



Dear Prospective Parent:

Welcome!

Thank you for your interest in enrolling your child in one of Central Ohio's premier college preparatory institutions. Harvest Preparatory School was founded in 1986 and has been educating children with continued fervor and renewed effort towards providing a quality, distinctive academic experience.

Classes fill up quickly during this season, so we have enclosed our application for your convenience. In addition to the application, you must also include the following items:

1. \$50 Application and testing fee (*non-refundable*)
2. \$125 Enrollment fee (*due after child's acceptance*)
3. Current wallet-size photo of the child
4. Copy of birth certificate
5. Copy of immunization record
6. Copy of child's most recent report card
7. Proficiency Test Scores
8. Copy of IEP, MFE, 504 Plan, etc. (*if applicable*)
9. Copy of transcript (*10th – 12th grades ONLY*)
10. ODE Child Medical Statement (*Preschool ONLY*)
11. Custody papers (*if applicable*)

If you have any questions, please contact Admissions at 614-382-1111 ext. 226 between the hours of 9:00am – 4:00pm. Those that are eligible for the EdChoice voucher program, please contact Admissions at your earliest convenience for your enrollment schedule.

Again, thank you for your interest in our school. We look forward to working with you and your family during the process and wish your student every academic success.

Sincerely,

Harvest Preparatory School
Administration



HARVEST PREPARATORY SCHOOL

"Touching the Heart by Teaching the Mind"

P.O. Box 32903 Columbus, OH 43232-0932

FAMILY PROFILE FORM: This form will be retained in your child's file for the duration of their attendance at HPS. **PLEASE PRINT**

Date ____/____/____ School Year: 20____-20____ Entering Grade _____

Full Name of Student _____ Student SS# ____-____-____

Birth date ____/____/____ Gender: Male Female City School District _____

Ethnicity: African-American Asian/Pacific Caucasian-American Hispanic Other _____

Child's Permanent Residence (Street, City, State, Zip) _____

Church Affiliation _____ Name of Pastor _____

FATHER: Birth Step Grand Guardian **Marital Status:** Married Single Widower Separated Divorced

Name _____ SS# ____-____-____

Home Address (Street, City, State, Zip) _____

Home Phone # (____) ____-____ Cell # (____) ____-____ Email Address _____

Work # (____) ____-____ Ext. _____ Employer & Occupation (Title) _____

MOTHER: Birth Step Grand Guardian **Marital Status:** Married Single Widower Separated Divorced

Name _____ SS# ____-____-____

Home Address (Street, City, State, Zip) _____

Home Phone # (____) ____-____ Cell # (____) ____-____ Email Address _____

Work # (____) ____-____ Ext. _____ Employer & Occupation (Title) _____

Referral Source: ___ Family/Friend ___ Church ___ TV ___ Radio ___ Other _____

IMPORTANT

Does your child receive any of the following services?* ESL IEP IAT Speech Gifted Other _____

Paperwork must be submitted at the time of application in order for special services to be rendered.

Has your child ever been suspended from school? ___ No ___ Yes Has your child ever been expelled from school? ___ No ___ Yes

If yes, please explain below:

Why do you want your child to attend Harvest Preparatory School?



HPS Agreement of Understanding

Student Enrollment Policy

Harvest Preparatory School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Discipline Agreement

Harvest Preparatory School is partnering with me, the parent, in the training of my children and I believe that discipline is an integral part of that training at the school. Attesting to this belief, I give permission to my child(ren)'s teachers and/or School Resource Officer, Principal, or Headmaster of HPS to make and enforce school and classroom rules in a manner consistent with Christian principles as set forth in the Scriptures and in the manner outlined in the Parent/Student Handbook.

I agree to follow the Matthew 18 Principle and always go to the person directly involved in the matter in order to work out any problems that I may encounter. As the parent/legal guardian, I will work closely with the teachers, School Resource Officer, Principal, and/or Headmaster in the correction and disciplining of my child.

Transportation Agreement

I authorize Harvest Preparatory School to transport my child(ren) for planned school activities and field trips away from school property. I further agree to hold the school and its agents harmless for any liability to my child(ren) because of any claims on behalf of my child(ren) against the school, World Harvest Church, or its agents because of any injury or alleged injury to my child(ren) where negligence is not shown. If legal action should, for any reason, be taken against HPS or its agents or employees, on behalf of my child, and the school or its agents not found to be at fault, I agree to pay any attorney fees, court costs, damages, or other costs HPS may incur to defend itself against such action. I am fully aware that this Transportation Agreement shall be in effect for as long as my child(ren) attends Harvest Preparatory School.

