



# GREECE CHRISTIAN SCHOOL

*A ministry of Greece Assembly*

750 Long Pond Rd.  
Rochester, NY 14612  
Phone: (585)-723-1165  
Fax: (585)-723-8241  
www.greecechristian.org

## NEW STUDENT APPLICATION PROCESS

Welcome to Greece Christian School! We are excited to have you become a part of our Greece Christian School family. This form will help guide you through our application process. We are happy to assist you through this process, so please do not hesitate to reach out to our school office with any questions.

### APPLICATION PROCESS

- Review the material found in your new student application packet.
- Complete an Application for Enrollment (one per student)
- Give the Pastoral Recommendation Form to the pastor of your church, for them to complete/submit.
- Prepare/Collect these additional forms to be turned in with your application:
  - Parent Agreement Form (one per family)
  - Tuition Worksheet (one per family)
  - Authorization of Release of Information (for students entering 1<sup>st</sup> – 8<sup>th</sup> grade)
- Include a copy of the child's Birth Certificate (one per student)
- Submit the application fee

### FOLLOWING APPLICATION ACCEPTANCE

Once all the application paperwork has been received, an interview will be scheduled, and the review process will take place. Upon official acceptance, the following steps will then take place:

- You will be instructed to set up a **FACTS Family Portal Login** in our Student Information System (SIS).
- You will select a **FACTS tuition payment plan** and submit a registration fee.
- Sign and return the **Computer Usage Code of Conduct**
- Sign and return the **Media Release Form**
- You will receive links to our online uniform store.
- **Please see the transportation department for your school district** if desiring bussing for your child. You will need to comply with your school district's requirements – complete their defined approval process. Be sure to take note of their scheduled deadline, as each district can differ.
- **Entrance tests** will be administered to all kindergarteners, and possibly to grade-level students based on the enrollment review.
- Please have your family physician complete the **Physical Examination Form** prior to the first day of school



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## APPLICATION FOR ENROLLMENT

Welcome to Greece Christian School! We are so glad you are beginning the enrollment process. This application must be completed and submitted to the school office. The application will be reviewed once all forms are received by the school office, which includes the pastoral recommendation form, parent agreement form, health records, and any previous school transcripts. If you have any questions, please do not hesitate to contact the school office. We look forward to starting the enrollment process with your family.

### Student Information

Student's Name: \_\_\_\_\_  
*First* *MI* *Last*

Gender:  Male  Female Age: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

School District: \_\_\_\_\_ Student Lives With: \_\_\_\_\_

### Family Information

Father's Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Emergency Contact (name/phone): \_\_\_\_\_

Church Attending: \_\_\_\_\_ Years attended: \_\_\_\_\_

What best describes your family's involvement at church:  Regularly  Irregularly  Other: \_\_\_\_\_

Please briefly explain why you desire to enroll your student(s) at Greece Christian School:

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Please share any other information that you feel would be helpful for us to be aware of:

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## Educational Information

Grade Applying For: \_\_\_\_\_

Has your child attended another school prior to applying for Greece Christian School?  Yes  No

*\*If you answered **yes** to the previous question, please complete the remainder of this section.  
If you answered **no**, please skip to the "Discloser Agreement" section.*

**Previous School(s) Attended (please include transcripts with application):**

Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Did your child receive any academic support services?  Yes  No

*\*If you answered **yes**, please specify:*  IEP  SOM  ESOL  Other: \_\_\_\_\_

## DISCLOSER & SIGNATURE OF COMPLETION

Greece Christian School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.

Greece Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in the administration of its education policies, admission policies, or any school administered programs.

The NYSED State Office of Religious and Independent School (SORIS) uses the Basic Educational Data System (BEDS) code to recognize and facilitate programs, services, and resources that schools' students are entitled to receive. For reporting purposes, please select the following option that best describes your student's race/ethnicity:

- American Indian/Alaskan  Black/African American  Asian  Pacific Islander  
 Hispanic/Latino  White/Caucasian  multi-Racial

**I acknowledge that the above application is completed in its entirety with clear and accurate information and that I must submit all the required forms before my application will be officially reviewed.**

