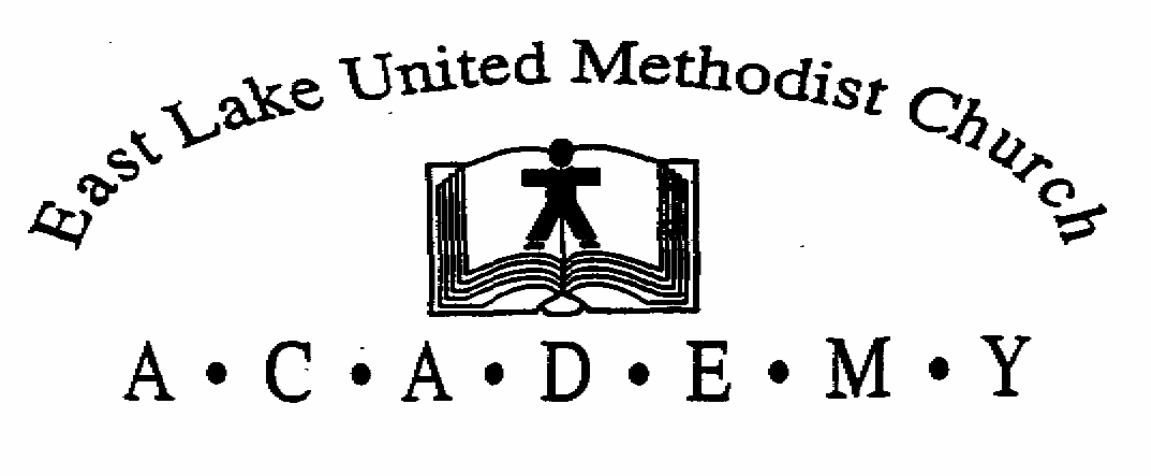

Member Manual

Update Revision 2007

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Mission Statement

East Lake United Methodist Church Academy was formed to enable parents to take responsibility for their children's academic, emotional and moral growth through teaching at home. We believe in the family and in its ability as an institution to instruct children in the most positive and loving environment possible.

Our purpose is to help you, as parents, by supporting you in this endeavor. Obviously, we are not able to teach your child for you. On the contrary, we believe that you are the best teachers. However even the best teachers need support, and guidance. We will strive to help you by offering informative faculty meetings, as well as social and educational events for the children. We will maintain a permanent record for each child enrolled as well.

East Lake United Methodist Church Academy was formed to allow people the opportunity to instruct their own children in the religious belief system that is personal to their own family. We therefore require no statement of faith, but rather trust that those families who take the responsibility of educating their own children will seek to educate those children in their religious Faith as well.

We will strive for educational excellence of the child and of the parents. We are never to old to learn and that is one beauty of homeschooling your child; you will grow as a teacher as your child is growing. We hope that as a member of our faculty, you as parents will continue to be open to new ways of growing and learning.

Curriculum Foundations

It is our hope that while choosing curriculum, that our families would choose to teach things that encompass the following ideals. No specific curriculum is endorsed by this Academy. Each family must seek out curriculum for their own children in order to best meet the needs of that child and the family.

1. Life Skills: Learning how to live a life that is responsible to ourselves, our neighbors and Creation, as is set forth in the example of the Church.

2.Learning Skills: Learning how to acquire information from a variety of sources, and then apply those skills to life situations.

3.Reading Skills: Using reading to acquire knowledge in all curriculum areas as well as for personal development and enjoyment.

4. Communicative Skills: Acquiring writing and language skills that enable the child to effectively communicate knowledge and ideas to others. This encompasses, spelling, handwriting, grammar and creative writing.

5. Mathematics: Acquiring skills for practical daily living as well as skills for higher mathematical reasoning.

6. Creative Arts: Developing and fostering an appreciation for dance, music, drama and the visual arts and to encourage talents as they develop.

7. Basic Living Skills: Acquiring basic living skills through participation and observation of daily living.

8. Science and the Social Studies: Acquiring knowledge to be effective Stewards of the Global Community and Creation.

Policy and Procedures

"We will so order our lives after the example of Christ, that {these Children} surrounded by Steadfast Love, shall be established in the Faith and confirmed and strengthened in the way that leads to life eternal" We who are involved in this mission of schooling our own children believe that the best way to assure that our children are confirmed and strengthened lies in the Family centered Christian atmosphere. Home life offers a rich opportunity and rewards for the child and the parent. Strengthening the Family unit is beneficial to all people.

