



# New Harvest Christian Academy



4519 E Del Mar Blvd. Laredo, Texas 78041

956.722.3018

[newharvesticm@gmail.com](mailto:newharvesticm@gmail.com)

## Enrollment Packet for **New Students** - Checklist 2023 - 2024

Student Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Date Received: \_\_\_\_\_ Processed By: \_\_\_\_\_

\_\_\_ Birth Certificate

\_\_\_ Social Security Card

\_\_\_ Immunization Record

\_\_\_ Report Card/Transcript

\_\_\_ Two Recommendation Letters (2nd - 12th)

Payment to reserve child's spot

\_\_\_ 50% of Student Annual Fee

**\*\*FOR OFFICE USE ONLY\*\***

Date turned in: \_\_\_\_\_ [ ] cash [ ] check # \_\_\_\_\_ [ ] Credit Card

Received by: \_\_\_\_\_ Amount Paid: \_\_\_\_\_



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Registration Card 2023 - 2024

Registration Date: \_\_\_\_\_

## Student Information

PLEASE PRINT NEATLY

Student Name: \_\_\_\_\_ [ ] M [ ] F

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cellphone: (\_\_\_\_\_) \_\_\_\_\_

\*Original Birth Certificate and Social Security Card is needed to process application.\*

## Previous School Information

Present School \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Former School(s): \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

## Family Information

[ ] Mother [ ] Step-mother [ ] Other: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Cellphone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Father     Step-father     Other: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cellphone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

### Check If Appropriate

Mother Deceased     Father Deceased     Parents Divorced \*

Mother Remarried     Father Remarried     Parents Separated\*

\*If parents are divorced or separated, to whom and where should admission correspondence be sent? Please explain any special family circumstances (ex. Another party shall receive correspondence regarding payment information or a different billing address shall be used).

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**As part of the enrollment process, NHCA requests that all documentation be submitted to the school office upon registration. This includes the disclosure of all behavior/disciplinary reports. If any information is not fully disclosed or falsified, the student will face automatic withdrawal from NHCA without any monetary reimbursement.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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**AGREEMENT LETTER**

2023 - 2024

When you sign this agreement, you are agreeing to the following school policies when sending your child/children to New Harvest Christian Academy:

**Initial Below**

	Tuition is due the 25th of every month except November and December. (Please see attached for tuition/fees and payment schedule for Nov/Dec dates)
	All families must participate in the Fall Missions Festival Festivities (toy donation)
	Both Fall and Spring School Fundraisers are mandatory
	Student Annual Fee is non-refundable
	All families are required to work 10 hours of service for school activities. If you are unable to complete these hours the fee will be \$150.00. This fee will be charged in May 2024.
	Any unpaid fees will result in students not receiving a report card, progress report, diploma, and/or school transcript.
	Any payments done with a credit card will have an extra 3% charge, this is due to the high cost to process a card. There will be no extra fees when paid in cash or check.
	Extra fees: A declined check or credit card, will result in a fee of \$25. (NHCA gets charged for declined payments) A fee of \$25 will be assessed for late payments (after 3 business days)
	All families must sign a complete Tuition Contract Packet and provide all documentation requested to be officially enrolled at New Harvest Christian Academy.

**To save the spot please send:**

1. **50%** of the student annual fee (the remaining 50% must be paid by **November 1, 2023**)
2. Agreement form completed and signed

I agree with the established school policies.

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



# New Harvest Christian Academy

## Tuition Contract Form



This contract becomes effective upon the signature of the parent(s), upon acceptance at New Harvest Christian Academy and upon payment of the **non-refundable** student annual fee. This contract contains the full agreement of the parties and no representation or assurance, whether verbal or written, shall affect or alter the obligation of either party hereto.

### PAYMENTS

Payments are **due on the 25th** day of each month and a **\$25.00 late fee** will be applied to all installments received **AFTER THE 28TH** day of each month. **\*An additional fee of \$25 will be applied each month that tuition or any other fee remains unpaid.\*** Automatic payments are available. Due to the high cost of processing a credit card, there will be a 3% fee added to all credit card transactions.

In the event that the student's tuition and/or fees are in arrears, I (we) understand the student will **NOT** be provided with a transcript or report card until all balances are paid. **Graduating seniors with tuition and/or fees in arrears will NOT be issued a diploma or official transcript until the balance is paid in full.**

In addition, if tuition and/or fees remain in arrears and unpaid upon the published due date and New Harvest Christian Academy retains an attorney and/or collection agency to collect monies due, the undersigned parent(s) agree to pay reasonable attorney fees and collection agency costs.

### WITHDRAWAL

I understand that by registering my child for the school year effective August 2023, and by paying the non-refundable annual student fee, a space will be reserved in the applicable class specifically for my child. I understand that withdrawing during the academic year will cause difficulty for the school, since student spaces cannot or may not be filled. I recognize that as a private school, New Harvest Christian Academy is not aided by any government support and is largely based on tuition revenues and contributions. Therefore, I specifically agree that once my child is registered and guaranteed a space, if my child is withdrawn or dismissed for any reason, I am obligated to forfeit the non-refundable deposit and pay for any outstanding tuition, lunch, after-school program, and/or any fees through the end of the school year. If yearly tuition is paid in full, money will not be reimbursed.

