

# HILLCREST CHRISTIAN SUMMER ACADEMIC PROGRAM

June 29 ~ July 31, 2009



**17531 Rinaldi Street, Granada Hills, CA 91344**  
**(818) 368-7071 FAX: (818) 363-4455**  
**Internet: [hillcrestchristianschool.org](http://hillcrestchristianschool.org)**

NOTICE OF NON-DISCRIMINATION Hillcrest Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## GENERAL INFORMATION

We are pleased to welcome you to our 2009 Summer Academic program. To become involved, use the registration form to sign up for Summer Academic classes. The program allows students to strengthen skills, explore new interests, or undertake a new academic challenge. Applications are welcomed from students entering grades K-12. Students from other schools are welcome to attend HCS summer Academic classes. If you have any questions about the program, please do not hesitate to call (818) 368-7071 and we will be happy to help you.

### ENROLLMENT

Students will be accepted in grades Pre-Kindergarten (must be 5 by December 1) - Twelfth. Placement in classes will be determined by the grade a child has completed in the spring and, in some cases, by the needs that a student has. **When filling out the form to register, please use the grade completed or Pre-Kindergarten if the child has not started school.** Class size will be limited, and students will be taken on a first come basis. If the child is making D's and F's in Math or Language Arts, summer academic remediation is required for elementary school students. The Summer Academic Program is also strongly recommended for students who have below average reading comprehension.

To register for our summer academic program, fill out the Summer Academic Program Registration Form, the Summer Academic Parental Contract, and the Emergency Treatment Form and return them with the NON-REFUNDABLE, appropriate fee.

*The cost of books and instructional materials is included in the above fee.*

**ATTENDANCE:** Since the instruction time is short, attendance is very important to enable each student to receive the maximum benefit of the summer academic program. A student who is absent more than three days may be dropped as there is not time to make up missed work. Three tardies will constitute one absence. **If a student is dropped for any reason, the tuition is non-refundable.**

Elementary students must be on campus ready to line up promptly at 8:25 a.m. Instruction begins at 8:30 a.m.

Secondary students need to be in the classroom and ready to begin the day no later than 8:00 a.m.

**DRESS CODE:** Concerning summer dress code, our overriding concern is to promote an environment conducive to learning. Although **students are not required to wear uniforms during the summer**, all clothing worn should be neat and modest. Because of warm weather, appropriate dress may include shorts and t-shirts for both boys and girls; however, the guidelines for all attire will be determined by decency, modesty, and good taste. Clothing worn in such a way that under clothes can be seen is not allowed. Short shorts, "bike" shorts, tank tops, tube tops, or shirts which expose the mid-section are not permitted. Students may not wear sandals of any type. Students in violation of the dress code will be sent to the office

for appropriate correction. Decisions about the appropriateness of a student's clothing will be at the sole discretion of the Principals and Summer Academic Director.

## **CAMP AND DAY CARE**

Students enrolled in the summer academic program have day care available from 7:00 a.m. until 8:00 a.m. at \$3.50 per hour. There is no day care charge for summer academic students dropped off after 7:45 for grades 6-8 or 8:00 for students in K-5. For students enrolled in summer academics, Camp is available from noon until 3:30 p.m. There is no fee for day care from 3:30 until 4:00 pm.

Camp and daycare are separate from the academic program and require separate applications and fees. All fees for Camp or Daycare are paid to Hillcrest Christian School with separate checks and turned in to the Summer Camp secretary. For further information, please pick up the appropriate brochure in the school office.

## **IMMUNIZATIONS**

New students **must** provide documentation of immunization records including PPD (TB).

# **ELEMENTARY (K-5) SUMMER ACADEMICS**

## **PURPOSE**

The purpose of Hillcrest Christian School's elementary summer academic program is to provide students with REMEDIATION in reading and math skills for grades two through five as well as READINESS skills for kindergarten and first grade.

## **DATE AND TIME**

The program will begin June 29 and conclude on July 31. Each school day begins at 8:25 a.m. when the students line up. Instruction begins at 8:30 a.m. and students will be dismissed at 12:00 noon. There will be no summer program on July 3 in observance of Independence Day.