Financial Agreement

The Financial agreement by the parents is of utmost importance to the financial stability of the school. The undersigned have notice and agree that the duties and obligations of Harvest Preparatory School as set forth herein, including all those associated with the delivery of educational services and the provision of student records, grades or transcripts, are contingent on the performance by the student and the parents of all requirements of this agreement including the full payment of all tuition, fees, expenses and other assessments as provided herein or as determined by Harvest Preparatory School. Any breach of this agreement, including the non-payment of tuition, fees, expenses and other assessments as provided herein will entitle Harvest Preparatory School to suspend its performance hereunder and to withhold all student records, grades and transcripts.

There are no refunds for absences.

Any tuition account that falls 15 days past due may be subject to late fees.

Any tuition accounts that falls 30 days past due may result in your child being withdrawn from school.

Can you foresee for any reason why you would not be able to make your tuition payments? If so, please explain.

I attest that I have read and understand the contents of this agreement to the best of my knowledge.

Father/Male Legal Guardian Signature

_____/_____/_____
Date

Mother/Female Legal Guardian Signature

_____/_____/_____
Date

**HARVEST PREPARATORY SCHOOL
EMERGENCY MEDICAL AUTHORIZATION**

School Year: 20____ - 20____

Purpose - To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

Student Full Name: _____ Date of Birth: ____/____/____ Grade: _____

Custodial/Residential Parent or Guardian (LIVING WITH STUDENT):

Guardian Name		Daytime Phone	
Mother Name		Daytime Phone	
Father Name		Daytime Phone	
Address (street, city, state, zip)			
Name of Relative or Childcare Provider		Phone	

Emergency Contacts - Allowed to pick up child from school in addition to the above mentioned parent/guardian.

Emergency Contacts: *Allowed to pick up child from school in addition to above mentioned parent/guardian.*

Full Name	Relationship to Student	Phone Number

****IMPORTANT: Please list any and all facts concerning the child's medical history including allergies, medications being taken, and any physical impairment to which a physician should be alerted.**

Allergies	
Medications being taken	
Physical impairments or other health alerts	

PART I OR II MUST BE COMPLETED

PART I - TO GRANT CONSENT: I hereby give consent for the following medical care providers and local hospital to be called:

Family Doctor		Phone	
Family Dentist		Phone	
Medical Specialist		Phone	
Local Hospital/Emergency Room		Phone	
Medical Insurance Company		Policy #	

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

PART II - REFUSAL TO CONSENT: I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

My signature in accordance with HIPAA regulations, gives my permission for release of school health information to the school employees and/or other health care providers.

Printed Name of Custodial Parent/Guardian			
Signature of Custodial Parent/Guardian		Date	



HARVEST PREPARATORY SCHOOL INHALER/EPI-PEN/INSULIN CONSENT FORM

Purpose: To grant authorization for the possession and use of asthma inhalers, Epi-Pen or insulin. This form only needs to be completed when student needs to take medication during school hours.

Authorization is hereby given for _____ to receive the medication marked below as indicated.

Check any that apply:

- | | |
|---|---|
| <input type="checkbox"/> Asthma Inhaler | <input type="checkbox"/> Self-carry the medication |
| <input type="checkbox"/> Epi-Pen | <input type="checkbox"/> Self-administer the prescribed medication as permitted by law. |
| <input type="checkbox"/> Insulin | <input type="checkbox"/> Self-carry/self-administer |

Name of medication: _____ Dosage: _____

<i>Procedure to follow in the event that medication does not produce the expected relief for student:</i>	
Adverse Reactions	
Other Special Instructions	

<i>*REQUIRED: Physician and parent/guardian name, signature and emergency phone numbers.</i>			
Physician Name		Phone	
Physician Signature		Date	
Parent/Guardian Name		Phone (cell, work)	
Parent/Guardian Signature		Date	
Parent/Guardian Signature		Date	

HARVEST PREPARATORY SCHOOL TUITION ENROLLMENT

STUDENT INFORMATION					
Last Name	First Name	Middle Name	Grade Entering	Is Student Re-enrolling?	Is Student a New Enrollee?

