



**BUFFALO CHRISTIAN ACADEMY APPLICATION FORM**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade applying for: \_\_\_\_\_ United States Citizen? \_\_\_\_\_ If not, immigration status: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Physical and mailing address: \_\_\_\_\_

Dad's cell: \_\_\_\_\_, Mom's cell: \_\_\_\_\_, Dad's work: \_\_\_\_\_ Mom's work: \_\_\_\_\_

Do you have texting capabilities on your cell? \_\_\_\_\_ Place an \* on best number to call.

Email(s): \_\_\_\_\_

**Parents are notified through SLACK and Facebook (Buffalo Christian Academy) of snow days and/or other important alerts.**

Notice of Medication Administration during school hours: **No faculty member of Buffalo Christian Academy will administer medication to a student.** This includes all medication, over-the-counter medication, naturopathic medicine and cough drops. Students will be excused from class if a parent needs to come administer medication during the school day.

Newly acquired allergies or medical conditions of returning students: \_\_\_\_\_

I/We release and hold harmless Buffalo Christian Academy, its paid and volunteer staff, drivers, or students connected with this school, from any and all liability for any accident, harm, or negative impact that may occur to my child as a result of attendance at this school.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### MEDICAL RELEASE FORM

As the parent/legal guardian of \_\_\_\_\_, I request that in my absence the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above-named minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named minor.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of last Tetanus Booster

\_\_\_\_\_  
Known Allergies - including but not limited to medicine, food, etc. (Continue on back of form if needed)

\_\_\_\_\_  
Medical issues which should be noted. (Continue on back of form if needed)

\_\_\_\_\_  
Name of Parent(s) / Legal Guardian(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip

\_\_\_\_\_  
Telephone:

Home

\_\_\_\_\_  
Work

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Person responsible for charges (If different from above)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip

\_\_\_\_\_  
Telephone:

Home

\_\_\_\_\_  
Work

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Person to notify if parent/guardian is unavailable

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Family Physician

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Insurance Carrier and Policy Number

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



### IMMUNIZATION RECORDS POLICY

Buffalo Christian Academy requires the immunization records of all students according to Wyoming State Law as of 2019. See below.

I have read, understood, and agree to comply with Buffalo Christian Academy's immunization records policy. I understand that if I fail to provide BCA with my child's immunization records **or** a copy of a signed waiver for mandatory immunizations within 30 days of registration, their enrollment will be revoked. (Two parent households, both parents/guardians sign) Waivers can be obtained through parents' provider.

---

**Parent/Guardian Signature**

---

**Date**

---

**Parent/Guardian Signature**

---

**Date**

### Wyoming Legislative Service Office Chapter 4-Pupils Article 1-Compulsory Attendance

#### **21-4-309. Mandatory immunizations for children attending schools; exceptions.**

- (a) Any person attending, full or part time, any public or private school, kindergarten through twelfth grade, shall within thirty (30) days after the date of school entry, provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private licensed physician or his representative or by any public health authority, that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine preventable disease as designated by the state health authority. No school administrator shall permit a student to attend school for more than thirty (30) calendar days without documentary proof of immunization. If immunization requires a series of immunizations over a period of more than thirty (30) calendar days, the child shall be permitted to attend school while receiving continuing immunization if the school administrator receives written notification by a private licensed physician or his representative or by a public health official, specifying a written schedule for necessary immunization completion within the medically accepted time period. Waivers shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine. In the presence of an outbreak of vaccine preventable disease as determined by the state or county health authority, school children for whom a waiver has been issued and who are not immunized against the occurring vaccine preventable disease shall be excluded from school attendance for a period of time determined by the state or county health authority, but not suspended from school as provided in W.S. 21-4-305. Children excluded from school attendance under this section shall not be counted in the aggregate number of pupils absent as defined in W.S. 21-13-101(a)(i).
- (b) The school administrator shall be responsible for an audit of the immunization status of any child enrolled in the school in accordance with rules and regulations prescribed by the department of health.

