



APPLICATION REQUIREMENTS

Dear Parent or Guardian:

As you plan to enroll your child/ren at Naples Adventist Christian School, you are required to provide the following information to the school staff to enroll your child in school.

Please read all of the information provided below *before* you start the application process and forms!

Your child's application process will be considered complete only when we have received items stated below as well as the items requested from your child/ren's current school, if applicable.

General Information

1. Annual Student Emergency Contact/Health Contact Card

A completed Emergency Contact/Health Contact Card must be completed and submitted to the school at the time of application and annually thereafter.

2. Liability and Responsibility

If a student lives with someone other than a parent or legal guardian, who is over the age of 21, and the parent or legal guardian is either a Collier/Lee County resident or lives in a surrounding county, the Statement of Acceptable of Liability and Responsibility Form must be completed and returned to the school. This will not be necessary in cases where a student has lived in the residence for a minimum of one year prior to enrollment in the school.

3. Immunization Certificate

- Students must present DOH 680 Form "Florida Certification of Immunization" which is available from the Collier County Department of Health or a local physician, which certifies that the student's required immunizations are current.
- No student may attend school without the certificate.
- Immunizations are grade specific. Please consult the Specific Information section, below, for what your child/ren needs.

- We encourage all parents to have your child/ren seen by a private physician or health care provider in the community to help protect and preserve their health and to provide the required immunizations. Private physicians and clinics charge according to their established fees. However, if you do not have a private physician or a health care provider, the Collier County Health Department provides school age immunizations on a walk-in basis at the following sites:
 - Naples
Government Complex, Building H
3339 E. Tamiami Trail 34112
Phone: 239.252.8595
Monday through Friday: 8am to 3pm
 - Immokalee
419 North First Street 34142
Phone: 239.658.7300
Monday through Friday 8am to 4pm

4. Physical Examination

- Florida Statute requires that all students entering Florida schools for the first time present a Certificate of Physical Examination performed within twelve (12) months prior to enrollment.
 - Students who cannot provide proof of a valid physical examination must be *excluded* until they can provide the necessary information.
- School health examinations may be documented on the State of Florida Department of Health Form 3040 or on any form that contains documentation of all the components of the Form 3040.

5. Proof of Age

Any student entering NACS shall show evidence of the following:

- Date of birth as provided by law. The following are acceptable documents for evidence of date of birth. If the first prescribed evidence is not available, the next evidence obtainable in the order set for below shall be accepted:
 - Original or certified copy of birth certificate;
 - An insurance policy on the child's life that has been in force for at least two (2) years;
 - A passport or certificate of arrival in the United States showing the age of the child;
 - A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
 - If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a Collier/Lee County public health officer or by a Collier/Lee County licensed practicing physician, which certificate states that the Collier health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

6. Prior School Attendance

The complete name, address, zip code, and phone number of the school the student previously attended, along with last report card or withdrawal form must be provided.

7. Student Application Forms

The NACS Student Application Forms must be completed for your child/ren to be considered for enrollment at NACS.

- Student Application
- Consent Form
- Financial Contract
- Teacher Recommendation
- Pastor's Recommendation

8. Social Security Information

Florida Statute 1008.386 "requires schools to request a social security number for each student in grades PreK-Adult who enroll in school. However, a student is not required to provide his or her social security number as a condition of enrollment or graduation." Refusal to provide a social security number will not be documented in the student's file.

- The student's identity may be verified by one of the following documents:
 - Original copy of Social Security Card (if available).
 - Bank statements, insurance records, or other similar documents that periodically require verification and contain the student's social security number.
 - A signed statement, by the parent, either submitted or included as part of another form that attests to the authenticity of the student's social security number.
- In order to be in compliance with the Multicultural Education and Training Advocacy (META) Consent Decree, August 14, 1990, school staff *will not* make copies of alien cards, social security cards, licenses, or passports from students or their parents when registering students. Parents will be asked to complete the social security information on the registration form, but you are not required to do so.

9. Students Entering from Another School Mid-Year

If your child(ren) are entering NACS during the school year, you must provide NACS with a completed Withdrawal Form from the prior school.

NACS will request your student's cumulative folder for the prior school.

10. Family Interview and Student Testing

A school representative will call to set an appointment for your family interview. We look forward to meeting your family and want to give you the opportunity to get better acquainted with us. Student testing will take place at this time. Testing is required for admission of all students to assist with placement in the proper grade and class levels.

11. Admissions Committee

The Admissions Committee will review your Application, Letters of Recommendation and test results. Upon receiving a Letter of Acceptance you will also receive a Welcome Packet containing the NACS Handbook along with additional forms and information.

12. Payment of Fees

The registration fee is due on or before May 1. Payment of the Registration Fee reserves a space for your child, pending acceptance. If your child is not accepted, this fee will be refunded. Tuition payments begin July 1. Consult the Tuition and Fees form for payment amounts. Meet with the Treasurer to review and sign a Financial Contract.

13. Purchase Uniforms

Uniform information is included in the Welcome Packet. Plan to do your shopping early so your child will have the appropriate dress for the first day of classes.

14. Attend Parent Orientation

Held the week before classes begin, Orientation is the time to meet faculty and staff and get vital information for your student's success at NACS.

Specific Information

1. Immunization Requirements for Public/Non-Public Schools K-12

Current immunizations requirements for enrollment are:

- Four or five doses of diphtheria, tetanus, and pertussis vaccine
- Three, four or five doses of polio vaccine
- Two doses of measles, mumps, and rubella vaccine
- Two or three doses of hepatitis B vaccine
- One dose of varicella vaccine (kindergarten effective school year 2001/2002, then each year an additional grade)
- Two doses of varicella vaccine (kindergarten effective school year 2008/2009, then each year an additional grade)

Immunization requirements are subject to change from school year to school year.

2. Enrollment: Kindergarten

Florida Statute 1003.21 requires that a child be five (5) years old on or before September 1, in order to enroll in kindergarten. The Florida Conference of Seventh-day Adventists Department of Education concurs. All students entering kindergarten must provide documentation of birth date (see Proof of Age, above).

3. Enrollment: First Grade

Florida Statute 1003.21 requires satisfactory completion of kindergarten, in order for a child to be eligible to enter first grade and that the child will be six (6) years old on or before September 1. All students entering first grade must provide documentation of birth date (see Proof of Age, above).

Children who have attended kindergarten at another school may be admitted to first grade only upon presentation of a letter from the director/principal indicating that the child has satisfactorily completed a kindergarten skill developmental program.

4. Enrollment: Seventh Grade

In addition to all other compulsory school immunizations, children entering, attending, or transferring to the seventh grade in Florida schools are required to complete the following:

One dose of tetanus-diphtheria-pertussis vaccine (Tdap) effective school year 2009/2010, then each year the next highest grade is included.

Immunization requirements are subject to change from school year to school year.