Weekly(Due on Monday the week of attendance) \_\_\_\_\_

10 Months(Due the 1<sup>st</sup> of each month starting August 1<sup>st</sup> through May 1<sup>st</sup> ) \_\_\_\_\_

Yearly(Due by August 1<sup>st</sup> ) \_\_\_\_\_

# Parental Statement

Please keep and refer to this copy of Parental Statement.

1. We hereby pledge to pay our financial obligations to the school on the date due and understand that it may be necessary to withdraw our child if prior arrangements are not made on a past due account.
2. We give permission for our child to take part in all school activities and absolve the school from liability to us or our child because of any injury to our child at school or during any school activity. In case of an accident or serious illness, we request the school to contact us. If the school is unable to reach us, we hereby authorize the school to take whatever action it deems necessary.
3. We understand that our child's needs cannot be greater than the educational capabilities of the school.
4. We agree that, if for any reason our child does not respond favorably to the school, we will not seek to alter the Biblical principles under which the school is operating, but will seek to help our child to adjust to these principles in his/her own life. If, in consultation with the administrator and teacher, we are not able to achieve this in a reasonable time, we accept the responsibility to withdraw our child in a spirit of love and cooperation.
5. We agree to uphold and support the academic standard of the school by providing a place at home for our child to study and giving our child encouragement in the completion of any homework or assignments.
6. We appreciate the standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, or disrespect to the personnel of this school. I hereby agree to support all regulations of the school in the applicant's behalf and authorize this school to employ such discipline, as it deems wise and expedient for the training of our child.
7. We understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
8. Tree of Life Academy and Early Learning Center is a religious institution providing an education in a distinct Christian environment, and it believes that it's biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school. Romans 1:27, Matthew 19:4-6, Leviticus 20:13a) We understand that the school is an extension of the family and the parent and teacher are co-workers in the child's education. We will contact the teacher and discuss any areas of concern before discussing the problems with others. We will encourage and support our child's teacher.
9. We have read the dress code and will see that our child comes to school dressed in accordance with the dress code.
10. We understand that our child will not be allowed to leave with an unauthorized person. Any persons other than those authorized on the application form must be designated by the parent/s by either a note or phone call. Identification will be required.
11. We understand that we must provide the school a copy of all appropriate legal paperwork if there are custodial issues.
12. We understand that as an adult, we must exhibit mature, adult behavior and proper language while on school property. If improper behavior and language occurs at any time, our child may be denied the privilege to attend the school.
13. We understand that assessments will be made to cover damages sustained to school property by our child.
14. We will attend the Parent/Teacher conferences. These meetings are necessary for the partnership between the school and the family in the education of our child.
15. We do, hereby, state that we have made a thorough investigation of the philosophy and objectives, discipline and motives of the school, and do agree to make them our choice for this school year.
16. Tree of Life Academy and Early Learning Center is organized and governed by a school board of four to six business, educational and legal professionals. The Tree of Life Academy and Early Learning Center is a separate corporation from Tree of Life Ministries and is not governed by the pastors of Tree of Life Ministries. Contact the school administrator if issues arise.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Note:** This agreement must be signed by both parents except in the case of a one parent home. A copy will be given to the parent/s and a copy kept in the student file. Returning families need to sign this agreement when they submit their re-enrollment form.

## Tree of Life Academy Contract

The philosophy of Tree of Life Academy has been established upon the Biblical principle that God has given parents the primary responsibility for educating their children. The Christian professionals and educators at the Branches enter into a partnership with the parents to care for the students and to teach the academics integrated with Biblical values. The Bible is the guide for how we ought to live. Its principles for living will be taught to our students daily and students will be encouraged by their teachers to put these principles into practice. It is the role of the school to support and complement the Biblical principles taught at home. We are a school whose board and staff are Christians and thus serve God and families as openly and honestly as we can. It is our hope that all our students and families have or will have a personal relationship with Jesus as Savior and Lord.

