

# Maranatha Baptist Academy

*A ministry of Maranatha Baptist Church*

453 Blue Springs Lane  
Cleveland, TN 37311  
423.614.8991

Dear Friend,

Thank you for your interest in enrolling your child at Maranatha Baptist Academy! Enclosed you will find the necessary paperwork to begin the registration process. Please note that by submitting this paperwork does not guarantee enrollment. It is, however, very helpful in expediting the process.

For those who are not familiar with MBA, we are here to assist families with their children's education. First and foremost, we sincerely believe the Bible clearly gives the responsibility of teaching children to the home. Our ministry is to be here as a tool to assist the home in its God-given role. I am excited at the prospect of partnering with you.

This philosophy, or mindset, is what sets us apart from the majority of other schools. We do not apologize nor do we sway on this Biblical world view. The characters of the next generation are being formed and molded each day. Your role in rearing your children to be a positive and God honoring servant is not a light responsibility. Our desire is to assist you in this privilege.

As you examine our school, I'd invite you to consider our academic standards, our desire for a disciplined classroom, and our extracurricular opportunities for all students.

Before an enrollment application can be finalized, an interview with the prospective with the prospective student and his or her parents (or guardians) is required.

Most of all, I look forward to discussing with you how we can help you help your student become all God would have him or her to be.

Sincerely,

Brother Robert Nelms, Principal



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maranathabaptistacademy@gmail.com

### ADMISSION CHECKLIST

**REQUIRED FORMS:** The following forms must be read thoroughly, completed, signed, and turned in to the school office prior to or on the first day of school.

STUDENT'S NAME: \_\_\_\_\_

\_\_\_\_\_ Registration Form (signed) (per family)

\_\_\_\_\_ Family Information (per family)

\_\_\_\_\_ Student Information/Academic (per student)

\_\_\_\_\_ Student Information/Health (signed) (per student)

\_\_\_\_\_ Student Questionnaire (signed by student)

\_\_\_\_\_ Admission Policy & Procedures (signed) (per family)

\_\_\_\_\_ Financial Agreement (signed) (per family)

\_\_\_\_\_ Child Release Form (signed) (per family)

\_\_\_\_\_ Request for Student Records (signed) (new students only)

\_\_\_\_\_ Birth Certificate (copy)

\_\_\_\_\_ Immunization Record (Green/Yellow/White card)



Thank you for your prompt attention to this matter. Please call with any questions.

ADMISSION CHECKLIST



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REGISTRATION INFORMATION

Date of Application \_\_\_\_\_ Year Applying For \_\_\_\_\_

Parent's (Primary Guardian) Name: \_\_\_\_\_ / \_\_\_\_\_  
Relationship to student

Mailing address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

**Please list student (s) to be enrolled:**

1.	_____	_____	_____	M / F	_____	_____	_____
	First name	Last name	Middle		DOB	grade	SS#
2.	_____	_____	_____	M / F	_____	_____	_____
	First name	Last name	Middle		DOB	grade	SS#
3.	_____	_____	_____	M / F	_____	_____	_____
	First name	Last name	Middle		DOB	grade	SS#
4.	_____	_____	_____	M / F	_____	_____	_____
	First name	Last name	Middle		DOB	grade	SS#

Name/address of last school attended: \_\_\_\_\_

**Children not registering at MBA:**

1. \_\_\_\_\_ M/F \_\_\_\_\_  
Name age present grade

2. \_\_\_\_\_ M/F \_\_\_\_\_  
Name age present grade

**In making this application, I understand that:**

1. Since the fees do not cover the actual cost of educating my child, we recognize that our participation is needed in prayer, service, and gifts in order to properly share in his/her training.
2. The school reserves the right to dismiss any student who does not respect its standards or cooperates in the educational process.
3. After acceptance, a place will be held for my child when the Student Registration Form and the non-refundable registration fee have been submitted to the school by the date indicated on the acceptance letter.
4. It is hereby understood that the guardians will pay tuition for the amount stated by the school office. No refunds will be made for fees. Students transferring to another school and having attended one day or more of any month will owe the full month's tuition.