Parents who choose to take on the responsibly of educating their own children must realize that this task rests entirely on their shoulders. East Lake UMC, the Elementary School, the Academy and its administration cannot be held accountable for the academic progress of any individual child.

East Lake United Methodist Academy administration will fulfill administrative duties for the off-campus school arm by maintaining a permanent record file on each student enrolled. Also the school will provide Church School Enrollment forms for each pupil in good standing.

Also to be included in the permanent records for each child will be a copy of the initial enrollment form, as well as the Blue immunization card, Pink MMR card, a copy of the child's birth certificate as well as a copy of the child's Social Security card. A child with a Physician's (or Religious exemption) excuse will be exempt from having the immunizations.

Faculty Advisory Board

There shall be an advisory board for the Academy administrator, comprised of the following. Elections will take place at the February Faculty meeting. There shall be ONE vote per family enrolled and present at that meeting. You must be present to vote.

- **Four Members of the Faculty**. {Elected from a roster of faculty members who volunteer to serve.} This roster is announced at the February meeting.
- **Children's Coordinator**
- **Youth Coordinator**
- One member of the Pastorate of the church or a designated representative.
- **The Administrator.**

Members of the FAB shall not be required to pay tuition as a thank you for their services to the group.

The Academy administrator shall be one voting member on the Faculty Advisory board of the ELUMC academy. The board shall have the final say in Academy matters. The administrator of the Academy shall be an ex-officio member of East Lake United Methodist Church's board of Extended Ministries.

Tuition & Registration

The tuition for participation in the school shall be $220 per year, payable $20 per month, August- June for each family enrolled. There is also a one time registration fee (non-refundable) of $30 per family .

In order to maintain the off-campus school as an effective ministry of the church the number of families participating shall be kept to a workable number of families, unless the board feels that the number should be expanded to encompass more families. Changes may have to be made in the price of tuition if the number gets very large to compensate the off-campus administrator in some way for the additional number. The amount that East Lake UMC receives in the breakdown, will not be reduced.

Breakdown of Tuition Use

20% of tuition will be paid to the Church.
20% will be placed in a fund to be used to purchase Library books, ... , for the Academy
50% will be to pay the Administrator of the Academy
10% will remain in the account to pay for postage, printing and other items

The Academy administrator shall help the parents to coordinate field trips, play groups and other activities of interest to the group, as needs arise. The administrator, along with the Faculty Advisory Board members will also plan monthly Faculty meetings where parents can turn in monthly progress and attendance reports, share ideas insights and concerns. The emphasis of the meetings will be to uplift and encourage one another in our common goals for our families and school. By providing the meeting place for out faculty meetings the Church is providing a Ministry to the participants enabling them to instruct their own children in the way that agrees with their own personal religious and educational philosophy.

Attendance at Faculty Meetings

At least one faculty member per family is expected to attend the meetings unless they have notified the administrator. **Members will be allowed 4 excused absences per school year.** If a family exceeds the allowable absences per year, they will be called to appear before the Faculty Advisory Board to determine their continued status with the Academy. Unless notified otherwise, the Academy will hold Faculty meetings on the First Tuesday of every month at 7:00 p.m. at East Lake United Methodist Church. **(In the event of poor weather, {i.e. if UAB has canceled its evening classes} our meeting will be postponed until the very next Tuesday.)** We do not hold Faculty meetings in the months of January or July.
Children do not attend faculty meetings, but are encouraged to attend the June meeting which is graduation. If you MUST bring your children bring something quiet for them to do, and please remember that at NO TIME are children allowed to roam unattended in the building.

It is the feeling of this church school that the "ministry" of the church school is received at the meetings through the support and information parents gain by **participating** in the faculty meetings. It is our hope that parents will come to the meeting ready to participate with questions as well as help other parents by being ready to share their own experiences in a supportive atmosphere. Topics at the meetings vary from month to month, and we try to keep the meetings upbeat and informative.