**Understanding the philosophy of Tree of Life Academy, we the undersigned agree to the following items:**

1. To support the pursuit of academic excellence and the development of Christ-like character by being actively involved with our child's educational process
2. That we will adhere to the standard of conduct expected by the school
3. That attendance is a privilege that may be withdrawn upon sufficient cause as determined by the administration.
4. We will be proactive when dealing with the issues of academic, moral, spiritual, and social growth of our child at the school. If a problem or concern should arise, we will take our concern directly to the person involved, in keeping with the Matthew 18 Principle.
5. We will regularly attend such meetings and other functions requiring our participation.
6. Students new to Tree of Life Academy or those returning after being dismissed are accepted on a trial basis for the first thirty (30) days.
7. If a student enters after the school year has begun, then charges are prorated according to the actual number of days enrolled. The total amount due upon withdrawal during the school year will be calculated by adding the cost of 20 additional days (one month) beyond the effective date of withdrawal. All withdrawals, whether before the school year begins or during the year, must be made in writing. Tuition charges continue until written notice of withdrawal is received in the school office.
8. Tuition payments (Academy) may be paid in full (which qualifies for 10% discount), in ten equal payments (August-May) due on the 3<sup>rd</sup> business day of each month or weekly (due on Monday). Late charges will be \$5.00 per child per day for each day late, beginning on the 4<sup>th</sup> of each month (for monthly payments). Late charges for weekly will be \$5.00 per child per day, for each day if tuition has not been received by Monday.. When payment is 30 days delinquent, the child will be removed from class until full payment (this includes the late charge) is made. No reductions will be made for absences during the school year, regardless of the cause of such absences. The Tree of Life Academy is in no way responsible for mail delays and payment is considered made when received in the school office. A \$25.00 charge is added to an account for returned checks. When checks are returned for the second time, we will require tuition to be paid by cash or money order.
9. To the extent permitted by law, parent/guardian, on behalf of their child/children, does hereby release and waive all claims against Tree of Life Academy for personal injury or property damage arising out of or related to the child/children's attendance at Tree of Life Academy and agrees to hold Tree of Life Academy harmless from any and all claims or suit related to such attendance.
10. We agree to pay the tuition listed below in forty weekly installments, in ten monthly installments, or in full. All accounts and obligations to the school must be satisfied before academic transcripts and final report cards can be released. Students cannot be re-enrolled until all accounts are current.

Tuition \$ \_\_\_\_\_ Activity \$ \_\_\_\_\_ Registration \$ \_\_\_\_\_ Supply \$ \_\_\_\_\_ Book \$ \_\_\_\_\_ Fundraiser Donation \_\_\_\_\_

We have read this contract and its supporting documents carefully and hereby agree to the terms described above.

Father's signature/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother's signature/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Administrator's signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, choose not to participate in the fundraising activities.

## Tree of Life Academy Fees

### Academy Fees K-4th Grade

Registration Fee (for first time students) (non-refundable)	\$145.00
Returning Student Registration Fee (yearly) (non-refundable)	\$125.00
Returning Student Registration Fee (yearly) (if paid by April 15) (non-refundable)	\$110.00
Book Fees (yearly with application)	K-5 \$165.00
	1 <sup>st</sup> -5 <sup>th</sup> Grade \$375.00
Student Program Fee	\$100.00

	<u>Weekly</u>	<u>Monthly</u>	<u>Yearly</u>
Tuition	\$150.00	\$600.00	\$6000.00
Tuition/After School	\$150.00/\$25.00	\$700.00	\$7000.00
Tuition/Before School	\$150.00/\$25.00	\$700.00	\$7000.00
Tuition/Before & After School	\$150.00/\$35.00	\$740.00	\$7400.00

Tuition is payable in weekly, 10 month installments or in full.

A tuition account paid in full at the time of registration will receive a 10% discount. Must be paid by August 1<sup>st</sup>.

Members in good standing of Tree of Life will receive a 10% discount on tuition (children and grandchildren).

A family will pay full tuition for the oldest child and the second and third child will each receive a 10% discount.

### Summer Program for All Students K-5th Grade

Registration Fee (yearly)	\$100.00
Activity Fee (due yearly for all students and subject to increase based on cost of fuel)	\$50.00
Tuition 5 Day Program	\$165.00
Tuition 3 Day Program	\$105.00
Additional Daily Drop In Fee	\$33.00

A family will pay full tuition for the oldest child and the second and third child will each receive a 10% discount.

**Tree of Life Academy  
Student Emergency Information Card**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Gender \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Special Health Problems \_\_\_\_\_

Father's Name \_\_\_\_\_ Employment \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone or Pager \_\_\_\_\_

Mother's Name \_\_\_\_\_ Employment \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone or Pager \_\_\_\_\_

Other Emergency Contacts \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Insurance Provider and Policy Number \_\_\_\_\_

List any allergies your child has \_\_\_\_\_

List any prescription or over the counter medication that your child takes

\_\_\_\_\_

Please sign your name below if permission is granted the school to : (1) Deliver your child to the person named above by you; (2) the doctor named above; (3) the emergency room of the nearest hospital if you cannot be reached. (4) Parents' personal medical/hospital insurance will be the primary insurance for illness or injury.