# REGISTRATION INFORMATION (cont.)

## Statement of Cooperation

1. I pledge loyalty to the aims of the school and will bring any and all questions and criticisms directly to the administration so that they may be properly considered by those in authority.
2. We will read the Handbook and will cooperate fully in seeing that the rules and regulations laid down there are met.
3. I give Maranatha Baptist Academy permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises.
4. The teacher and administrator are hereby given full discretion in the discipline of our child. This would include the issuing of demerits, suspension, and expulsion from the school program.
5. I agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Maranatha Baptist Academy or any employee or agent thereof, on my child's behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, damages or other costs that Maranatha Baptist Academy or its agent should incur to defend itself against such action, and would immediately withdraw my child from school as soon as such action had begun.
6. I give consent for photo's that may contain my child to be used in conjunction with the Maranatha Baptist Church website.
7. This statement of cooperation will be in effect for as long as my children attend Maranatha Baptist Academy.
8. The school reserves the right to dismiss any student who does not cooperate with the educational process. If a student is dismissed for any reason, the tuition will be prorated on a monthly basis for that period of time that the child is in school.

Father (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Mother (Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Office Use:

Interview: \_\_\_/\_\_\_/\_\_\_

Reference: \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Accept \_\_\_ Deny \_\_\_

Maranatha Baptist Academy admits all qualified applicants regardless of race, gender, color, or national and ethnic origin.



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**FAMILY INFORMATION**

Student(s) name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Father (Guardian)

### Mother (Guardian)

Full name: \_\_\_\_\_

Full name: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

What is relationship of Guardian to the student?

What is relationship of Guardian to the student?

father  mother  step-father  step-mother  grandparent  other \_\_\_\_\_

father  mother  step-father  step-mother  grandparent  other \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

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

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

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

(Please star the number we can reach you at the best during school hours. )

(Please star the number we can reach you at the best during school hours. )

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Church attending: \_\_\_\_\_

Church attending: \_\_\_\_\_

Pastor's name: \_\_\_\_\_

Pastor's name: \_\_\_\_\_

Emergency Contacts: (if parents unavailable)

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

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

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Check if applicable:  Married  Separated  Divorced  Widow/Widower  Remarried

Students live with:  both parents  Mother  Father  Grandparents  Guardian



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## STUDENT INFORMATION (ACADEMIC)

Academic Year \_\_\_\_\_

\_\_\_\_\_ M / F  
First name Last name Middle

\_\_\_\_\_ Social Security #  
Date Of Birth Grade Entering

Name/address of last school attended: \_\_\_\_\_

\_\_\_\_\_ City, State Zip

Have the student been suspended/expelled? If so, list reason below: \_\_\_\_\_

Have the student needed to repeat a grade? If so, list below: \_\_\_\_\_

Does the student have any learning difficulties? \_\_\_\_\_

Does the student require modification to meet academic requirements? \_\_\_\_\_

Has the student ever participated in a special needs program (including gifted or special ed)?

Does your student have a current *504 Plan* or *IEP*? \_\_\_\_yes \_\_\_\_no. If yes, please explain.

Please provide two references for the student who can provide information relevant to students character.

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

Contact # (s): \_\_\_\_\_

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

Contact # (s): \_\_\_\_\_



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## STUDENT INFORMATION (HEALTH)

Academic Year \_\_\_\_\_

First name	Last name	Middle	Date of Birth
_____	_____	_____	_____

Were there / are there any significant developmental milestones, either physical, mental or social, that currently effect your student's daily life? \_\_\_Yes \_\_\_No

If yes, please explain \_\_\_\_\_

Is your student currently taking any medication? \_\_\_\_\_

Medication name: \_\_\_\_\_

Is medication required in school? \_\_\_\_\_

Please list any and all food or drug allergies. \_\_\_\_\_

We give permission for MBA to give the following medicines during school hours or extracurricular events:

Tylenol \_\_\_Yes \_\_\_No \_\_\_ Please call first.

Advil \_\_\_Yes \_\_\_No \_\_\_ Please call first.

Tums \_\_\_Yes \_\_\_No \_\_\_ Please call first.

Pepto Bismal \_\_\_Yes \_\_\_No \_\_\_ Please call first.

Sudafed \_\_\_Yes \_\_\_No \_\_\_ Please call first.

Benadryl \_\_\_Yes \_\_\_No \_\_\_ Please call first.

Contact # (s): \_\_\_\_\_ OR \_\_\_\_\_

Signed: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Please submit a current immunization record \***



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## Annual Student Questionnaire

Dear Prospective MBA Student,

We are pleased to consider your enrollment in our school. Our desire is to make available to you the very best spiritual and academic opportunity possible. Therefore, we must carefully evaluate each student annually as to his or her attitude toward the Lord, the school and its regulations. It is necessary for the testimony and effective ministry of the school that all students maintain a positive Christian attitude. The Biblical teaching and basic Christian training of the school places upon the student the responsibility to be respectful and obedient at all times. Your cooperation in answering the following questions will help us maintain these standards that are acceptable and honoring to the Lord. Thank you for your cooperation and may the Lord bless you and enable you to love and obey Him to the fullest.

