



**FACE School**  
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# FACE Initial Enrollment Forms – 2020/2021

Thank you for enrolling in FACE!

**Please keep these first 4 pages for your reference.**  
**Requirements & Policies**

## ***Enrollment Forms and Payment:***

The forms can be filled out via the website OR on your computer, saved and emailed to [info@faceschool.org](mailto:info@faceschool.org). When emailing, remember to include a credit card number, make a payment by Paypal, or mail a check to the school administrative address. The forms can also be filled out by hand and mailed with payment to the administrative address.

**NOTE:** *that the Family Enrollment Fee is a family cost for all students being enrolled in FACE who are part of your immediate family. Each high school students has additional fees in addition to the family fee. All fees, including, but not limited to classes and one-time fees, are non-refundable.*

## ***Records Only Enrollment Option:***

*\$50 for the school year, covers the whole family. (PreK - 11th grade only. We do NOT do records only for 12th grade.)*

• Record-keeping of attendance, grades and achievement test scores/evaluations. (Not eligible to receive a graduation diploma, transcript, and/or attend classes.)

## ***Advantages of Full-Access Enrollment Option:***

*\$75 base for the family, plus \$50 each for each 9th-11th grade high school student, and \$190 for each 12th grade student.*

- Enrollment in a private school.
- Choose your own curriculum.
- Full-Access discount, (15%), on all optional classes, for students listed as enrolled with FACE.
- Record-keeping of grades, attendance, and achievement test scores/evaluations.
- Home School Legal Defense Association membership discount.
- Educational Evaluation available - *at cost*.
- Membership in FACE chapter of National Honor Society, for high school students, if qualified.
- Lettering program.
- School yearbook – *at cost*.
- Priority Access to all FACE activities.
- Warren Tech partner program for 11<sup>th</sup> & 12<sup>th</sup> grade students.
- Work permits.
- High school transcript consultation - No charge.
- High school transcript - No charge.
- Official record of grades for "Good Student" car insurance discount - No charge
- Student & Teacher photo ID's available in the fall semester.

## ***Additional fees for those NOT enrolled as Full-Access:***

- High school transcript consultation - \$50
- Official Transcript of Coursework - \$50
- Field Trips and other activities at cost, when space is available

## ***Additional costs for everyone:***

- Proctored PSAT (October) - \$25
- Educational Evaluation - \$45 for first child in family, \$35 for second child in family, \$25 for each additional child, if scheduled at the same time.



## Requirements:

### Attendance & Grades (For Records Only AND Full-Access Enrollment):

- *Report Cards are **required** for ALL enrolled students, and must be submitted at the semester due dates.*
- *Attendance hours/time **MUST** be submitted on the required report cards.*
- Once enrolled, and the website Members-Parent Access is available, the Report Card file can be found by going to the school website at [www.faceschool.org](http://www.faceschool.org), **click** on the Members-Parent Access icon and then select the age appropriate report cards for your student.  
When using the online submission, be sure to click **submit** when finished. Refreshing the web browser may be necessary to submit additional forms.  
When using the PDF format: save the file to your computer, then complete the forms and save your information. Then email them to: [attendance@faceschool.org](mailto:attendance@faceschool.org)
- If report cards and attendance submissions are not received within 10 business days of the due date the family is automatically withdrawn from FACE and will be charged a re-enrollment fee of \$25. If attendance submissions are not received within 30 days of due date, the family will be required to reapply, and will be charged full tuition fee. *NO 15% discount on classes will be given while report card & attendance is delinquent.*
- Kindergarten students should acquire 172 days per year at an average of 2 hours per day.
- Students in 1<sup>st</sup> – 8<sup>th</sup> grade should acquire 172 days per year at an average of 4 hours per day
- 9<sup>th</sup> – 12<sup>th</sup> grade students should acquire 120 hours per subject to receive a full credit. *(See the "High School Graduation Requirements" in the Members area (must be enrolled for access) of the website for complete credit details.)*

### Testing:

- State of Colorado requires students be tested or evaluated if they are in grades 3, 5, 7, 9, or 11<sup>th</sup>, it is optional with FACE. It will be up to the parent to determine what is needed for their child's future.