## **FEE SCHEDULE**

A \$50 non-refundable deposit must accompany registration. Tuition balance is due on June 20. Full payment is \$475.00 (for 2 courses) or 1/2 (\$275.00) upon registration, and the remaining 1/2 (\$200.00) is due by **June 20**. Full payment of \$320 for one course is due upon registration.

NOTE: All summer school fees must be received by June 20. Any fee paid after June 20, whether partial or full, will require an additional \$25 charge. Enrollment in classes after June 20 will depend on space availability. The additional \$25 fee will apply. All outstanding tuition and fees from the school year must be paid in full before a student may be enrolled in the summer academic classes.

# CURRICULUM

## Kindergarten Readiness Skills

Auditory Memory Sequential Skills  
Word Discrimination  
Body Awareness  
Locational and Directional Concepts  
Color Discrimination  
Visual-Motor Coordination  
Visual Perception of Letters  
Letter Names

## First Grade Readiness Skills

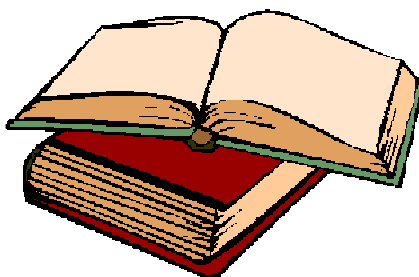
Word Recognition  
Identifying Letters  
Visual Discrimination Comprehension  
and Interpretation  
Number Readiness/Concepts  
Oral Reading  
Handwriting Readiness

## First and Second Grade

Course 1: 8:30 – 10:05 Reading, grammar and writing skills  
Course 2: 10:20-11:55 Mathematics - Basic addition, subtraction, and Problem Solving  
Enrichment class consisting of Art, music, theater and fun science may replace either Course 1 or Course 2. +

## Third and Fourth Grade

Course 1: 8:30 – 10:05 Reading, grammar and writing skills  
Course 2: 10:20-11:55 Mathematics- Addition, Subtraction, Multiplication, Division, and Problem Solving  
Enrichment class consisting of Art, music, theater and fun science may replace either Course 1 or Course 2. +



## Fifth Grade

Course 1: 8:30 – 10:05 Reading, grammar and writing skills  
Course 2: 10:20-11:55 Mathematics - Addition, Subtraction, Multiplication, Division and Problem Solving  
Enrichment class consisting of Art, music, theater and fun science may replace either Course 1 or Course 2. +

+ This enrichment course would entail one week of arts and crafts, one week of music, one week of acting and two weeks of fun science. The order will be determined by teacher availability. Elementary students choosing to take just one course must be picked by 10:15 if taking Course 1 or must not be dropped off before 10:05 if only taking Course 2 as there is no child care provided between 8:30 and 11:55.

## MS/HS (6-12) SUMMER ACADEMICS

### PURPOSE

The purpose of Hillcrest Christian School's MS/HS Summer Academics is for students to make up a grade of "D" or "F" in a semester course or for remedial purposes. Students who fail a course during the regular school year at HCS are required to make up that course at HCS Summer Academic Program

### DATE AND TIME

The program will begin June 29 and conclude on July 31. MS/HS hours are from 8:00 a.m. - 12:00 p.m. If a student is taking one class they will be assigned either from 8:00-9:50 or 10:10-12:00 depending on the class selected. There will be no summer program on July 3 in observance of Independence Day. There is no day care provided for Middle School students after 8:00 am. If students enroll only in an 8:00 am class they must be picked up by 10:15. Students enrolled only in a 10:15 class must not be on campus before 10 am.

## **FEE SCHEDULE**

A \$50 non-refundable deposit must accompany registration. Tuition balance is due on June 20. Full payment is \$475.00 (for 2 courses) or 1/2 (\$275.00) upon registration, and the remaining 1/2 (\$200.00) is due by **June 20**. Full payment of \$320 for one course is due upon registration.

NOTE: All summer school fees must be received by June 20. Any fee paid after June 20, whether partial or full, will require an additional \$25 charge. Enrollment in classes after June 20 will depend on space availability. The additional \$25 fee will apply. All outstanding tuition and fees from the school year must be paid in full before a student may be enrolled in the summer academic classes.