Library

Some portion of the tuition collected will be used to fund a library of books and other materials to be checked out by parent\educators on a variety of subjects related to the teaching field and home education. The books and materials will be chosen by one of the Faculty members, designated by the administrator. This "librarian" will take into consideration the needs and wants of the rest of the faculty when ordering new books. The books and materials will be available to be checked out by Faculty members in good standing, at faculty meetings.

- Books checked out are due for return by the next month's faculty meeting. **At the discretion of the Librarian, parents who are habitually late in returning books may not be allowed to check out more books or materials.**
- Persons who loose a book or fail to return a book are expected to buy a new replacement for the library. Likewise parents are expected to buy a new replacement for books/ materials that are returned in poor condition, broken, or have missing pieces.
- There will be a limit of 4 items to be checked out at any one time by one family.
- Students who are transferring to another school will not have their records released until all books / materials are returned or replaced to the library.

When returning books to the library, there will be a sign in sheet to sign your books back in which you had checked out. The librarian will then shelve the books as they are returned to the "book bin" which is a box labeled for returning books. If you want to recheck out a book, first return the book to give someone else a chance at the book, then at the close of the meeting if the book was not checked out you may recheck out the book. Since you have a full month to use a book, it is only fair that popular books keep circulating. If you find that you really enjoy one special book, ask the Librarian, and she can tell you where to purchase it for your home library.

Payment

Tuition is required and due on the First Tuesday of every month, and is payable at the faculty meetings, **August through June, making the yearly tuition $220** which we break down into 11 monthly payments. **January tuition is due within the first week of January, and should be mailed to the address of the Administrator by that time in order to avoid the late fee.** (Families may prepay for the year if they desire, but there would be no refund should they withdraw for any reason.) **A late fee of $10.00, per month late, will be charged, if payment has not been received, and postmarked by 5 days after the due date.**

If tuition goes unpaid for 2 consecutive months without prior arrangements having been made with the administrator, the matter will be taken under consideration by the Academy school board and the family may be dismissed from the roll.

If a child is withdrawn from the rolls for **any** reason, the local school officials in that child's school zone will be notified that they are no longer enrolled in our Church School.

Payment for any outside classes offered to students enrolled in our Academy are due upon signing up for the classes, unless the instructor and parents have made an agreement otherwise. Also there will be no refunds for such classes, unless the instructor and parents have an agreement otherwise.

Acceptance in our Academy

It is the policy of the Academy to accept into our enrollment only those students who are leaving their current enrollment (previous school) on good terms. We also reserve the right to refuse anyone who has not been in regular attendance in any school for several weeks. (No child should ever be withdrawn from their current school before being accepted into the new school, since it is in fact the law that children between 7 yr. and 16 yr.. be enrolled in some type of school.) We cannot support parents who knowingly break the law.

It will be the policy of our Academy not to accept in our enrollment students who are already (or fast approaching) 16 yrs of age. Unless one or more of the following conditions are present: The child was previously home educated and the parents are returning to home education for the student, or, the parents are beginning home education for younger siblings and this is a definite lifestyle change for the family, or, health concerns of the student that prevent continuing in the public or private school arena. The reasons for this policy are many; first, the state of Alabama passed a law in an effort to stop the flow of drop outs from public schools, by refusing the drivers license of drop out students. Our school as well as others, were flooded with calls after this, with students who were trying to usurp the law by enrolling with a church school. We decided to support the law and not accept these students. Legally a student can drop out of schooling at the age of 16, and they do not need to be enrolled in a church school at that time anyway, except for the drivers license issue. Secondly, home education is a life style, not just a quick fix to a problem. It takes months even years to adjust to the change in routine and learning style. Sixteen year old students would be just as well off to study for the GED on their own, and obtain a diploma in that fashion, or they have the option of enrolling in a correspondence type school to get a diploma, and do not need the benefit of a church school.

Supervision

It is the policy of East Lake United Methodist Church Academy, that children be supervised at all times. No child or young adult is to be left home alone without adult supervision on a **regular** basis. We will not accept into our faculty any family that intends to regularly leave their children home alone. If a family that is already enrolled in our school begins this practice, then the Faculty Advisory Board will have to rethink their status with the Academy. This is for the student's safety and overall well-being.