## FACE Classes Policies 2020/2021:

### Classes Sign-Up and Information:

- Students 6 years of age or older, **MUST** be enrolled in order to attend classes.
- Classes are optional, not required with enrollment.
- **Class registration dates are: YET TO BE DETERMINED.** Once the initial sign-up is complete, the monthly class fees will continue and will be due the 3<sup>rd</sup> session of each month (for the next month) thereafter. Signups will be accepted up to one week later, but will be assessed a \$10 late charge. No signups will be accepted more than one week late. *This does not apply to first-time signups of new families.*
- Classes are paid monthly per four week session.
- There may be additional supply fees or other stipulations depending on the needs of the class (including class size limits). Refer to the Class Descriptions for this information. **One-time fees, for class supplies & materials, are to be paid directly to the teachers.** If they are not paid promptly, your child may not receive full benefit of the class. **All fees, including, but not limited to, one-time fees, are non-refundable.**
- Some classes plan outings, parties, social events, make-up classes, etc... Parents agree to let their students attend these outside gatherings at their sole discretion and risk. FACE has no control over the leadership, supervision, location/facility or activities that are planned outside of scheduled classes and does not accept responsibility for such gatherings.
- Payment in full is required at time of signup. Payments can be made via cash, check, credit card or Paypal. **Classes fees are non-refundable, and students must continue with their scheduled classes until the next signup.**
- Classes offer a wide variety of educational, spiritual, patriotic, moral and creative opportunities. **It is the parent's full responsibility to understand the class content and determine if the material is appropriate for his/her student and to ensure that you are in agreement with what is covered and discussed. Parents are encouraged to attend classes as often as they like.**



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## **Adult Supervision Required:**

- FACE is NOT a drop-off program, parents must provide appropriate adult supervision the ENTIRE time their student is on-site, this includes lunch.
- Students are NOT allowed on the premises unless they are **enrolled in a class or in close physical proximity to their parent, or previously appointed adult, at all times.**
- Parents are responsible for supervision of children between classes.
- FACE, and/or Administration, is not responsible for children left unattended, it is important that current cell phone/emergency numbers be on file with the school.
- Students & parents are not allowed to wander or hang out in the hallways, empty rooms, parking lot areas, or anywhere outdoors.
- Students not enrolled in a class, and not under adult supervision, will be asked to stay at the Main Desk and *there will be a \$20 charge for students not supervised, per incident.*
- Students should move from class to class without running, yelling, or horseplay, being considerate of others and respectful of the church property.
- We understand that sometimes a student just cannot find a class during a certain hour, or it is not financially feasible for a student to have a class each hour. In light of that, students will be allowed to be in "Study" a MAXIMUM of 1 class period, without charge, however, **students must remain in common area with their parent at all times.**
- Failure to remain in the common area, or be in direct supervision of an adult, will cause the student to lose this privilege. *There will be a \$20 charge for students not supervised, or having more than 1(one) "study" time.*
- If a student fails to follow these rules, they will no longer be granted access to classes.

## **Visitors:**

- Visiting privileges are reserved for **NEW** families who are possibly interested in homeschooling through FACE, ONLY.
- **NEW** families are allowed to take **one** week to "check us out", without obligation.
- All visitors must check-in at the Main table.
- Visitors will be issued nametags and may visit a single class session for observational purposes without financial responsibility.
- FACE families that are not signed up for classes, may NOT visit classes unless there are extenuating circumstances.
- **Additionally**, children enrolled in other schools may **NOT** visit FACE classes due to lack of classes at their school, etc..., unless there are extenuating circumstances, and it has been pre-approved by Admin.

## **Arrival and Departure:**

- NO students should arrive on-site before their first hour of classes.
- **ALL** students must be picked up **promptly at the end of their scheduled day.** Arriving and departing promptly ensures the next scheduled event at the facilities will run efficiently.
- Fridays the Northglenn Christian Church site operate from 8:30am – 1pm.
- FACE is NOT a drop off program, parents must remain on-site. (*See Adult Supervision information.*)

## **Facilities:**

FACE Friday classes are held at Northglenn Christian Church (NCC) at the corner of 105<sup>th</sup> and Irma in Northglenn. The church is very generous to our organization through the use of their facility, and we want to respect their requirements:

- While on the church premises, all parents and children are required to observe posted signs limiting access to certain areas of the facility.
- FACE families are expected to show appreciation of the facility by maintaining its cleanliness, respecting church staff and accommodating other church events. These churches are a blessing that must not be taken for granted.
- Please remember that we only use the facilities for classes – if you have questions about FACE or our classes, please call FACE, not the church.