### ENFORCEABILITY

This tuition contract shall be interpreted and enforceable under the laws of the State of Texas. If any portion of this contract is found to be unenforceable by a court of law, the remainder of said contract shall remain in full force and effect. **(Please initial before every statement below.)**

\_\_\_\_\_ I agree to abide by the said above information.

\_\_\_\_\_ I further acknowledge that transcripts, diplomas, grades, etc. **will not be released** until all financial obligations under this tuition contract have been satisfied.

\_\_\_\_\_ In the event that my child transfers to another school, I understand and agree that transcripts **CANNOT** be provided to that school **until ALL financial obligations under this tuition contract has been satisfied.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# New Harvest Christian Academy

## Promissory Note Fees & Tuition Payment Schedule and Disclosure Payment Installments

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ hereby agree to pay the sum for my child/children Annual Student Fee, Yearly Tuition, Lunch, After-School Program, Fundraisers and any balances my child/children has/have incurred at New Harvest Christian Academy, all of which shall be paid on or before the due dates according to the dates established by the school. In the event of failure to pay this note at its maturity, and if the same is placed on the hands of an attorney or collection, there shall be due hereon all reasonable and necessary expenses incurred in the collection of said note.

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Social Security No. \_\_\_\_\_ (Financial Responsible Party)

Driver's License No. \_\_\_\_\_ Place of Employment: \_\_\_\_\_

\_\_\_\_\_  
Name of Closest Relative Not Living With You      Address      Telephone

Fees & Tuition Rates established are as follows per child, for school year **2023-2024**:

	<b>Annual Fees</b>	<b>Monthly Tuition</b>	<b>Multiple Siblings Monthly Tuition Rates</b>
Pre-K3 - 2nd	\$660.00	\$420.00	\$380.50
3rd - 5th	\$810.00	\$445.00	\$405.50
6th - 8th	\$810.00	\$495.00	\$455.50
9th - 12th	\$810.00	\$545.00	\$505.50

**\*\*Any Prepaid Fees, Tuition, Lunch and After-School Program payments are non-refundable.**

[  ] **I agree to the terms and conditions of this note.**

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

\_\_\_\_\_  
Date



## New Harvest Christian Academy

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### **Student Agreement Form: 2023 - 2024 Acceptable Use Policy**

*Electronic Communications System and Network*

*Carefully read the following information..*

*Parent and student MUST sign this form.*

#### **STUDENT:**

I understand that my use of the network is **NOT** private and that the school may monitor my activity on the system. I have read and understand the rules for appropriate use. I understand that violation of these rules may result in suspension of the right to use the system or other disciplinary action at the discretion of the school.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print student name: \_\_\_\_\_

#### **PARENT OR GUARDIAN:**

I have read the rules for appropriate use of the system and network and the potential actions that may be taken for inappropriate use. In consideration for the privilege of my child using the system and in consideration for having access to public networks, I hereby release from any and all claims and damages of any nature arising from my child's use of the system, including and without limitation to damages associated with school enforcement of this policy.

Parent or guardian signature: \_\_\_\_\_

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



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NHCA Students & Parents/Guardians:

New Harvest's Expectations of students in our school are as follows:

1. We expect you attend school on a daily basis and on time. Tardies and absences will be logged and will count against credit obtainment. Students are required to maintain 90% attendance throughout the school year; this rule applies to all actively enrolled New Harvest Christian Academy students, in order to receive credit for their classes. Tardies and absences will be logged and can affect credit attainment. Four (4) tardies constitute an absence and eight (8) absences constitute loss of credit.
2. We expect you will represent our school in an outstanding manner by wearing the required uniform on a daily basis. If a student is not wearing the correct uniform, parents/guardians will be called by the office personnel to correct the concern.
3. We expect you will work to the best of your ability by completing all assignments at school and home.
4. We expect you will treat others with dignity, worth and respect. (e.g. using appropriate language). Foul language will NOT be tolerated especially towards faculty and staff. A parent conference will be called immediately and parental support is expected.
5. We expect you will keep our school beautiful and clean. (e.g. no vandalism) Fighting with peers either verbally or physically may result in an automatic withdrawal. Leaving campus without administrative permission may result in an automatic withdrawal. A parent conference will be called immediately and parental support is expected.
6. We expect you will follow all the rules and regulations set forth by your teachers and the school. Cell Phone use is NOT permitted on campus. Cell phones must be off at all times. If an emergency call is necessary, students must use the school phone at the administrative office only. If a student is using a cell phone during school hours, phones will be picked up and turned in to the office and a \$20.00 fee will be assessed for failure to follow directions. Parent/Guardian will be required to pick-up cell phone at the school office. Phone will not be returned to students.
7. We expect you will make all of us, especially yourself, very proud.

[ ] **I agree with the established school expectations**

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

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FORM

Please read the following carefully.