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

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_



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## TUITION WORKSHEET

|                              |               |             |
|------------------------------|---------------|-------------|
| <b>Father/Guardian Name:</b> | <b>Email:</b> |             |
| <b>Mother/Guardian Name:</b> | <b>Email:</b> |             |
| <b>Phone:</b>                |               |             |
| <b>Address:</b>              |               |             |
| <b>City:</b>                 | <b>State:</b> | <b>Zip:</b> |

### Greece Christian School Tuition Agreement

Regardless of the number of students enrolled, all students in the same family will be considered as a single family account. When my children are accepted as students at Greece Christian School, I automatically agree to the terms listed in this Financial and Enrollment Agreement. I understand that failing to abide by these agreement terms will result in having to withdraw my child(ren) from Greece Christian School. Tuition covers a school year from September through June. **Tuition and fees will be collected by FACTS Tuition Management with the terms and method you chose.**

- Fees:** I understand that application and re-registration fees are non-refundable and that all textbooks must be returned in good condition at the end of the school term or upon withdrawal. I will pay the replacement cost of any GCS materials not returned, lost during the year, or returned in non-usable condition.
- Withdrawal:** I understand that withdrawals after the first school day of the month will be charged the entire month's tuition. If I withdraw, I must obtain an official withdrawal card from the office, complete the information requested, sign the card and schedule an exit interview with the principal.
- Report Cards, Transcripts, and Diplomas:** I understand that my family account must be current for report cards and transcripts to be issued. School records will be forwarded to another school only when a family account is current. Graduation certificates will be issued to those students whose accounts are current.
- Late Fees:** Unless other arrangements are made, **tuition payments are always due on the date you have chosen with FACTS: either the 1<sup>st</sup>, 15<sup>th</sup>, or last day of the month.** A \$25 late fee will be applied to any payment not received by the due date. I understand that any time the school receives a non-sufficient fund check or monthly automatic bank draft, I will pay a fee of \$25.
- Stopping Automatic Bank Draft:** I understand that at any time I find it necessary to cancel an automatic bank draft (ABD), I will notify FACTS no later than five (5) working days prior to the date of my draft. I will negotiate a new payment method with FACTS.
- Past Due Account:** I understand that should my family account become past due, a meeting may be scheduled. An agreed upon plan of action may be required in order to keep my student enrolled.
- Agreement:** By placing my signature to this document, I understand and agree with the conditions stated above.

I have read and agree to the terms outlined in the Tuition Agreement. I agree to inform the school of any changes in the information contained in the enrollment form.

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

\_\_\_\_\_  
Date

**Greece Christian School Tuition Payment Plan  
2023-2024 School Year**

|                                        |                                        |                                                      |
|----------------------------------------|----------------------------------------|------------------------------------------------------|
| <b>1<sup>ST</sup> STUDENT:</b> \$5,495 | <b>2<sup>ND</sup> STUDENT:</b> \$4,396 | <b>3<sup>RD</sup> STUDENT &amp; MORE:</b> \$2,912.35 |
|----------------------------------------|----------------------------------------|------------------------------------------------------|

APPLICATION FEE: \$150 PER STUDENT (MAXIMUM \$350/FAMILY)  
 RE-ENROLLMENT FEE: \$150 PER STUDENT (MAXIMUM \$250/FAMILY)  
 FUNDRAISING FEE: \$200 PER FAMILY (REFUNDABLE BY FUNDRAISING)

| Please List Children (oldest first)                                                                                                                                                                    | Grade | First Name | Last Name | ONE Annual Payment due by August | TWO Bi-Annual Payment due Aug & Jan | TEN Payments Beginning August | TWELVE Payments Beginning June |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|-----------|----------------------------------|-------------------------------------|-------------------------------|--------------------------------|
| 1 <sup>st</sup> Child                                                                                                                                                                                  |       |            |           | \$5,495.00                       | \$2,747.50                          | \$549.50                      | \$457.92                       |
| 2 <sup>nd</sup> Child                                                                                                                                                                                  |       |            |           | \$9,891.00                       | \$4,945.50                          | \$989.10                      | \$824.25                       |
| 3 <sup>rd</sup> Child                                                                                                                                                                                  |       |            |           | \$12,803.35                      | \$6,401.68                          | \$1,280.34                    | \$1,066.95                     |
| 4 <sup>th</sup> Child                                                                                                                                                                                  |       |            |           | \$15,715.70                      | \$7,857.85                          | \$1,571.57                    | \$1,309.65                     |
| 5 <sup>th</sup> Child                                                                                                                                                                                  |       |            |           | \$18,628.05                      | \$9,314.03                          | \$1,862.81                    | \$1,552.34                     |
| <b>Total Tuition Amount:</b> \$_____ (Check payment plan) <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> 10 Payments <input type="checkbox"/> 12 Payments |       |            |           |                                  |                                     |                               |                                |