Father's signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

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### **Tree of Life Academy Photo Permission**

I, \_\_\_\_\_, agree to allow photos of my child and my family to be used in published materials such as school newsletters, television commercials, newspaper articles, and on the school web site.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

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### **Tree of Life Academy Parent Agreement**

The application process is not complete and the student cannot attend until this agreement is signed and returned to the office.

I, \_\_\_\_\_, whose child, \_\_\_\_\_.

is enrolled in Tree of Life Academy have received a copy

of the Parent's Handbook. I have read and understand the policies and guidelines in the

Parent's Handbook and I agree to abide by them.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Tree of Life Academy and Early Learning Center

## Consent for Release of Information Under HIPAA

I authorize my child's healthcare provider, \_\_\_\_\_, to release to Tree of Life Academy and Early Learning Center information regarding the immunization records and developmental history of my child, \_\_\_\_\_. This information is to be made available to verify that vaccinations have been completed in compliance with State requirements or to assist the school in planning educational and developmental activities to meet the needs of my child.

This authorization is to remain in effect throughout the period in which my child is enrolled in any program of Tree of Life Academy and Early Learning Center and is required for enrollment. I understand that I may revoke this consent at any time, in writing, but that such revocation cannot be retroactive. I understand that there is a possibility that the information released under this authorization could be further disclosed by the recipient and no longer protected under HIPAA.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to**

**Child:** \_\_\_\_\_

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### Agreements

1. Tree of Life Academy agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent(s)/guardian(s) authorize Tree of Life Academy to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.
3. The parent(s)/guardian(s) agree to inform Tree of Life Academy within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Tree of Life Academy Dress Code

**6600** – Statistics have proven that one’s personal attire has a direct effect upon one’s learning processes. The dress code is our endeavor to provide guidelines in dress that will not only place the student in an attitude of learning, but also will glorify the Lord. I Corinthians 10:31 – “...whatsoever ye do, do all to the Glory of God.” The Tree of Life Academy’s desire for the school day is that the attire be neat, attractive, modest, and appropriate.

**6610** – Girls: K5-6<sup>th</sup> Grade

6610.1 Knee-length dresses, skirts, below the knee culottes, and modest slacks and tops may be worn.

The style of pants should be classic and not pants that conform to fads. Some examples of unacceptable pants are: stirrup, nylon or sweat pants, any skin tight garment and ragged clothing or clothing with holes

6610.2 Jeans, jean jumpers, and jean skirts may be worn. However, jeans must fit neatly and not be too tight or loose. Jean coats and bib-overalls are not acceptable. Faded jeans are not acceptable with the Administrator making the final determination as to whether or not the jeans are faded. Shorts that are below the knee may be worn.

6610.3 Jogging pants and suits, sundresses, sleeveless dresses, sleeveless shirts and halter-tops are not acceptable.

6610.4 Clothing with pictures, slogans, decals, or large logo is not acceptable unless Christian theme or logo.

6610.5 Tops should be long enough to be belted or tucked in when worn with slacks or a skirt.

6610.6 Skirts and dresses should be at least knee length.

6610.7 Hair should be clean, neatly combed and kept away from the eyes. Please avoid fad haircuts and unnatural colors.

6610.8 Pants with belt loops must be accompanied by a belt.

6610.9 Shoes and socks (or hose) must be worn at all times.

6610.10 Tennis shoes must be neat, properly tied, and in good condition. Regular street shoes must have rubber soles. Sandals, thongs, or flip-flops are not allowed for safety reasons.

6610.11 NO caps or hats may be worn.

6610.12 NO body piercing except for ears.

**6630** – Boys: K5-6<sup>th</sup> Grade

6630.1 Jeans, cords, khakis, and dress slacks may be worn. Shorts that come below the knee may be worn. Jeans must fit neatly and not be too tight or too loose. Patches, holes, bib overalls, and jean coats are not acceptable. Faded jeans are not acceptable with the Administrator making the final determination as to whether or not the jeans are faded.

6630.2 Shoes and socks must be worn at all times.

6630.3 Tennis shoes must be neat, properly tied, and in good condition. Regular street shoes must have rubber soles. Sandals, thongs, or flip-flops are not allowed for safety reasons.

6630.4 Hair should be neatly styled and clean. Hair should not touch the shirt collar. Please avoid fad haircuts and unnatural colors.

