

HEARTWOOD CHRISTIAN ACADEMY

A ministry of Oak Park Church

3321 Sollie Road • Mobile • Alabama • 36695 • 251 634-2513 (temporary number)
Administrator 251 599-2849 cell

SCHOOL ENROLLMENT PROCEDURE

TO ENROLL: Please schedule a Meet - n - Greet session with Heartwood Christian Academy leaders.

Prospective students are administered an entrance assessment. These results and previous schoolwork will assist parents in determining the achievement level of the student.

Screening utilizes one or more of the following test instruments: Brigance Inventory of Basic Skills™, PASS, Lets Go Learn™ DORA, ADAM, and DOMA Math/Reading, Saxon Placement Test.

UPON APPLICATION APPROVAL: Please follow these steps to complete your enrollment with us.



1. Pay tuition/fees. *Please meet with the bookkeeper to discuss payment options.* The application fee is non-refundable and includes one benchmark-placement assessment in math and reading. It is helpful to have previous testing, grades, achievement test scores prior to, or at time of, placement testing. This assessment is to help the family choose appropriate curriculum for the student.

2. Complete HCA registration forms. The forms must be in your family file maintained at Heartwood Christian Academy. In addition, a copy of these forms should be kept at home. *See below.*

Application forms:

- Heartwood Christian Academy Application
- Church School Enrollment

Note: Alabama State law requires the Church School Enrollment Form for each child age 7 to 17 years of age. Heartwood Christian Academy submits these forms to the local public school board, as this form signifies that your child is compliant with the State Compulsory Attendance law.

- Birth Certificate (copy)
- Child's Social security number or certified alternative
- Custody Court Order, if applicable
- Parent-Teacher Application
- Copy of the parent-educator/guardian's driver's license or state-issued picture ID.

Financial Forms:

- Statement of Tuition, signed
- Guidelines for Tuition Payment, signed

Permission Forms:

- Activities Permission Form
- Consent for Treatment for Minors
- Curriculum List
- Internet Policy/Web Page permission

Other:

- Family Home School Legal Defense Association membership card

FOLLOWING ENROLLMENT: *Before you start your homeschooling journey, check out this extremely helpful website: <http://www.oklahomahomeschool.com/sitemap.html>*

1. Join Home School Legal Defense Association (HSLDA).
2. Attend the Heartwood Orientation meeting held in August.
3. Maintain *records of attendance*, reporting days present and days absent. At the scheduled "Record Check-in", this form is required for documentation. *Suggested number of schools days – 175.*
4. Maintain a *journal of instruction* (lesson plan book) for review at scheduled "Record Check-in". This is your guide for meeting your academic goals.
5. Instruct child (ren) with an *organized course of study* in the *basic courses of academic study*. Use curriculum chosen by the family including, but not limited to:



Arithmetic (Mathematics)

Bible

English Language Arts: Grammar, Handwriting, Literature/Reading, Spelling

Fine Arts: Dance, Music, Painting, Drawing, Ceramics, etc.

Foreign Language

Geography

Health

Physical Education

Social Studies: Alabama History, European, United States, World, etc.

Science: General, Physical, Biology, Anatomy and Physiology, Chemistry, Physics

Be sure to

6. Be faithful to the Lord and to your children!
7. Enjoy home-education, but remember the great responsibility inherent to this liberty!
8. Exercise patience and thankfulness and give God the glory!