|                          |                                                                                                                                                                                                                                                                                                    |                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>APPLICATION FEE</b>   | This fee is non-refundable and must be paid when applying for enrollment. \$150 per new student (maximum per family \$350).                                                                                                                                                                        | _____                  |
| <b>RE-ENROLLMENT FEE</b> | This fee is non-refundable and is paid when re-enrolling. Re-enrollment is \$150 per student (max per family \$250).                                                                                                                                                                               | _____                  |
| <b>FUNDRAISING FEE</b>   | This fee is <i>mandatory</i> for each family and is refunded based on level of participation in the school-sponsored fundraising activities.<br>I plan to submit this (please check one): <input type="checkbox"/> At Enrollment <input type="checkbox"/> By June <input type="checkbox"/> By July | <u><b>\$200.00</b></u> |
| <b>TOTAL FEES:</b>       |                                                                                                                                                                                                                                                                                                    | _____                  |

**Note:** Families will pay tuition, fees, and other incidental costs (i.e. lunch) via **FACTS Tuition Management**. Families will sign up online with FACTS for a one-, two-, ten-, or twelve-time payment plan, as well as payment date and method (direct debit/ACH, credit card @ 2.85% fee, or check).

**FOR OFFICE USE ONLY**

|                                       |                                     |                                        |                                     |
|---------------------------------------|-------------------------------------|----------------------------------------|-------------------------------------|
| Date Received: ____/____/_____        |                                     | Initials: _____                        |                                     |
| Enrollment Fee Paid: ____/____/_____  | VIA: <input type="checkbox"/> FACTS | <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Cash _____ |
| Fundraising Fee Paid: ____/____/_____ | VIA: <input type="checkbox"/> FACTS | <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Cash _____ |



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## PASTORAL RECOMMENDATION FORM

Parent's Name: \_\_\_\_\_ Student's Name(s): \_\_\_\_\_

### CHURCH INFORMATION

Pastor's Name (First & Last): \_\_\_\_\_

Church's Name: \_\_\_\_\_

Church's Phone: \_\_\_\_\_

*Dear Pastor,*

*The family listed above is applying for enrollment at Greece Christian School. We believe that the home, the church, and the school must partner together to provide a quality, Christ-centered education for our students. We desire to help every student KNOW Christ, GROW in Christ, SERVE the body of Christ, and SHARE the Gospel of Christ. We appreciate your input on this document for use in our admission's process.*

### PASTORAL RESPONSE *(to be completed by the pastor)*

How long has this family been attending the church? \_\_\_\_\_

How would you describe the church attendance of this family:  Regular  Irregular

Please explain: \_\_\_\_\_

Please briefly describe the spiritual commitment of the parents: \_\_\_\_\_

*Please feel free to offer additional comments or concerns with respect to the family's enrollment at GCS:*

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

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

This form is required to complete the student application process for enrollment at Greece Christian School.

**Please mail, fax, or email the completed form to:**

**Address:** 750 Long Pond Road, Rochester, NY 14612

**Phone:** 585-723-1165 | **Fax:** 585-723-8241 | **Email:** school@greecechristian.org



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## AUTHORIZATION FOR RELEASE OF INFORMATION

*This form is only required for 1<sup>st</sup>-8<sup>th</sup> Grade Students*

To: \_\_\_\_\_

You are hereby authorized to release to Greece Christian School the information indicated below pertaining to:

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_

Parent's Name: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Reason for Release: \_\_\_\_\_



|                                    | YES | NO |
|------------------------------------|-----|----|
| Permanent Record Information _____ |     |    |
| Health Record Information _____    |     |    |
| Mental Health Reports _____        |     |    |
| IEP, SOM, ESOL, 504 _____          |     |    |
| Other (explain):                   |     |    |
| 1. _____                           |     |    |
| 2. _____                           |     |    |



Information required by: \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Parent/Guardian*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of GCS Principal*

\_\_\_\_\_  
*Signature of GCS Principal*

\_\_\_\_\_  
*Date*

**Please forward all information to Greece Christian School at the address listed above. Thank you!**



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## PARENTAL AGREEMENT FORM

### TUITION PAYMENT

Tuition is calculated based on the entire year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year has begun, charges are pro-rated according to the actual number of days enrolled. All accounts must be paid in full at the end of each quarter to view report cards through the portal.