6630.5 Clothing with pictures, slogans, decals or large logos is not acceptable unless Christian theme or logo.

6630.6 Turtleneck shirts are acceptable.

6630.7 Shirts must have a full collar and must be tucked in.

6630.8 No camouflage attire is acceptable.

6630.9 Pants with belt loops must be accompanied by a belt.

6630.10 NO caps or hats are to be worn.

6630.11 NO body piercing except for ears.

6630.12 NO earrings should be worn during school time.

**6640** – Items Brought To School

Lunch boxes, book bags, notebooks, gym bags, or anything relating to these categories should not have pictures, slogans, or writing on them that offends contemporary Christian standards of decency. All items must be labeled with the student’s name.

**Tree of Life Academy**  
**Acceptable Computer System Use Policy**

**Student Agreement**

I understand and agree to abide by the Tree of Life Academy Acceptable Computer System Use Policy. I understand that Tree of Life Academy may access and monitor my use of their computer system, including my use of the Internet, e-mail and download material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Parental Agreement**

I have read Tree of Life Academy Acceptable Computer System Use Policy. I understand that access to the computer system is intended for educational purposes and that Tree of Life Academy have taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the school to restrict access to all inappropriate material and I will not hold Tree of Life Academy responsible for information acquired on the computer system. I have discussed the terms of this agreement and policies with my child. I grant permission for my child to use the computer system and for Tree of Life Academy to monitor his/her use of the computer system.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# Tree of Life Academy

## Teacher Reference

Name of Applicant: \_\_\_\_\_ Grade \_\_\_\_\_

To the Teacher, Principal, or Counselor:  
The above named student has applied for admission to Tree of Life Academy. Tree of Life Academy endeavors to look at an individual from an academic, spiritual, and personal character basis. You have been asked by the family to help us in this process. Please complete this form and return it to us as soon as you are able.

This form will be used in the admission process only and will not become a part of the student's permanent record. It will be held in the strictest of confidence.

We would appreciate your observations in the areas listed below:

Leadership:  Positive influence  Usually a follower  Negative influence

Cooperation:  Usually Cooperative  Cooperates if in own interest  Decidedly uncooperative

Dependability:  Generally dependable  Fulfills obligations  Undependable

Emotional Stability:  Well balanced  Occasional difficulty  Decidedly unstable

Relation of Achievement Ability:  Overachiever  Consistent  Underachiever

General Citizenship:  Good citizen  Adequate  Immature and unreliable

Has the applicant been involved in acts of dishonesty?  Yes  no

Has the applicant be involved in the use of alcohol, smoking, or drugs?  Yes  no

Has the applicant exhibited unsatisfactory adjustment to other students?  Yes  no

Has the applicant had health problems?  Yes  no

Has the applicant been disciplined by administrative officers?  Yes  no

Please explain any "yes" answers or make any comments which would be helpful to our administrator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend this applicant:  enthusiastically  strongly  fairly strong

without enthusiasm  not recommended

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Please return to:**  
**Tree of Life Academy**  
**2812 Greenview Drive**  
**Lynchburg, Virginia 24502**



Whenever possible, the following should be filled out by you and your child together.

**Child's**

**Name** \_\_\_\_\_

**I. Environmental Preference (How do you concentrate?)**

Seems most alert during which time(s) of day? \_\_\_\_\_

When doing his or her best work, \_\_\_\_\_ (needs, doesn't need) some sort of intake (food or drink).

Seems to be able to concentrate best in \_\_\_\_\_ (bright, dim) light.

Is almost always most comfortable doing homework \_\_\_\_\_ (at desk, on the floor, on the bed, or other).

**II. Modalities (How do you remember?)**

**Is successful most often when he or she is able to**

\_\_\_\_ repeat the words aloud, drill verbally, or turn the information into a song or rhyme

\_\_\_\_ see a picture of what is meant, or sketch out an idea, or use colorful folders to organize materials

\_\_\_\_ keep on the move, can take frequent breaks, can work in spurts of great energy, and can shift position often

**III. Cognitive Style (How do you interact with information?)**

**When listening to information or directions, usually seems to (choose one)**

\_\_\_\_ get the gist of things, understand the main idea

\_\_\_\_ remember specific details, can repeat things word for word

**When reading, often (choose one)**

\_\_\_\_ reads quickly, skipping unfamiliar words or substituting words: tends to choose subjects of interest and fiction

\_\_\_\_ reads slowly and deliberately, reads every word, stopping when there is an unfamiliar word; tends to choose subjects that can further knowledge, not much light reading

**When organizing, usually (choose one)**

\_\_\_\_ Works with piles instead of files; may spread materials out over several work areas; tends to procrastinate