## NEW STUDENTS

- (c) The written documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school record.
- (d) For purposes of this section:
  - (i) "State health officer" means the person appointed by the director of the department of health pursuant to W.S. 9-2-103;
  - (ii) "County health officer" means the licensed medical officer designated by the county commissioners to serve as health officer for his county;
  - (iii) "Immunized" or "immunization" means initial immunization and any boosters or re-immunizations required to maintain immunization pursuant to the immunization standards and recommendations issued by the state health officer.



### FINANCIAL RESPONSIBILITIES AGREEMENT

This Financial Responsibilities Agreement (“Agreement”) is entered into between Buffalo Christian Academy (“BCA”) and the parent(s) and/or guardian(s) of the following students:

Student’s Name	Grade

By entering into this agreement, I acknowledge that I am financially responsible to BCA for the tuition and fees associated with my student(s) attending BCA and that I agree to pay said tuition and fees, as set forth below, in advance or on a monthly basis on the first of the month, September through May. Further, I understand that payment of tuition is a condition of continuing enrollment and that if I am sixty (60) days in arrears my student(s) will be unenrolled at BCA. If the prior year’s tuition is not paid in full, your student(s) will not be enrolled for the following year.

Additionally, I recognize that this does not represent the entire cost of providing an education to my student(s), and that I am also required to provide service/volunteer hours as described below, as there are others who are providing a gift to my student(s) in the form of financial donation and/or sacrifices of their time and energy. I understand that attending BCA is a privilege and not a right or obligation and that failing to pay my financial obligation compromises BCA’s ability to educate not only my student(s), but the students of the entire BCA family.

**TUITION:** Tuition may be prorated for the months of August and May. September through April tuition will be as follows:

<b>One child:</b>	\$ 400.00
<b>Second child:</b>	\$ 250.00
<b>Three or more children:</b>	\$ 175.00
<b>Half day kindergarten:</b>	\$ 250.00/ \$91.28

**Book/Activity fees:** \$400.00/per student annually prior to admission of student(s)

**Delivery of payment:** Payment may be made through Givebutter (See office or website for details) or to be mailed to PO Box 978, Buffalo, Wyoming or placed in the drop box at the school.

**Service/ Withdrawal:** If a family enrolls their student(s) in BCA and subsequently withdraws their student(s), the family must notify the Principal in writing no later than August 15<sup>th</sup>, prior to the upcoming school year. If written notification is made after August 15<sup>th</sup>, but prior to classes starting, a fee of two months of tuition per student will apply and the family will

## NEW STUDENTS

be released of any additional financial obligation.

Once a student begins attending classes at BCA, the signor of the enrollment contract assumes the obligation to pay the remaining balance of tuition for the entirety of the school year. This obligation remains in effect in the event of withdrawal of the student prior to the end of the school year, whether the withdrawal be voluntary or for disciplinary, financial, and/or other reasons. The obligation to pay can only be waived by the Board of Directors.

Tuition payments are non-refundable.

By entering into this Agreement, and in exchange for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parent(s) and/or guardian(s) of the student(s) named above agree to the following terms and conditions:

1. August tuition for the student(s) named above is \$ \_\_\_\_\_, May tuition for the student(s) above is \$ \_\_\_\_\_ and the total monthly tuition for September through April for the student(s) named above is \$ \_\_\_\_\_. May's tuition is due on the FIRST day of school with the remaining tuition amount due on the FIRST day of each month. A late charge of TEN PERCENT (10%) will be assessed to all amounts which are over THIRTY (30) days late.
2. Each student will be assessed a book/activity fee of FOUR HUNDRED DOLLARS (\$400.00). Such fee must be paid before the student is allowed to attend BCA.
3. All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, BCA will no longer accept personal checks and parents(s) and/or guardian(s) will be required to pay in cash or with certified funds.
4. Transcripts and/or other school records will be held for students until all unpaid tuition and fees are received.
5. If tuition and/or fees are sixty (60) days or more overdue, BCA may, at its sole discretion, withdraw the student(s) named above from BCA classes.