Furthermore, we will not allow a child or young person to attend any event without an adult with them who has been designated by the parents to watch over them at the event. *It is fine to arrange ahead of time to have someone else take your child to an event,* but it is not within the policy of the academy to supervise students who have been left there by the parents or other adults without supervision. Parent's who attend events with their children, are there to enjoy the event with their own children, not to watch other people's children.

From time to time classes may be offered to our students taught by either outside instructors or parents of our own students. The instructor will let the parents know if the class is one in which you may simply bring your child and then pick them up later. IF YOUR CHILD IS ENROLLED IN A CLASS IT IS THE PARENTS RESPONSIBILITY TO WALK THE CHILD TO THE ROOM FOR THE CLASS TO SEE THAT SOME ADULT IN CHARGE IS THERE. Under no circumstances should any student be left waiting for any class alone. ALSO parents must be ON TIME to pick up their child from ANY ACTIVITY. If a parent has continual problems with this, the child will not be allowed to participate in activities with out a parent staying. While at the church for meetings, gatherings or lessons the administrator, parents and children will follow school rules, and if these activities are taking place the day time hours we will not disrupt the on campus school or day care with our presence. We will respect the sanctity of the church and treat the building and property with respect. We will strive to leave in as good or better condition when we leave. **PLEASE NOTE>> AT NO TIME ARE STUDENTS OR CHILDREN ALLOWED TO ROAM AROUND THE CHURCH (INSIDE OR OUTSIDE) UNSUPERVISED.**

Accounts and Purchase Orders
No material of any nature or services of any nature may be purchased or contracted for, in the name of East Lake United Methodist Academy, which are subject to reimbursement by East Lake United Methodist Academy, by any person except the following.

The Academy Administrator

This would include but is not limited to:
Lines of credit
Credit cards
Bank accounts/ Loans

Drug Policy

Sadly, we live in an age where we have to make some sort of policy on this subject. Needless to say **SMOKING, ALCOHOL or any type of DRUG use is PROHIBITED at any function of our church school.** If a student fails to adhere to this rule they will face dismissal from the group.

Record Keeping

All participants will be expected to submit their records in a timely manner, as good record keeping is essential for the protection of every one involved. The decision to withdraw a family, for non compliance will be left to the Faculty Advisory Board. **Familie's whose records fall behind 2 months, will be notified by certified mail that they have been terminated from our group. (A reminder card will be mailed after the first late month to remind you to get the records in.)**

A form is provided in this manual for you to use to record your attendance and progress (grades), or you may devise your own form. An End of the Year report is due at the June meeting, unless arrangements have been made for you to school into the summer months. The end of the year report must be turned in no later than the August meeting. A form is provided for this report and is mailed out in the spring, if you need an end of the year report form prior to the mailing, you may notify the administrator. **All forms in the manual are originals for you to make copies of to be turned in. Please do not write on the original forms as you will need these again later.**

We encourage all educators to keep plan books. The administrator will not check the plan book. The plan book should include special programs and activated such as field trips, educational TV programming, and activities, and all work that will be accomplished. This would also include private dance and or music lessons, church activities, volunteer work and scouting activities, in addition to "book work".

Graduation\Diploma

If you have a student that is high school level, or approaching, and you are considering placing them back into school (especially public school) in the hopes of getting a high school diploma, then your paper work and curriculum choices must be extremely good as they will look at you very carefully before admitting you, especially if the student is already in "high school". You are getting into the area of "credits for graduation". I cannot guarantee that a homeschooled student will be admitted on "grade level". These matters are up to the school you are trying to enroll in, and not up to the Academy! All I can do as the administrator is turn in the paperwork that you have turned into me! I cannot promise anything. I as the administrator have tried to make this clear to anyone who talks to me with a student near this age range. It would be fairly easy to enroll and transfer a correspondence school transcript I believe. We have also had NO trouble transferring a student in PRIOR to the high school grade level. However please note that acceptance back in to the public school arena on any grade level is up to them, and they can, and do, change their policies often!