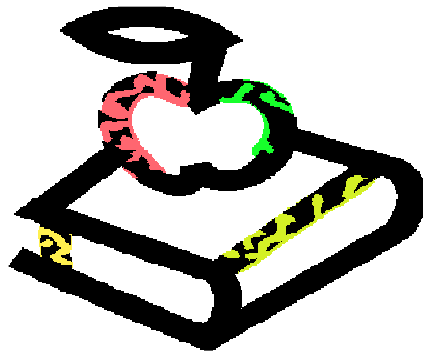
## **COURSES AVAILABLE\***

MS Bible (grades 6, 7, 8)  
MS General Math (grades 6, 7, 8)  
MS Algebra A (grade 8)  
MS World and US History (grades 6, 7, 8)  
MS English (grades 6, 7, 8)  
MS Science (grades 6, 7, 8)

HS Bible (grades 9, 10, 11)  
HS Algebra A & B (grades 9, 10)  
HS Geometry A & B (grades 9, 10, 11)  
HS English (grades 9, 10, 11)  
HS World and US History (grades 9, 11)

Secondary school students who are making up failed courses must receive a passing grade in the course/courses to receive credit. Regular attendance is necessary to complete the work in five weeks.

\*Course will be offered if there is enough interest. We reserve the right to cancel any course and refund your registration and/or tuition payment.



**MEDIATION AND ARBITRATION OF DISPUTES  
(Parent Copy)**

1. HILLCREST CHRISTIAN SCHOOL (the "School") is a Christian institution which believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the perimeters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the School, and the parents, legal guardians, and legal representatives of its students (hereinafter the parties) agree that except as expressly exempted from these provisions, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student's relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration.

2. The parties hereto agree to mediate any dispute or claim as above described arising between them before resorting to arbitration. Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties.

3. The mediation shall be conducted in accordance with the **Rules of Procedure for Christian Conciliation** contained in the booklet **Guidelines for Christian Conciliation** promulgated by the Institute for Christian Conciliation a division of Peacemakers Ministries (or its successor), whose address is P.O. Box 81130, Billings, MT 59102. (406) 256-1583 or www.HisPeace.org. A copy of the Rules of Procedure are available in the school office. The mediation shall be conducted at a location, in the San Fernando Valley, as determined under the Rules. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.

4. If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such proceeding.

5. The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings.

6. The dispute shall be submitted to binding arbitration in accordance with the **Rules of Procedure** promulgated by the Institute for Christian Conciliation, whose address, telephone number, and web address are provided above. In the event the arbitrator or arbitrators selected pursuant to the **Rules of Procedure** above decline to act, either party may submit the dispute to arbitration in accordance with the Rules of Procedure of ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc./ Endispute (JAMS/Endispute). The selection between ADR and JAMS/Endispute rules shall be made by the claimant first filing for arbitration. The parties to an arbitration may agree in writing to use different rules and/or arbitrator(s). The cost of mediation and/or arbitration shall be governed by the Rules of Procedure. The parties shall have the right to discovery in accordance with Code of Civil Procedure Section 1283.05. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon any arbitration award may be entered in any court having jurisdiction thereof.

7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due Hillcrest Christian School for tuition or other charges. Such collections may be enforced directly by legal action. The mediation and arbitration provisions created herein are not intended and do not give parents, guardians, or other legal representatives standing to arbitrate matters arising from the administration and implementation of the School's educational functions. Also exempted from the provisions of this Mediation and Arbitration of Disputes Agreement are any disputes which by law are required to be resolved by a governmental agency or are by law expressly exempted from arbitration.

8. If a dispute or claim involves an alleged injury or damage to which the School's insurance applies, the School's insurer may elect not to submit the dispute or claim to mediation or arbitration as described in this Agreement, in which event unless the parties otherwise agree, this Mediation and Arbitration of Disputes Agreement shall no longer be binding with regard to that part of the dispute or claim to which the School's insurance applies. Except as otherwise provided herein, the parents, legal guardians and legal representatives of their student agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute between them, their children, or students, and the School and do hereby waive, on behalf of themselves, their children and students, the right to file any legal action against the School in a civil court or agency, except to enforce an arbitration award.