Brother Robert Nelms, Principal

- 
1. Do you consider yourself a Christian? \_\_\_\_\_
  2. How does one become a Christian? \_\_\_\_\_  
\_\_\_\_\_
  3. Do you regularly attend church services? \_\_\_\_\_
  4. Do you maintain daily devotions and time to pray? \_\_\_\_\_
  5. What personal practices do you believe to be not acceptable for a Christian? \_\_\_\_\_  
\_\_\_\_\_
  6. Will you cooperate and do your best in the school's academic program? \_\_\_\_\_
  7. Have you read the student handbook in its entirety? \_\_\_\_\_
  8. Will you cooperate in maintaining the standards of conduct as stated in the handbook? \_\_\_\_\_
  9. Will you cooperate with the dress code as stated in the handbook, realizing that certain aspects of it are simply school preference while other areas are based on Biblical principles of modesty?  
\_\_\_\_\_
  10. What is your present goal for your life? \_\_\_\_\_  
\_\_\_\_\_
  11. Do you want to attend MBA? \_\_\_\_\_ Why? \_\_\_\_\_  
\_\_\_\_\_

With the Lord's help (Phil 4:13, I Thess 5:24), I will do my best to be a cooperative and respectful student to the glory of God.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Entering

STUDENT QUESTIONNAIRE





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FINANCIAL AGREEMENT

Student's Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Registration Fee	Academic Fee	Tuition	Monthly Payment	Multiple Child Discount	Multiple Child Monthly Payment
\$125	\$250	\$3250	\$325 (10 months) \$271 (12 months)	20% for 2nd & 3rd child 50% for 4th child	Add \$260 a month for 2nd & 3rd child each  Add \$163 a month for 4th child

The registration fee is due upon submission of application. This fee is a non-refundable fee which covers registration costs, mailings and testing fees. The academic fee is a non-refundable fee that is due no later than September 10th. This fee covers textbooks, workbooks, and academic resources.

## Payment Options

I wish to pay my yearly tuition charge of \$\_\_\_\_\_ for the 2012-2013 school year by one of the following:

- \_\_\_\_\_ 1. Paid in Full.
- \_\_\_\_\_ 2. 12 Monthly Payments (August - July)
- \_\_\_\_\_ 3. 10 Monthly Payments (August - May)

Payments may be made by cash or check. **I understand that these payments are due and payable on the first of each month and that a service charge of \$25.00 will be added after the 10<sup>th</sup> of each month. Also, I understand that my child will not be allowed to attend MBA after the 10<sup>th</sup> of each month if the overall school account is not current.**

All tuition payments can be made to the school office located in the church building.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Approved By



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## CHILD RELEASE FORM

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby authorize that the following list of people have my permission to pick up my child(ren).

Name	Phone #	Relationship

If there is any questions concerning my child's pick up, please call \_\_\_\_\_ at the following # \_\_\_\_\_.

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

\_\_\_\_\_  
Date

CHILD RELEASE FORM



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## REQUEST FOR TRANSFER OF STUDENT RECORDS

Date of Request: \_\_\_\_\_

Records Requested From: \_\_\_\_\_  
School Name

\_\_\_\_\_  
Address City State Zip

Dear Administrator:

The following student(s) is seeking enrollment in Maranatha Baptist Academy. Please release all grades, achievement test scores, attendance records, health records, and other pertinent information to Maranatha Baptist Academy.

Thank you for your prompt attention to this matter.

Student's Name	Age	Birthdate	Grade

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

\_\_\_\_\_  
Requesting Principal Signature

Please send all records to:

Maranatha Baptist Academy, 453 Blue Springs Lane Cleveland, TN 37311

OFFICE USE: Date 1st request: _____ Sent by: _____ Date 2nd request: _____
---

# Maranatha Baptist Academy 2012-2013

## August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-24- Teacher In-service  
 27- Parent/Student Orientation 5-7 pm  
 29- First Day of School

## January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 24-Jan 7-**No School**  
 7- Teacher In-service  
 8-School Resumes  
 21-**No School/**  
 Teacher In-service

## September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3- **No School/** Labor Day  
 25- School Pictures

## February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18- **No School/** Presidents Day

## October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12- **No School/** Staff development day  
 25- End of 1st quarter/  
*Early dismissal*  
 26-29- **No School/** Fall Break  
 30- Report Cards Issued

## March 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8-End of 3rd quarter/  
*Early dismissal*  
 25-29-**No School/**Spring Break

## November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20-Thanksgiving Lunch & Program  
 21-23-**No School/**  
 Thanksgiving Break

## April 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-**No School/** Easter Break  
 15-19- Standardized Testing