**Volunteer Hours:** Parental volunteering is vital. Volunteers are essential to not only foster parent partnership, but to assist the school in saving funds, thus keeping tuition costs as affordable as possible. We encourage parent involvement. Parents are responsible for participating in at least 1 fundraiser per year to help with education costs of the students at BCA.

---

Parent/Guardian Signature

---

Date

---

Parent/Guardian Signature

---

Date



**ALTERNATE DISMISSAL FORM STUDENT RELEASE TO OTHER THAN A PARENT**

Students are not released to the custody of anyone other than a parent, a court-appointed guardian or their designee and designation must be in writing.

Students of estranged parents shall be released only at the request of the parent who has primary custody of the student, pursuant to court order, and who is designated as parent or guardian of the student on school records.

If a student is allowed, by the family, to be released to someone other than a parent, it is the parent's responsibility to provide a copy of that person's driver's license to the Buffalo Christian Academy's Principal.

**Name(s) of Children:** \_\_\_\_\_

**Name of Person Picking up Child(ren)**

**Copy of Valid ID to Office?**

---

---

---

---

---

---

I authorize my child(ren) to be picked up from Buffalo Christian Academy by the persons listed above. I understand that I must submit a copy of the person's valid ID so that the BCA Faculty can identify the person upon pick-up.

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

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



### SCHOOL RECORDS RELEASE FORM

Please send the student records of my child, \_\_\_\_\_ to Buffalo Christian Academy, via the US Postal Service to Buffalo Christian Academy, PO Box 978, Buffalo, WY 82834. Contact number is 307 -620-9515.

I hereby authorize:

\_\_\_\_\_  
Current School

\_\_\_\_\_  
Current School's Address

\_\_\_\_\_  
Current School's City, State, Zip Code

- 1) To release to Buffalo Christian Academy all student records on file regarding the following:
  - a) All report cards;
  - b) All standardized test results;
  - c) All testing done to determine learning disabilities or individual education plans (IEP's) developed for the student;
  - d) All records that indicate any classroom modifications that will benefit the student; and
  - e) All records of behavioral issues, concerns, or discipline.
- 2) To discuss freely, with a Buffalo Christian Academy representative, my child's academic and behavioral performance.

The above information and records are necessary in determining eligibility for admission to Buffalo Christian Academy. We thank you for your time and effort in this matter.

Respectfully submitted,

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone Number





## DISCIPLINE POLICY

**Philosophy:** Christian education uniquely recognizes that education is the process of training student affections. Buffalo Christian Academy wants students to love the Academy's rules and standards thus leading them to love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. As Christ loved and trained his disciples, so Buffalo Christian Academy seeks to train students to love standards and be disciplined in love. This involves a close, loving community and high standards.

**Discipline:** Is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with his people, students are trained to respond with good character. Most minor infractions can be resolved in class through correction and training.

**Discipline Violations:** Violations will be categorized into three levels as set forth below. The Principal will make a determination if there is a question as to what category a particular violation falls into.