In 1996 our Academy awarded our first graduation diploma. This came after much discussion on the part of the Faculty Advisory Board at that time and we decided to begin to offer a diploma to those students who were interested in receiving one from our Academy. Although our diploma is still a non-accredited diploma, we have so far not had any trouble in any student gaining entrance to college using it, along with adequate transcripts and college entrance exams, to gain admission. So far we have had our students successfully enroll in Jefferson State, University of Alabama, UAB and Birmingham-Southern. It is our understanding that colleges look primarily at test scores and interviews, above where the student graduated from in order to admit them into college.

Even though this diploma is a non-accredited diploma we still have requirements in order to receive it. **Students who are of high school age who do not wish to receive the diploma will still have the option of continuing enrollment with the church school until they are able to take and pass the GED test.** Our requirements use an old set of minimal standards for graduation in the state of Alabama. This allows the student more flexibility for elective classes to meet their needs and interests. Home education affords high school students many advantages, we felt loading down students with course requirements would take away the biggest advantage of all, freedom! Please see these requirements on a separate page in this manual.

You will note please the following taken from sections of the Foundations for our Curriculum. "1. Life Skills: Learning how to live a life that is responsible to ourselves, our neighbors and Creation, as is set forth in the example of the Church." and, "8. Science and the Social Studies: Acquiring knowledge to be effective Stewards of the Global Community and Creation." It is with these skills in mind that we have made the requirement for the diploma concerning **Stewardship**.

We want our students to become more aware of the world and their place in it. This includes the idea that we are all Stewards of the world. We must strive to leave the world a better place when we leave than it was when we found it. Making our mark on the world by actively striving to treat our fellow man with love and care and by treating the world with hands that are gentle and loving. It has been said, that "**We did not inherit the Earth from our parents, but are rather Borrowing it from our Children."** It is with these ideals in mind that we establish the Stewardship requirement for the diploma. Hopefully by our requirement the students will begin a practice that they will want to continue for a lifetime. We will all benefit.

Students are required to perform a minimum of 50 hours of documented stewardship activities per high school year enrolled in our program. We try to help students accomplish this goal by offering through our teen group opportunities for stewardship. Students of course can seek out

opportunities on their own as well, through church groups.... or other means. Students are not limited to just the 50 hours.

Minimum Standards for High School Graduation with Diploma

English	4 units	
Math	2 units	
Science	2 units	(1 life science, 1 physical science)
Social Studies	3 units	(1 US History, 1\2 government, 1\2 economics)
Health	1\2 unit	
PE	1 unit	
Electives	9 1/2 units	
	22 Units Total	

In addition the Students enrolled in our Diploma program will be required to submit 50 hours of documented Stewardship activities for each year enrolled in the program with us. Stewardship activities can be any volunteer type activities in the Church, or Community. Examples include but are not limited to reading to children at the Library, feeding the homeless, volunteering at a museum, volunteer camp counselor... just be sure to get documentation of time involved)

High School Course Examples

Math: Algebra 1& II, Geometry, Consumer\business math, Trigonometry, Calculus, Accounting...
Science: Life Sciences: biology, botany, ecology
Physical Sciences: basic science, physical science, chemistry, physics, geology, astronomy
Social Studies: Alabama history, World history, World Geography, US History, Government, Economics other history type courses..
PE : Exercise videos, basketball, baseball, football.... , running, walking, tennis, ballet, swimming, wrestling, Karate.....
Electives: can include but are not limited to: Drivers Education (1\2 unit), Religion, typing, computer science, word processing, art, home economics, agriculture, horticulture, auto mechanics, photography, journalism, foreign languages, sign language, music, speech, psychology, sociology woodworking, work study\co-op
*******Currently the "Carnegie unit" is the unit referred to for high school graduation credits. 1 unit = five 45-minute periods each week for 36 weeks = 135 hours******

High School transcripts should include:

~A list of subjects studied by grade level, (if possible), unit assessments for each subject studied. An assignment of the level of quality (A,B,C,D,F). Clear explanations of any special considerations of variations. (accelerated,{accelerated time of completion or accelerated content} remedial, Pace or Lifepac numbers...)
~ A listing of all Stewardship activities (with documentation of time)
~An identification of all extracurricular activities.
~Results of any standardized testing

Addresses for College Testing Information

ACT : American College Test Administration
P.O. Box 168
Iowa City, IA 52243
1-319-337-1270 www.act.org

SAT : Educational Testing Service
Princeton, NJ 08541

Pre-Enrollment Interview

All prospective families will be interviewed prior to their enrollment, by one or more members from the Faculty Advisory Board, using a standard set of questions. The family will be notified after this interview as to their status with the Academy. The interview is to determine the reasons for homeschooling, knowledge of homeschooling through outside reading, their readiness for homeschooling as well as their personal education philosophy and how the Academy can best Minister to them.