	YES, I do authorize and give consent	NO, I do not authorize and give consent
Child's name, picture, or video on the New Harvest Christian Academy's official website: <a href="http://www.newharvesticm.com">www.newharvesticm.com</a>		
Child's name, picture, or video on the New Harvest and ICM's (Iglesia Cristiana Misericordia) social media: <b>Facebook</b>		
Child's name, picture, or video on the New Harvest and ICM's (Iglesia Cristiana Misericordia) social media: <b>Instagram</b>		
Child's name, picture, or video on <i>promotional videos</i> for New Harvest Christian Academy		
Child's picture on <i>promotional flyers, banners</i> and/or <i>brochures</i> for New Harvest Christian Academy		
Child's name, picture, or video on <i>TV screens</i> in the ICM (Iglesia Cristiana Misericordia) sanctuary during special school performances and or Church services (Mother's Day, Veterans Program, Christmas Program, Awards day, Missions, etc)		
Child's name and picture in the <i>New Harvest annual yearbook</i>		
Child's name and picture in the <i>Remind App</i>		

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# New Harvest Christian Academy



## PARENT VOLUNTEER AGREEMENT FORM

**Parent Volunteers** play an important role at New Harvest Christian Academy. Your participation and commitment will help us reach our common goal. Each family is expected to contribute ten (10) volunteer hours/supplies (school wish list will be sent throughout the school year) during the school year in support of school wide activities. This may also be fulfilled through a monetary fee of \$150.00. **All hours/supplies need to be completed by the end of April** at which time any pending items or hours will become a fee for any hours/items missing at that time.

These activities or supplies needed are *to be announced* for the 2023 - 2024 school year.

Please check the box you wish to participate in the yearly volunteer hours/supplies by the established deadline.

Please choose one:

**I will participate my time in the school-wide activities**

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**I will participate by sending items/supplies throughout the school year**

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**I would prefer to pay the \$150.00 fee (please select one of the following options of payment)**

**OPTION A:**  a *one* time payment of \$150.00 (payment in the spring semester)

**OPTION B:**  *two* payments of \$75.00 each: (1st payment fall semester / 2nd payment spring semester)

**I agree to the terms and conditions of this note.**

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Parent Signature

---

Date



# New Harvest Christian Academy



## NHCA Yearbook Purchase Options

Parents:

The yearbook is truly the most important keepsake from this remarkable time. Our yearbook club works hard to put together a wonderful book that will be looked back upon to remember the fun during the school year. To ensure that there are enough copies for all, please see the following bottom portion and select one of the following. Each year we have only a limited amount of yearbooks sent to us!

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Please choose one of the following:

### 2023 - 2024 Yearbook Purchase Options

OPTION A: a one time payment of \$75.00

OPTION B: two payments of \$37.50 each (1st payment fall semester / 2nd payment spring semester)

OPTION C: I would like to wait to make a decision. I understand that the possibility of not having a yearbook can happen.

OPTION D: I do NOT want a **2023 - 2024** NHCA Yearbook

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Parent Signature

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Date



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## Records Release/Request Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

### Consent of Records Release

I desire and acknowledged that school records/transcripts will be sent to: New Harvest Christian Academy

School Transcript

Withdrawal Grades

Previous Cycle Grades

State Test Records / Achievement Scores

Attendance

504, LEP, Special Ed, GT documentation

Copy of Birth Certificate and Social Security Card

Immunization Records

Discipline Records

Parent/Guardian Signature: \_\_\_\_\_

### Please Forward Records To:

New Harvest Christian Academy

4519 E Del Mar Blvd

Laredo, Texas 78041

### Or Email To:

[newharvesticm@gmail.com](mailto:newharvesticm@gmail.com)



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## PICK-UP AUTHORIZATION FORM

Parents:

In order to ensure your child will leave the school with the designated caregiver, please fill the following bottom portion of this form with the individuals they are permitted to leave with and return with this packet.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

My child has permission to go home with the following people:

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone No: (\_\_\_\_\_) \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone No: (\_\_\_\_\_) \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone No: (\_\_\_\_\_) \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone No: (\_\_\_\_\_) \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone No: (\_\_\_\_\_) \_\_\_\_\_

If during the school year updates/changes have to be made to this list, please contact and advise the school office in *writing*. **For the child's safety, the adult picking up the child will be asked to provide a picture ID.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# New Harvest Christian Academy



## TUITION & ANNUAL FEES DUE DATES 2023 - 2024

Student Annual Fees	
1st Payment	To Save the Spot
2nd Payment	November 1st, 2023

### MONTHLY TUITION PAYMENT SCHEDULE

Payment	Month	Due Date
1	AUGUST	July 25, 2023
2	SEPTEMBER	August 25, 2023
3	OCTOBER	September 25, 2023
4	NOVEMBER	October 25, 2023
5	DECEMBER	November 17, 2023
6	JANUARY	December 15, 2023
7	FEBRUARY	January 25, 2024
8	MARCH	February 26, 2024
9	APRIL	March 25, 2024
10	MAY	April 25, 2024

*Please keep this form for your reference.*