- **Level One:** Level One violation will cover the majority of misconduct experienced during the school day. It is the heart of the school to first provide correction with instruction out of love. Other forms of discipline will be used only after providing a student instruction and opportunity to correct his or her behavior.
  - ❖ An example of violations which would require an afterschool stay, include but are not limited to minor disobedience or failure to follow instruction; failure to follow school policies on attendance and dress code; and deliberate choices to not engage in or complete assignments and homework.
  - ❖ When a violation occurs, the Principal or designee will determine if the infraction warrants a warning and corrective instruction, or an afterschool stay. If the afterschool stay is elected as the appropriate discipline, then the student will be required to stay after school for up to one hour, 3:30pm – 4:30pm. The Principal will determine what length of stay and actions required of the student to address the student's understanding as to why the behavior was inappropriate, and to determine what corrective action needs to be taken to avoid that behavior in the future. The student will be required to complete assigned tasks set by the Principal.
  - ❖ If violations continue to occur, the Principal is permitted to take further action as is deemed necessary, including requiring multiple afterschool stays and/or handling the violation as a Level Two discipline violation.
- **Level Two:** There are certain behaviors that will automatically necessitate discipline from the Principal. The student will be required to meet with the Principal. These behaviors often escalate quickly and need to be addressed firmly and swiftly. The Principal will determine the necessary level of discipline for such conduct, including the length of time and number of days the student will be required to attend the after-school stay. Those behaviors include but are not limited to the following: (1) disrespect shown to faculty, staff, or student; (2) dishonesty, including lying, cheating, or stealing; (3) rebellion demonstrated by outright disobedience in response to instructions; (4) fighting demonstrated by striking in anger intending to harm another; (5) obscene, vulgar, profane language or gestures; (6) use of school property for criminal or obscene purposes; (7) continued Level One behavior violations; and (8) harassment or bullying.
  - ❖ The first **two** times a student is sent to the Principal for discipline, the student's parents will be contacted and given the details of the visit. The Principal will make a note of each occasion and enter that record in the student's file. The parents' assistance and support in averting further problems will be sought.

NEW STUDENTS

- ❖ Should the student warrant a **third** office visit, a two-day suspension will be imposed on the student. A meeting with the student’s parents, teacher, Principal, and/or a Board member will be required for student’s re-admittance.
- ❖ If a **fourth** office visit is required, the student may be expelled from the school, or the student may continue attending, if the Principal AND the Board unanimously agree.
- **Level Three: (Serious Misconduct):** If a student engages in serious misconduct, and the Principal deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include but are not limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of criminal law, or drug use or possession. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off Academy property. If the Principal and/or Board desire to seek the expulsion of a student, there will be a meeting with a designated Board member, Principal, parents and student, prior to the determination of a final decision by the Board.
- **Harassment and Bullying:** The definition of harassment and bullying is any repeated, one-sided, systematic pattern of communication, including Words, gestures, or physical acts by any individual or group towards another student at any BCA function that places a student or Academy employee in actual and reasonable fear of harm to his person, property, or reputation. This will also include intentional, targeted, and repeated exclusion. The teacher and appropriate administrator shall mutually agree what constitutes bullying in any given situation.
  - ❖ **Reporting Harassing and Bullying Behavior:** Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or the Principal. Any Academy employee who has witnessed a student subjected to any act of harassment or bullying behavior should report the incident to the Principal.
  - ❖ **Investigation of Harassment and Bullying Reports:** The Principal shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students and provide notification to the Board.
  - ❖ **Disciplinary Action:** The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying. It is important to eliminate the hostile environment, if one has been created, to prevent harassment from occurring again. Violations of this policy will be considered misconduct. The teacher will notify both parents immediately if any occurrence of bullying occurs.

I have read, understood, and agree to comply with Buffalo Christian Academy's discipline policy. I understand that if my child(ren) does not adhere to this policy, their enrollment will be revoked. (Two parent households, both parents/guardians sign)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## NEW STUDENTS



### STUDENT UNIFORM POLICY

Buffalo Christian Academy has an implemented student uniform policy. This policy is designed to help students in understanding the difference between playtime and school time, and to minimize peer pressure and bullying because of attire. Uniforms are to be clean and tidy and should fit properly. (Not being loose or sloppy in appearance, nor being tight or worn in a provocative manner)

This policy will be enforced by having students borrow uniforms on a day only basis if they come to school either out of uniform or if their uniform does not adhere to the policy.