## **Class Cancellations or Changes:**

- Should it become necessary to cancel classes due to inclement weather, unforeseen situations, or a calendar conflict (i.e. – funeral), every attempt will be made to contact you via email. Please check your email the morning of classes for any last minute announcements about classes. Cancellations will also be announced on the FACE Families Facebook page.
  - In the event that we are unable to meet in person, we may need to switch to virtually learning.
- Please be advised that should classes need to be cancelled, or changed, there will be NO makeup classes and NO refunds.***



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## **Classroom Behavior:**

- Students must show respect to the authority of teachers and FACE staff at all times.
- During passing periods students must move quickly to their next scheduled class without loitering in the hallways.
- Students should move from class to class without running, yelling, or horseplay, being considerate of others and respectful of the church property.
- Remember the church is conducting business while we are there. We need to share a true representation of homeschool families, our morals, responsibility, traditions, and our values.

## **What Not To Bring To School:**

- These items are not allowed in the classroom: gaming systems, iPads, iPods, cell phones, tablets, or any other electronic device not intended for class purposes.
- Laptops may be allowed in certain classes – it is at the teacher's discretion.
- Parents are to supervise the use of, and ensure the content is family friendly, for the following: Gaming systems, iPads, iPods, cell phones, laptops, tablets, and any other electronic device. Content deemed inappropriate will result in being asked to discontinue use.
- **Cell phones** must be on vibrate, or off, and put away while attending classes.
- Tobacco, vape pens, alcohol, **pets**, cards, trading cards, hackie sack and role playing games are not allowed.
- Any paraphernalia deemed as a possible weapon, including, but not limited to, knives, pocket knives, imitation or toy weapons, etc... There will be a "zero tolerance" policy in this area.
- ALL unallowable items brought to school will be confiscated.

## **Health Information:**

- At the time of admission, FACE **must** be made aware of any drug reactions or allergies via the Enrollment Application; Disclosure, Authorization & Release page.
- It is also the parent's responsibility to make each teacher, and staff, aware of said allergies or concerns.
- Children may NOT attend classes, or be on the premises, when one of the following occurs: the child's temperature is 100 degrees or higher, the child has diarrhea, or the child has vomited within the last 24 hours.
- When children have been diagnosed with a communicable illness (hepatitis, measles, mumps, diphtheria, rubella, salmonella, tuberculosis, giardia, shigella, etc.) and have been in contact with FACE students, the school staff should be notified as soon as possible. At the discretion of the director, your child may be excluded from classes for a period of time prescribed by the child's physician or the local health department. Your child's confidentiality is maintained.

**Parents are expected to report exposure to any communicable illness.**

## **Emergency Care:**

Emergency Contact and Emergency Care Authorization information must be provided at enrollment via the Enrollment Application. If a parent is unable to be located, staff members will take necessary action with respect to emergency care.

## **Discipline:**

- First Stage: Our policy at FACE is to use redirection, grace and courtesy. Redirection takes the student out of the difficult situation and presents new options and opportunities. Our understanding of normal development stages and allowing the student the room to grow through those stages are an expression of grace. Courtesy is the method we use to model the civil, kind and friendly behavior that is desired from the student.
- Second Stage: When first stage discipline actions are not effective, a conference with the FACE director, parent and student must be scheduled to find a solution for the given problem.
- Third Stage: When the discipline program fails and the student is not responding, it is at the director's discretion to discontinue enrollment.
- We reserve the right, at any time, to withhold service.

## **Dress Code & Public Displays of Affection:**

- FACE is a "come as you are" environment, we do ask that you use good judgment in choosing attire that would not be distracting to a learning environment.
- Students may hold hands or offer a brief hug of greeting or departure while in the hallways or common areas, anything else must be in the direct presence of the parent.

**FACE admits, accepts, and gives access for all services to families & students of any race, color, religion, nationality, and ethnic origin without gender discrimination.**



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# Initial Enrollment Form 2020/2021 School Year

Parent/Guardian Information		
Father/Guardian (first and last name)	Occupation	Cell Phone ( )
Mother/Guardian (first and last name)	Occupation	Cell Phone ( )
Street		Apt#
City	State	Zip Code
Main Phone for contacting ( )	Email Address(es) *	

Submission of these forms is the acknowledgement of having read and agreed to all requirements & policies as stated.