## December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

18- Christmas Program 7 pm  
 21- End of 2nd quarter/  
 1st semester/ *Early Dismissal*  
 24-Jan 7- **No School/**  
 Christmas Break

## May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20- Kindergarten  
 Graduation 7 pm  
 23-End of 4th quarter/  
 2nd semester/ *Early Dismissal*  
 24- Teacher In-service



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## ADMISSIONS POLICY AND PROCEDURES

### NOTICE OF NON-DISCRIMINATORY ADMISSIONS POLICY

Maranatha Baptist Academy admits students of any color, race, or ethnic origin to all rights and privileges, programs and activities made available to students at the school. MBA does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic programs or any other school-administered programs.

### MISSION STATEMENT

*Our mission is to partner with families to provide an environment of academic excellence with a Biblical worldview conducive to developing educated young people of character prepared to represent our Lord Jesus Christ in all walks of life.*

All applicants are considered on the basis of standardized tests, recommendations, previous report cards or transcripts, the results of any admission testing for grades K-8<sup>th</sup>, and the families' commitment to a Christian lifestyle. A student's previous educational records and behavioral patterns are all considered in the acceptance process. Any falsified admission information will result in immediate dismissal without a refund.

In addition the following requirements must be met:

1. Students will not be accepted unless applications and testing information are complete.
2. Parents must understand that MBA will seek to lead their child to a personal relationship with and commitment to Jesus Christ.
3. New applicants are considered on the following criteria:
  - \* A record of good behavior and attendance reported to us through the academic referrals and report cards.
  - \* Kindergarten students **MUST** be 5 years old by September 1st of the school year.
  - \* Interviews that establish like-mindedness between the home and the school in the areas of discipline and openness to the presentation of MBA's doctrines and beliefs.

# ADMISSION POLICY & PROCEDURES (continued)

The Admissions Committees takes into consideration the following priorities when reviewing applicants for placement:

1. Siblings of current students
2. Children of MBC members
3. Children of Faculty/Staff member
4. Multiple siblings applying
5. Completed application includes:
  - A. The signed and completed application folder
  - B. The signed Financial Agreement (for the upcoming school year)
  - C. Copies of the previous year's report card for grades 1-12, Transcripts for 9-12th grade applicants,
  - D. Standardized testing results
  - E. An updated Tennessee School Immunization Certificate (not a copy). All immunizations must be up to date.
  - F. Copies of the student's social security card and official birth certificate
  - G. The application fee
6. The new application fee and the re-enrollment fee are not a part of the student's tuition and will not be refunded for any reason unless the child is denied admission to MBA.
7. All students attending MBA must take courses required toward graduation. Seniors must complete MBA's graduation requirements in addition to state requirements in order to graduate from MBA.
8. All parents and students must agree to the purpose and goals of MBA and abide by all policies in order to be admitted and remain at Maranatha Baptist Academy.
9. Students with learning disabilities will not be excluded from our program as long as they meet entrance requirements and we feel we can meet their needs. This decision shall be made by the administration. The administration reserves the right to deny the acceptance of a student if, after evaluating the application, it is determined that MBA cannot meet the needs of the student according to MBA's curricular offerings and faculty expertise.
10. Parents must accept the responsibility for the appearance and dress of their children. Students will follow MBA's dress code with no exceptions. Parents are ultimately responsible for the dress and conduct of their children and this responsibility must be accepted in order for the student to be admitted to and remain at Maranatha Baptist Academy. This responsibility is accepted by signing the Handbook agreement form.
11. All prospective MBA parents, as well as student applicants, will be interviewed.

12. Once classes have begun, the admissions office will continue to accept applications and screen prospective K-8th grade students. For 9th-12th grades, admission will be allowed for one week after classes have begun in August and also at the beginning of the second semester. After this time period, any 9<sup>th</sup> - 12<sup>th</sup> grade students seeking enrollment will be determined on a case by case basis.
13. In order to graduate from MBA, a student must be enrolled for at least one full year; therefore, we only accept applications for incoming seniors before the senior year begins. The only exceptions considered would be for families relocating to the Cleveland area.

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\*Because all applications are thoroughly reviewed by an Admissions Committee in order to determine acceptance or denial, all committee decisions are final and will not be subject to appeal.\*

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\*Terms of this agreement apply to voluntary withdrawals and dismissals from Maranatha Baptist Academy. Please see the financial agreement for withdrawal fee dates and amounts. \*

We have read and understand the admissions policy.

\_\_\_\_\_ Date

Father (Guardian) Signature

\_\_\_\_\_ Date

Mother (Guardian) Signature