\_\_\_\_ works best with a structured schedule; needs a clear and efficient work space; needs to break larger projects into manageable parts

**IV. Mindstyles (How do you communicate what you know?)**

**When learning, is (choose one)**

\_\_\_\_ more interested in obvious facts than in hidden meaning

\_\_\_\_ often interested in where a person got the facts

\_\_\_\_ most interested in the background of the person giving the facts

\_\_\_\_ mostly just interested in how much of the facts are really necessary

**On a day to day basis, prefers (choose one)**

- having a parent or teacher provide predictable plans and routines
- designing his or her own schedule or routines
- knowing what will make everyone else happy
- doing whatever the inspiration of the moment dictates

**When it comes to responding to authority figures, seems to especially need (choose one)**

- clear and specific rules and expectations
- logical reasons for procedures and guidelines
- reassurance of personal worth despite making a mistake
- to feel the mutual respect of the person authority and input on issues

**SUMMARY**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Here is what I feel is most important for you as a teacher to know about my child:

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## Tree of Life Academy

Dear Parents:

We count it a privilege that you have chosen Tree of Life Academy to assist you in producing children who love God with their hearts and minds. There may be opportunities for you to assist our school. Below you will find a list of possible ways. Please check those that are applicable.

\_\_\_\_\_ Fund-raising on a limited basis

\_\_\_\_\_ Leadership in fund-raising

\_\_\_\_\_ Assisting teachers as room mothers/fathers

\_\_\_\_\_ Assisting office personnel with mailings etc.

\_\_\_\_\_ Assisting with a school workday

\_\_\_\_\_ Assisting with book fairs

\_\_\_\_\_ Any area

Thank you for taking the time to complete this form.

T—ogether

E—veryone

A—chieves

M—ore

Teamwork is essential to achieve positive results.

Thank you for joining the Tree of Life Team.

# Tree of Life Academy Pastor Recommendation

Family Name \_\_\_\_\_

Address \_\_\_\_\_

Children applying to Tree of Life Academy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Pastor:

The above named student has applied for admission to Tree of Life Academy. Tree of Life Academy endeavors to look at an individual from an academic, spiritual, and personal character basis. Please complete this form and return it to us as soon as you are able. Your responses will be held in strictest of confidence.

If you, as a Pastor, are enrolling your child, please ask another minister, deacon or church leader to complete this form.

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subjected to discrimination in any program or activity on the basis of race, sex, color, national origin, or ethnic group.

Is the above family an active member of your church?     yes     no

Have any members of the family held a leadership position in the church?     yes     no

Are the children active in the youth/children's program of the church?     yes     no

What is your understanding of this family's relationship to God?

\_\_\_\_\_  
\_\_\_\_\_

Are there any concerns that should be known by the school which could either positively or negatively influence the decision of the administration?

\_\_\_\_\_  
\_\_\_\_\_

Do you recommend the family for admission to The Tree of Life Academy and Early Learning Center?

yes     no

Pastor's Name \_\_\_\_\_

Church Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Please return to:  
Tree of Life Academy  
2812 Greenview Drive  
Lynchburg, Virginia 24502**

**Religious Exempt Child Day Center**  
**Program Decision to Administer Medications**

Tree of Life Academy has made the following decision regarding the administration of medications to a child in our program:

The staff **WILL NOT** administer prescription and non-prescription medications.

Provider and parent of each enrolled child must sign below. The provider must maintain a copy of this form in each child’s individual record.

Provider’s Name (please print):	Facility Name: Tree of Life Academy and Early Learning Center
Provider’s Signature:	Date:
Parent’s Signature:	Date:

**Authorized Staff To Administer Prescription Medication**

The program will administer prescription medications in accordance with the physician’s or other prescriber’s instructions and in accordance with the standards of practice in the MAT training. Only a provider who has successfully completed the MAT training or has appropriate licensure to administer prescription medications and is listed as a medication administrator in the Program’s Decision Regarding Medication Plan will be permitted to administer prescription medications.

I understand that any individual listed in this section as a medication administrator is approved to administer prescription medication using the following routes: topical, oral, inhaled, eye, and ear, medication patches and epinephrine using an auto-injector device.

I understand that to be approved to administer prescription medication, all individuals listed in the Program’s Decision Regarding Medication Plan (unless the individual is licensed to administer prescription medications) must have a valid:

- Medication Administration Training Certificate (MAT)
- CPR certificate which covers all ages of the children Tree of Life Academy is approved to care for as listed on the registration/license; and
- First aid certificate which covers all ages of children Tree of Life Academy is approved to care for as listed on the registration/license.