**\*OUR PRIMARY SOURCE OF COMMUNICATION IS THROUGH EMAIL.**

Student(s) & Sibling Information				
PLEASE include children that may need to attend with parent, even if they are not to be enrolled with FACE.				
Child's Full Name (first and last name)	Male or Female (M of F)	Date of Birth	Grade Level 2020/2021	Place of Enrollment for 2020/2021 (check the appropriate box)
1				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
2				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
3				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
4				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
5				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
6				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age
7				<input type="checkbox"/> FACE <input type="checkbox"/> With Other <input type="checkbox"/> Not of Age

## ENROLLMENT FEES (Choose ONE Enrollment Option Box(s) Below):

- ☐ **Records Only Enrollment Option** - \$50 per family (Some services are not available, refer to pg 1 of Requirements & Policies, for clarification)

### -Full-Access Enrollment Option Fees

☐ **Full-Access Family** (Pre-K - 12<sup>th</sup> Grader) - \$75 per family per school year (covers the family)

☐ High School (9<sup>th</sup> – 11<sup>th</sup> Grader)-\$50 **per student** per school year (*this is in addition to Family Enrollment*)

☐ High School Senior (12<sup>th</sup> Grader) - \$190 **per student** (*this is in addition to Family Enrollment*)

**Payment form:** ☐ Check ☐ Cash ☐ Paypal ☐ VISA ☐ Mastercard

Name as it appears on the card: \_\_\_\_\_ CCV: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_



## PREVIOUS SCHOOL INFORMATION

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

Previous School Information	
<b>Records Request:</b>	Can records be requested at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when can they be requested?
<b>Student Name:</b>	
<b>School Name:</b>	
<b>School Address:</b>	

*(If more previous school information is required, please attach another sheet with the information)*



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## GENERAL SCHOOL QUESTIONS

Reasons for homeschooling:

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Has any legal action ever been threatened or brought against you regarding home schooling? ☐ Yes ☐ No  
If yes, describe in detail the nature of the threat or legal action:

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Has the student ever been truant, suspended, or expelled from any school? ☐ Yes ☐ No  
If yes, please explain:

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Are both parents/guardians (if applicable), in agreement with homeschooling? ☐ Yes ☐ No  
If no, please explain:

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How did you find out about FACE?

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## ACKNOWLEDGEMENT OF REQUIREMENTS

### Testing Requirements

I \_\_\_\_\_ (parent/teacher initials required here) understand that the State of Colorado requires students be tested or evaluated if they are in grades 3, 5, 7, 9, or 11<sup>th</sup>, it is optional with FACE. It will be up to the parent to determine what is needed for their child's future.

### Attendance Requirements

I \_\_\_\_\_ (parent/teacher initials required here) understand that school attendance policy is **172 days** with an average of **4 hours per day (2 hrs/day for K)** and I am required to submit a report card with attendance at the end of each semester, and it should be received by FACE within 10 business days of the due date. School Policy states: **If report cards and attendance submissions are not received within 10 business days of the due date the family is automatically withdrawn from FACE and will be charged a re-enrollment fee of \$25. If attendance submissions are not received within 30 days of due date, the family will be required to reapply, and will be charged full tuition fee.**

## SIGNATURE

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**Parent/Guardian's Signature** (Typed is acceptable if emailing in) **Date**





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

Subject for Study	Name of Publisher or Supplier
I.E. Language Arts	Alpha Omega
Language Arts	
Social Studies	
Science	
Mathematics	

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

Grade Level: \_\_\_\_\_

[illegible]

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

Grade Level: \_\_\_\_\_

[illegible]





## Curriculum List School Year 2020/2021

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

Grade Level: \_\_\_\_\_

Subject	Name of Publisher or Supplier
Language Arts	
Social Studies	
Science	
Mathematics	

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

Grade Level: \_\_\_\_\_

Subject	Name of Publisher or Supplier
Language Arts	
Social Studies	
Science	
Mathematics	

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

Grade Level: \_\_\_\_\_

Subject	Name of Publisher or Supplier
Language Arts	
Social Studies	
Science	
Mathematics	



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## Family Academy of Christian Education – FACE

**IMPORTANT NOTICE: THIS DOCUMENT CONTAINS A BROAD RELEASE OF CERTAIN RIGHTS YOU MAY HAVE. CAREFULLY READ THE DOCUMENT AND ENSURE THAT YOU UNDERSTAND ITS PROVISIONS BEFORE SIGNING.**

### **DISCLOSURE, AUTHORIZATION AND RELEASE**

THIS DISCLOSURE, AUTHORIZATION AND RELEASE (this "Agreement") is made this \_\_\_\_ day of \_\_\_\_, 20**20** by \_\_\_\_\_ (whether one or more, the "Parent") for the benefit of Family Academy of Christian Education (the "Academy"). All children of the Parent that are from time to time enrolled in the Academy or participating in Academy events or programs shall be referred to in this Agreement as the "Children" and each of such Children is referred to in this Agreement as a "Child." The term "Parent" shall mean and include, as applicable, the parent or legal guardian of the Children and, if more than one person, shall mean both persons jointly and severally.