### DISCIPLINE

I agree to adhere to the standards and consequences as stated in the Greece Christian School Handbook.

### TRANSPORTION PERMISSION

I give permission to GCS, its coaches, staff, and approved volunteers, to transport my child to and from school events or functions. I relieve the school and any representative of the school of all responsibility in case of accident or injury.

### WITHDRAWAL NOTICE

I agree that should I choose to withdraw my child I will sign the formal withdrawal form. I understand that if I withdraw my child after the first of the month, I will remain responsible for that current month's complete tuition cost.

### LOCKERS/DESKS/CHROMEBOOKS

I understand that lockers and desks are property of the school; therefore, the school has a right to open and search lockers and desks. The school is not responsible for items that are lost, stolen or damaged. Parents assume the responsibility for replacement or repair of their child's Chromebook if it is damaged, destroyed, or lost.

### UNIFORM DRESS CODE POLICY

If a student is not following the dress code, he/she will receive a Sanction One write-up. Three Sanction One write-ups will result in a one-day suspension. See the "Uniform Dress Code" for dress code details.

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I've read and understand the above information and request that my child be accepted into Greece Christian School.

Yes  No

I've read the Essentials We Believe and understand it is the foundation of all Biblical teaching my child will receive.

Yes  No

I've read and agree to support the Discipline Policy of Greece Christian School.

Yes  No

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*Father/Guardian Signature*

*Date*

---

*Mother/Guardian Signature*

*Date*

Name of Student(s): \_\_\_\_\_





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## THE ESSENTIALS WE BELIEVE

### **WE BELIEVE IN LOVING GOD AND LOVING PEOPLE.**

*(Matt. 22:37-40, Mark 12:29-31, Luke 10:27)*

### **WE BELIEVE THE BIBLE IS THE INSPIRED, INFALLIBLE, AND INERRANT WORD OF GOD.**

*(Matt. 4:4, 2 Tim. 3:6-17, 2 Pet. 1:20-21, Ps. 119)*

### **WE BELIEVE THERE IS ONE GOD MANIFESTED IN THREE PERSONS: FATHER, SON, AND HOLY SPIRIT.**

*(Deut. 6:4, John 1:1, John 1:14, John 14:26, Gen. 1-2, Matt. 6:9-13)*

### **WE BELIEVE IN THE DEITY OF JESUS CHRIST, HIS VIRGIN BIRTH, HIS SINLESS LIFE, HIS VICARIOUS DEATH, HIS RESURRECTION, AND IN HIS SECOND COMING.**

*(John 8:58, 12:44-46, Luke 1:26-38, 1 Pet. 2:22, 2 Cor. 5:21, John 1:1, 1 Tim. 2:5, John 20:1-29, Rev. 19:11-20:15)*

### **WE BELIEVE IN THE NECESSITY OF THE NEW BIRTH THROUGH THE REPENTANCE OF SIN AND REGENERATION OF THE HOLY SPIRIT.**

*(Genesis 1:27, Psalm 8:3-6, Isaiah 53:6, Romans 3:23, Isaiah 59:1-2)*

### **WE BELIEVE THAT SALVATION IS BY FAITH IN THE ATONING BLOOD OF JESUS CHRIST.**

*(Luke 19:10, 1 John 1:1-4, 2:2, Gen. 3:8-24, Eph. 2:8-9, Tit. 3:5-7, John 1:12, 3:16, Matt. 25:31-46, 1 Tim. 4:10, Rom. 8:29-39)*

### **WE BELIEVE IN THE SPIRITUAL UNITY OF BELIEVERS IN OUR LORD JESUS CHRIST.**

*(Acts 2, Eph. 2:11-22, 1 Cor. 11:17-34, 1 Cor. 12, Matt. 28: 18-20)*

*For more details, please visit: [greeceassembly.org/essentialbeliefs](http://greeceassembly.org/essentialbeliefs)*