Parents are expected to have with them at the interview their goals and objectives, (see enrollment application, and printed help which appears just before that form in this packet for more information) **as well as a written statement of why they are requesting this Ministry from the church**. **Along with the needed forms filled out. If** these items are not provided we reserve the right to not fully enroll the family until receipt.

Security Deposit

All families enrolling with East Lake United Methodist Academy beginning April 2001 and forward shall be required to pay a $100 security deposit. This security deposit and the registration fee ($30) shall be paid in the form of a Money Order made out to ELUMCA. Total owed at the interview will be $130 plus the first month's tuition if applicable. (Therefore, with tuition, this money order will be for $150)

Upon completion of their first calendar year, or if the family should decide to withdraw before such time, the $100 security deposit will be returned if the following conditions have been fully met.

1. All tuition has been paid up to date and any late fees owed also paid. (If the family is withdrawing, these things should have been paid and be current prior to the time the family notified the Academy that they were withdrawing.)
2. Monthly progress reports have been kept and are currently up to date and on file with the Academy. (Again, this should be done regularly and be current prior to the notification if the family is withdrawing prior to one calendar year.)
3. All library books or materials that have been checked out by anyone in the family have been returned and in good condition.

If the above conditions have been fully met the security deposit shall be returned to the family at the end of one calendar year, or if the family requests, it can be applied toward tuition.

Field Trip Policy

From time to time we will offer field trips for your child's educational enrichment and enjoyment. We will offer a chance to sign up for such trips. Prepayment, if required, will be due when you sign up for the trip. **There will be no refunds if you are unable to make the trip.** Often we are able to get a reduced rate for trips based on the number who sign up and pay to attend. If some of our group who had signed up did not show up for the trip, then it could cause everyone who did show up to pay a higher fee. {If you are unable to attend a field trip for which you prepaid for, perhaps you can find another family in the group to buy your tickets.} Field trip sign up sheets will be available at faculty meetings. Along with an envelope for collecting the money for any trip which requires it. If you pay by check, PLEASE mark on your check exactly what you are paying for!! (i.e.. space center 2 children, 1 adult) This will greatly help the book keeping. Thank you.

The supervision policy of the Academy of course expends in to the Field trip area as well. Parents are required t o keep an eye on their own children on any trip. Parents are expected to go along on any field trip their children attend unless they have arranged prior with another parent to watch their children for them.

Students and parents are encouraged to remember that they are not only representing our Academy but homeschoolers in general when on a field trip. Please help your children to be on their best behavior, and see that they are appropriately dressed.

Testing

If the parents so desire, they may have their children tested, and if needed the church will provide a space for the testing to be done. The cost of tests, falls on the parents. It should be noted that testing is not required. Tests are obtained by the parent\faculty through many places, usually Bob Jones University Press. Bob Jones offers the Iowa Test of Basic Skills, as well as the SAT test and other diagnostic tests. Parents may test their own children when using the Iowa test. The SAT must have an authorized tester do the testing. Arrangements must be made by the parents to compensate the tester. (Bob Jones will supply a list of testers for you if you do not have one.)

While at the church for meetings, gatherings or lessons, the administrator, parents and children will follow school rules, and if these activities are taking place in the day time hours we will not disrupt the on campus school with our presence. We will respect the sanctity of the church and treat the building with respect and leave it in as good or better condition when we leave. **STUDENTS/CHILDREN ARE AT NO TIME PERMITTED TO ROAM AROUND THE CHURCH BUILDING UNSUPERVISED.**

Evaluation of the Academy and how it relates to the Elementary School and the Church shall be made on a regular basis, to see that each party agrees to continue the relationship as is set forth here. The Administrator of the Academy will report to the Board of Extended Ministries as requested to report whatever information is needed to the church.