1. Disclosure. The Parent, on its own behalf and on behalf of each Child, hereby represents and warrants to the Academy that no Child has any **physical, medical, emotional or psychological** condition (**for example allergies, diabetes, epilepsy, schizophrenia, depression**) for which the Child is taking prescription medication or that could reasonably be anticipated to **(a)** require medical attention for the Child that has such condition, or **(b)** present a threat of physical harm or other serious or life threatening situation to the Child with such condition, or to any of the other Children, or to other children or staff at the Academy, except the following:

(Please, check the "No Exceptions Box, or explain)

No Exceptions [ ], or

Exceptions (explain):

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The Parent hereby agrees to immediately notify the Academy if, after the date hereof, the Parent becomes aware of any such physical, medical, emotional or psychological condition not listed in the Exceptions section above.

2. Authorization. The Parent, on its own behalf and on behalf of each Child, hereby consents to participation by the Children, and authorizes the Children to participate, in any and all activities (including travel to and from) conducted or sponsored by the Academy, except the following:

(Please, check the "No Exceptions Box, or explain)

No Exceptions [ ], or

Exceptions (explain):

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The authorization contained in this Section 2 shall apply to all activities except those specifically listed in the exceptions above and except all activities with respect to which the Parent shall have delivered to the Academy written notice in advance that a Child is not authorized to participate in the activity. In addition, the Parent, on its own behalf and on behalf of each Child, hereby consents to the Academy videotaping and photographing the Children during activities conducted or sponsored by the Academy and agrees that such videotapes and photographs may be used by the Academy for such purposes as are deemed reasonable by the Academy, including without limitation for programs presented to Academy children and parents and to prospective Academy parents.



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## FACE Release Form

### Page Two

3. Release. The Parent, on its own behalf and on behalf of each Child, hereby releases (a) the Academy, (b) all employees, officers, directors, volunteers, and all other paid and unpaid staff of the Academy, (c) the owners of the premises upon which any Academy activities are held, (d) the owners and the operators of any vehicles used to transport the Children to or from activities conducted or sponsored by the Academy, and (e) the other children attending activities conducted or sponsored by the Academy and the parents of such other children (the persons listed in (a) through (e) above being collectively referred to in this Agreement as the "Released Parties") from all damages, claims, liabilities, obligations, costs, expenses (including reasonable attorneys' fees and disbursements and court costs), decrees and judgments (collectively, "Damages") suffered or incurred by any of the Children or by the Parent arising out of or relating to participation (including travel to and from) by any or all of the Children in any activities conducted or sponsored by the Academy. The foregoing release shall not apply to any of the Released Parties whose gross negligence or willful misconduct caused the Damages.

4. Indemnity. The Parent, on its own behalf and on behalf of each Child, hereby indemnifies the Released Parties and agrees to hold the Released Parties harmless from and against any and all Damages suffered or incurred by any of the Released Parties arising out of or relating to (a) the untruth of any of the representations or warranties made by the Parent in this Agreement, or (b) the failure of the Parent or any of the Children to disclose the matters addressed in Section 1 above, or (c) the actions of any of the Children or the Parent while participating in or traveling to or from any activities conducted or sponsored by the Academy.

5. Acknowledgement. The Parent hereby acknowledges and agrees that it (a) has read the foregoing, (b) understands this Agreement contains a release of certain rights the Parent may have, (c) has had the opportunity to consult legal counsel regarding the implications of this Agreement, and (d) is voluntarily and willingly entering into this Agreement with full understanding of its provisions and intending to be legally bound hereby.

IN WITNESS WHEREOF, the Parent has executed this Agreement as of the date first set forth above.

Parent Signature(s):

Parent Signature (typed acceptable when emailing)	Parent Signature (typed acceptable when emailing)
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Printed Name	Printed Name
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Emergency Phone Number(s) (i.e. – cell phone, pager, etc...) (\_\_\_\_\_) \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_

Revised 04/20

**Submission of these forms is the acknowledgement of having read and agreed to all Requirements & Policies as stated.**