**The Buffalo Christian Academy uniform is as follows:**

• **BOYS:**

- White Oxford Button Down Shirt
- Navy Blue or White Collared Polo
- Khaki Pants
- Navy Blue Sweater Vest with Logo (See French Toast link on website.)
- Sweatshirt with BCA Logo (See merch store on BCA website.)
- Zipper Hoodie with BCA Logo (See merch store on BCA website.)
- Black Dress Shoes for Full Dress Occasions
- Grey, Black or Navy Tennis Shoes for Everyday
- Solid Dark/White Socks

• **GIRLS:**

- Peter Pan Collared Shirt
- Navy Blue or White Collared Polo Shirt
- Khaki Pants
- Khaki or Plaid Skirt (See French Toast link on website.)
- Navy Blue Sweater Vest with Logo (See French Toast link on website.)
- Sweatshirt with BCA Logo (See merch store on BCA website.)
- Zipper Hoodie with BCA Logo (See merch store on BCA website.)
- Black Dress Shoes for Full Dress Occasions
- Grey, Black or Navy Tennis Shoes for Everyday
- Solid Dark/White Socks/Tights
- Small Jewelry

**Gym/Event Clothing:**

- Proper clothing for physical education courses, sporting or athletic events will be designated based on the event and will be set by the teacher or staff organizing the event. However, clothing should be appropriate, not being provocative or tight fitting nor sloppy and unkempt.

(Continued on next page)

## NEW STUDENTS

I have read, understand, and agree to comply with Buffalo Christian Academy's uniform policy. I understand that if my child does not adhere to this policy, their enrollment may be revoked. Further, I understand that students have until September 30th to be compliant with the uniform policy.

---

Parent/Guardian Signature

Date

---

Parent/Guardian Signature

Date

**NEW STUDENTS**



**PHOTO RELEASE PERMISSION SLIP**

As the parent(s) or guardian(s) of: Name of child(ren)

---

---

---

I understand that there may be photographs/videos taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources) that may include my child(ren).

- ☐ Yes, I give consent for Buffalo Christian Academy to photograph/videotape my child(ren) for school purposes and/or at school events. I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.
- ☐ No, I do not authorize Buffalo Christian Academy to photograph/videotape my child(ren) for any event.

---

Parent/Guardian Signature

---

Date

---

Parent/Guardian Signature

---

Date

## NEW STUDENTS



### ASSUMPTION OF RISK AND WAIVER OF LIABILITY RELATED TO INFECTIOUS DISEASES FOR STUDENTS

There are many contagious illnesses that children and adults may be exposed to, such as the common cold, strep throat, pink eye, influenza, and now COVID-19. Moreover, there is known exposure to such illnesses in public places such as schools, grocery stores, and many other public locations.

By attending Buffalo Christian Academy (hereinafter “BCA”) and signing below, you acknowledge that contagious illnesses, including COVID-19, can be contracted through contact with others and voluntarily assume the risk that your student(s), you and/or your family may be exposed to or infected with a contagious illness including COVID-19. You also acknowledge that the risk of becoming exposed to or infected with a contagious illness, including COVID-19, may result from the actions, omissions, or negligence of yourself and/or others, including but not limited to BCA students, teachers, employees, contractors, volunteers, members, or participants and their families.

By signing below, you agree to assume all the foregoing risks, waive liability against BCA and any other listed parties, and accept sole responsibility for any illness, injury, disability, or death to your student(s), you and/or your family, including all claims that may arise resulting from any exposure during the course of school. Furthermore, you acknowledge that the risk of contracting a contagious illness, including COVID-19, would extend to extracurricular activities conducted by BCA, including offsite field trips, physical education, sporting events or other educational events.

\_\_\_\_\_  
Student's Name and Date of Birth

\_\_\_\_\_  
Student's Name and Date of Birth

\_\_\_\_\_  
Student's Name and Date of Birth

\_\_\_\_\_  
Student's Name and Date of Birth

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date