**I/we have read the Mediation and Arbitration of Disputes Agreement printed above and agree to be bound thereby.**

Signature of Father (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

**MEDIATION AND ARBITRATION OF DISPUTES  
(School Copy)**

1. HILLCREST CHRISTIAN SCHOOL (the "School") is a Christian institution which believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the perimeters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the School, and the parents, legal guardians, and legal representatives of its students (hereinafter the parties) agree that except as expressly exempted from these provisions, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student's relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration.

2. The parties hereto agree to mediate any dispute or claim as above described arising between them before resorting to arbitration. Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties.

3. The mediation shall be conducted in accordance with the **Rules of Procedure for Christian Conciliation** contained in the booklet **Guidelines for Christian Conciliation** promulgated by the Institute for Christian Conciliation a division of Peacemakers Ministries (or its successor), whose address is P.O. Box 81130, Billings, MT 59102. (406) 256-1583 or www.HisPeace.org. A copy of the Rules of Procedure are available in the school office. The mediation shall be conducted at a location, in the San Fernando Valley, as determined under the Rules. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.

4. If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such proceeding.

5. The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings.

6. The dispute shall be submitted to binding arbitration in accordance with the **Rules of Procedure** promulgated by the Institute for Christian Conciliation, whose address, telephone number, and web address are provided above. In the event the arbitrator or arbitrators selected pursuant to the **Rules of Procedure** above decline to act, either party may submit the dispute to arbitration in accordance with the Rules of Procedure of ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc./ Endispute (JAMS/Endispute). The selection between ADR and JAMS/Endispute rules shall be made by the claimant first filing for arbitration. The parties to an arbitration may agree in writing to use different rules and/or arbitrator(s). The cost of mediation and/or arbitration shall be governed by the Rules of Procedure. The parties shall have the right to discovery in accordance with Code of Civil Procedure Section 1283.05. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon any arbitration award may be entered in any court having jurisdiction thereof.

7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due Hillcrest Christian School for tuition or other charges. Such collections may be enforced directly by legal action. The mediation and arbitration provisions created herein are not intended and do not give parents, guardians, or other legal representatives standing to arbitrate matters arising from the administration and implementation of the School's educational functions. Also exempted from the provisions of this Mediation and Arbitration of Disputes Agreement are any disputes which by law are required to be resolved by a governmental agency or are by law expressly exempted from arbitration.

8. If a dispute or claim involves an alleged injury or damage to which the School's insurance applies, the School's insurer may elect not to submit the dispute or claim to mediation or arbitration as described in this Agreement, in which event unless the parties otherwise agree, this Mediation and Arbitration of Disputes Agreement shall no longer be binding with regard to that part of the dispute or claim to which the School's insurance applies. Except as otherwise provided herein, the parents, legal guardians and legal representatives of their student agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute between them, their children, or students, and the School and do hereby waive, on behalf of themselves, their children and students, the right to file any legal action against the School in a civil court or agency, except to enforce an arbitration award.

**I/we have read the Mediation and Arbitration of Disputes Agreement printed above and agree to be bound thereby.**

Signature of Father (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

**HILLCREST CHRISTIAN  
SCHOOL  
SUMMER ACADEMIC PROGRAM  
PARENTAL CONTRACT 2009**

Student's Name _____	Grade _____
Student's Name _____	Grade _____
Student's Name _____	Grade _____

The following contract between Hillcrest Christian School and \_\_\_\_\_  
(Parent/Guardian's names)

hereby states:

1. I/we have read the following items in the 2009 Summer Academic Program package for my/our child. Each must be completed and returned prior to enrollment.

- \*Summer Academic Program Registration Form
- \*Emergency Treatment Authorization Form
- \* Mediation and Arbitration of Disputes Agreement
- \*Necessary Fees

2. This Summer Academic Parental Contract shall be deemed a supplement to the Parental Contract governing our school policies. In the event my/our child was not enrolled during the regular academic year, this Contract shall be the Parental Contract with Hillcrest Christian School.