The administration of the off-campus school will strive to minister to the parent\educators by helping when needed to select and implement curriculum and guiding the new parents through the forms and plan books. In general the home school administration will provide support and encouragement to the families we minister to.

Homeschool Legal Defense association and the Rutherford Institute offer legal services for homeschooling families. We do not require that our families be members of either of these groups but rather offer information on joining these groups if the families want the information. We encourage all families in our Academy to consider this issue and decide for themselves what they want to do.

Goals and Objectives

We want to know what you expect out of your homeschooling experience for this year. All new parents enrolling with us are expected on the reverse of their application to list 10 goals and or objectives for each child.

Some way of keeping track of each child's progress is needed when parents homeschool. Because each child grows and learns at a different pace, there really is no reliable measure of how well a child is learning. Keeping this in mind, the goals you set should be only a guide for you as parents to use in order to gauge your children's progress. The objectives should not be set in stone but adjusted as the child progresses through that year.

No one knows your children like you do. Keep in mind their strengths and weaknesses and like and dislikes. Preparing goals and objectives will help you to clarify what it is that you are looking for in the way of curriculum and methods. You may want to consul with your children when you develop your goals for them. They may have some particular unit that they want to study or skill to learn or personal goal that they want to achieve. The administration of East Lake UMC Academy will be happy to work with you in helping you to find resources with which to construct your goals. Several gooks are available for this purpose. Perusing catalogs is one good way to solidify topics and ideas. You may want to give your children catalogues and set them to work figuring out what is appealing.

The goals you write will become a part of the permanent record at East Lake. You need to make a copy to keep at home to update and change.

Example Goals and Objectives

These examples are provided only to give parents and idea of the way goals and objectives should be written. Goals should be tailor made to fit each individual child. Some of the goals are specific and some are more general. You should decide how specific to get.

* Jane will comprehend books written at a 5th grade level by the end of the year.
* Jim will know al of his addition and subtraction facts by December.
* Jane will use the skills of observation, concluding, hypothesizing and formulations answers to explore and develop concepts of Earth science.
* Jim will learn to use a variety of resources to prepare a project on pioneers.
* Jane will learn to write a research paper on a chosen topic and use grammatical skills such as correct punctuation and capitalization and proofreading in the preparation of her report.
* Jim will write letters weekly to his grandparents to practice the basic skills of spelling, reading and writing.

What follows this portion of the manual are the forms you will need to enroll with the academy, and other forms you will need over the years for your record keeping. Use them as originals to COPY. Do not write on these original forms. Thank you!

Curriculum Information Form

East Lake United Methodist Academy

Student name:_____

Grade level:_____ School Year _____-_____

Please describe the curriculum that your child will be using this year.
subject--publisher--grade level-- name of book-- year published

_____

_____

_____

_____

_____

_____

_____

_____

_____

Enrollment Application

East Lake United Methodist Academy

Student Name:_____

Age_____ Sex _____ Date of Birth_____

Grade Level_____Parent's names_____

Home Address_____

City_____State_____Zip_____

Phone_____WK Phone_____

Email ? Please print exactly _____
also please notify me if this changes!

Social Security Number _____-_____-_____

Previous School Attended _____

What public school district do you live in? _____

Member of what church?_____

On the reverse of this form, please state 10 or more goals and objectives that you would like to accomplish over the course of this school year with your child.
On a separate sheet please explain as concisely as possible why you desire this ministry, to enable you to educate your child at home.

Important:

I (we) the parents of the above named student, acknowledge and understand that this is an application, and does not guarantee that enrollment will be accepted by the Faculty Advisory Board. I (we) hereby acknowledge that we have received and read the policy and procedures manual, and agree to follow the guidelines as set forth in the manual by the Board.

I also realize that by choosing this method of education for my child, I am taking the education of my child into my own hands, and East Lake UMC, East Lake UMC Academy, the Administrator or Faculty Advisory Board are in no way responsible for the education that my child receives.

Upon receipt of this application you will be called for a personal interview prior to your acceptance in to the Academy.

Date_____

Signed_____