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## UNIFORM DRESS CODE

Greece Christian School has an official uniform that is ordered at the GCS Online Store. All students are required to wear the uniform and are to abide by the GCS Dress Code listed below. All GCS apparel can be ordered monthly from the online store. **Please label all school uniform tags with your child's name for lost & found purposes.**

### DRESS CODE GUIDELINES

|                               |                                                                                                                                                                                                                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SHIRTS</b>                 | GCS polo shirts<br>Colors: Navy Blue, Light Blue, White, Gray                                                                                                                                                                                                                                       |
| <b>HOODIES &amp; SWEATERS</b> | GCS hoodies and sweaters.<br>Colors: Navy Blue, Light Blue, White, Gray                                                                                                                                                                                                                             |
| <b>PANTS</b>                  | Chino pants are to be worn on school days (except gym days).<br>Cargo, spandex, jeans, jeggings, ripped styles, stretch leggings, and form-fitting pants are not allowed. Leggings can ONLY be worn with jumpers/skirts/gym uniform shorts worn over them.<br>Colors: Navy Blue, Khaki, Black, Gray |
| <b>SHORTS</b>                 | Shorts should reflect our uniform pants and must be worn in a neat, modest manner. Shorts can be no higher than mid-thigh. Shorts can be worn school start to Nov. 1; then April 1 to school end.<br>Colors: Navy Blue, Khaki, Black, Gray                                                          |
| <b>JUMPERS &amp; SKIRTS</b>   | Must be mid-knee or longer.<br>Colors: Navy, Khaki, Black, Grey and Plaid.                                                                                                                                                                                                                          |
| <b>FOOTWEAR</b>               | No heels higher than 2 inches, heeled shoes, or sandals without backs are allowed. Socks or stockings must be worn with all footwear. During snowy periods, winter boots should be worn, and shoes must be brought to school to change into. Boots are not permitted for gym class.                 |
| <b>JEWELRY</b>                | No large dangling jewelry, ankle bracelets, body piercings, chokers, and nose piercings are allowed. No more than double ear piercings per ear.                                                                                                                                                     |
| <b>GYM CLASS UNIFORM</b>      | Gym uniform for grades 1-8 are ordered only through the online school store. Kindergartners are not required to wear gym uniform.                                                                                                                                                                   |
| <b>CASUAL DRESS DAYS</b>      | Students are expected to wear clothes that are modest, that do not draw attention to themselves, and do not contain slogans that may be offensive or divisive. Sleeveless and mid-drift shirts are not permitted, nor tights without skirts.                                                        |

*GCS administration and faculty reserve the right to interpret the above Uniform Dress Code in a way that is consistent with the GCS Mission applying Scriptural standards of decency and modesty. The school administration may modify the above Uniform Dress Code throughout the school year as deemed necessary to accomplish this.*



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## DISCIPLINE POLICY

Believing that discipline is necessary for the welfare and safety of the entire school, and in order as well as to create a quality learning environment, rules must be observed and enforced. Each teacher is given the authority of making and enforcing classroom rules of conduct and behavior in the manner in which he or she feels is in accordance with Christian principles, as well as school policy. The GCS policy governs the teachers and administrators as to when and how to discipline the students.

### LEVELS OF DISCIPLINE

#### **Level I Offenses:**

Classroom disruption, teasing others/disrespectful to other students, chewing gum or candy in class or Sanctuary, dress code violations, tardiness, vulgarity, using cell phone, lying, cheating.

**Potential Level-I Consequences:** Teacher warning, parent notification  
*Three Level 1 Offenses result in a 1-day out of school suspension*

#### **Level-II Offenses:**

Fails to follow computer code of ethics, insubordination toward any school personnel, destroys the work of other students, vandalism, threatens to harm others, consistent classroom disruption, second cell phone offense.

**Potential Level II Consequences:** parent conference, out of school suspension

#### **Level III Offenses:**

Physically fighting or physical aggression, possession of knife, gun, taser or other weapon, theft or destruction of school property, destruction of school property, theft or destruction of student property, use of profanity, abusive language, racially, ethnically, religiously, or sexually derogatory statements, endangers the safety of others, bullying or harassment that is targeted consistently against another student

**Potential Level III Consequences:** 3-5 day suspension, possible expulsion,  
possible referral to law enforcement