3. I/we agree that my/our child(ren) is/are required to follow all of the policies, rules and regulations as they apply to Hillcrest students during the regular academic year. I/we understand that these policies, rules, and regulations, as contained in the Parent/Student Handbook, are strictly enforced and I/we agree to be bound by them. If you did not receive a copy of the complete Parent/Student Handbook it is available upon request from the office or on our school website at [www.hillcrestchristianschool.org](http://www.hillcrestchristianschool.org).

4. I/we further specifically agree to be bound by the Mediation/Arbitration of Disputes Agreement which is part of this contract, and if necessary, by legally binding arbitration in accordance with the Mediation/Arbitration of Disputes Agreement. I/We agree that this agreement shall be the sole remedy for any dispute arising between me/us, my/our child(ren), and the school, or its employees or agents, and do hereby waive, on behalf of myself/ourselves, and my/our child(ren), the right to file any legal action against the school in a civil court or agency, except to enforce an arbitration decision.

I/we are the parent(s) or legal guardian(s) with the custodial rights of the student(s) listed above and have the legal right to sign this Summer School Parental Contract and by my/our signature(s) hereto, agree to the conditions and obligations.

Signature of Father (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

# Hillcrest Christian School Emergency Treatment Authorization

## Authorization for Treatment of a minor (one form for each child)

### We call 911 For All Major Emergencies

I/we, the undersigned, parent(s) or guardian of \_\_\_\_\_,

birthdate \_\_\_\_\_, grade \_\_\_\_\_ (minor), do hereby agree and authorize:

(a) In the event my child suffers sudden illness, accident, or injury, I/we give permission and authorize Hillcrest Christian School its agents and representatives, to provide emergency aid and to provide or authorize such emergency transport and medical treatment that is deemed necessary by a paramedic, emergency medical technician, physician, or dentist (health professional). In the event hospital treatment is deemed advisable by the health professional, and the school is unable to reach the parents or legal guardian or the emergency contact listed below, I/we authorize the hospital, or urgent care facility most accessible at the time of accident or during the illness, to administer such x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital or temporary emergency care deemed advisable. Emergency care may be rendered under the general and special supervision of any physician and surgeon on the medical staff of said hospital or emergency care facility, whether such diagnosis or treatment is rendered at the hospital or emergency medical facility or at the office of the physician; and

(b) It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of HILLCREST CHRISTIAN SCHOOL, its agents and employees, to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned health professional, in the exercise of his/her best judgment, may deem advisable.

(c) It is further understood that a completed original of this Emergency Treatment Authorization signed by each parent or guardian having custodial rights is required to be on file with the school as a condition to enrollment and/or participation in any school activity or event. It is further understood that it is my/our responsibility as the custodial parent or guardian to ensure that the information on this form is current. I/we further understand and agree that unless I/we complete and file a more current Emergency Treatment Authorization, Hillcrest and the medical professionals referred to herein shall be entitled to rely on the information and authorization contained herein.

#### Parent or Legal Guardian: (please print)

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

#### Emergency contacts other than parent or guardian listed above: (please print)

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Daytime Phones: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_

Student's Physician—Health Care Organization: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Medical Insurance Company/HMO: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Child's Medical Record Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

### HEALTH RECORD

Date of last Tetanus Shot \_\_\_\_\_

Any activity restrictions? \_\_\_\_\_ Explain \_\_\_\_\_

Check if your child has had the following and give details below:

\_\_\_\_ Heart Trouble \_\_\_\_ Diabetes \_\_\_\_ Asthma \_\_\_\_ Epilepsy/Seizures \_\_\_\_ Allergies

\_\_\_\_ Other medical conditions \_\_\_\_\_

My child is allergic to the following medications, bee stings, or has other allergic reactions: \_\_\_\_\_

\_\_\_\_\_

My child takes medication on a daily basis \_\_\_\_\_ What kind? \_\_\_\_\_ How much? \_\_\_\_\_

How Often? \_\_\_\_\_

**Hilcrest Christian School is not responsible to distribute any medications during the Summer Academic Program**

Print Name \_\_\_\_\_ Relationship to Minor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Relationship to Minor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: It is your responsibility to keep the information contained in this authorization current. In the event you need to change or update the information, you are required to complete a new original of this Emergency Treatment Authorization which may be obtained from the school office.*