PARENT/GUARDIAN INFORMATION					
Father _____	Home # _____	Work # + Ext _____			
Address _____			City	State	Zip
Mother _____	Home # _____	Work # + Ext _____			
Address _____			City	State	Zip
Guardian _____	Home # _____	Work # + Ext _____			
Address _____			City	State	Zip

I understand the enrollment/re-enrollment fee is \$125 per child; therefore I have included _____ to cover the cost of the enrollment/re-enrollment fee.

PAYMENT OPTIONS

For the 20__ - 20__ school year, I will pay my student's tuition by the payment option checked below. If not previously enrolled with FACTS, I will complete the FACTS application. I further understand there is a one-time fee of \$38.00 that FACTS will withdraw from my account directly.

- OPTION 1 Pay in Full. All pay in fulls are due by August 1st, prior to start of school.**
I agree to make my payment by ___/___/___.
- OPTION 2 Monthly payments through FACTS.** Monthly payments over 12 (Jun), 11 (Jul), 10 (Aug) or 9 (Sept) months. Please choose one _____. Payments are taken out on the 5th or 20th of each month. Please choose one _____.

Please select one of the following: Re-enrolling in FACTS
 New to FACTS

All **NEW** families must fill out a FACTS application.

RE-ENROLLING families do not have to fill out a FACTS application UNLESS there is a change in account. Please notify the tuition office for change of information.

Peace of Mind Tuition Protection Plan: For a nonrefundable annual fee of \$12 per FACTS Agreement, FACTS will pay the remaining unpaid balance on your FACTS Agreement (except payments in arrears) to your school in the event of the death of the responsible party or his/her legal spouse. Coverage begins when the fee for POM has been paid to FACTS.

- No, do not enroll me in the POM.
- Yes, enroll me in the POM. You must complete the following as it applies to the person responsible for payment.
- Martial Status: Married Single
 - Date of birth ___/___/___ (over 70 CANNOT enroll)

I agree to make tuition payments for the 20__-20__ school year according to one of the options above. I have read the school policy regarding tuition and agree to abide by this policy.

Responsible Party's Signature

Date

Harvest Preparatory School

INTERNET USAGE POLICY

Computers May Be Used For School Related Assignments Only

The internet is a vast network of computers worldwide. Due to its enormous size, the internet's potential, good or bad, is boundless. As such, this valuable resource always needs to be used in an appropriate manner. All users should keep in mind when they use the internet, they are entering a global community, and any actions taken by the user will reflect upon HPS as a whole. As a result, HPS expects all users to behave in an ethical and legal manner.

HPS reserves the right to examine and keep records of all data storage areas including floppy diskettes involved in the internet link. Records of all internet activity will be kept to make sure that users are in compliance with all policy regulations.

The following are not permitted:

1. Email
2. Games of any kind
3. Viewing, sending or displaying pornographic or otherwise offensive messages or pictures
4. Using obscene language in any electronic means
5. Harassing, insulting, or attacking others through electronic means.
6. Damaging or attempting to damage computer hardware, software or computer networks via physical contact or computer hacking
7. Violating copyright laws
8. Using other user passwords
9. Intentionally wasting internet resources
10. Use of internet for gaming or gambling
11. Using chat rooms or other forms of direct electronic communication
12. Unauthorized disclosure, use and dissemination of personal information regarding students, faculty or staff of HPS, World Harvest Church or Harvest Preparatory School. (Examples of identifying information include student's last name, home address and phone number. Students may be identified by their first names.)
13. Unauthorized access to internal or external computer networks or any other unlawful activities by students
14. Use of HPS internet connection or computer network to solicit sales, conduct business, product advertisement or political lobbying
15. Intentionally seeking information or obtaining copies of data, passwords or files belonging to other users
16. Misrepresenting other students on any network (Identifications and passwords are confidential. If users give their identifications or passwords to other students, they will be accountable for all activity while their identifications are in use.)
17. Any other actions that are considered inappropriate by the administration or the HPS Code of Honor

Accidental access to objectionable materials could possibly happen. If it does, the student will immediately close those materials. Should accidental access occur, the student must report it immediately to their classroom teacher or Principal. Failure to do so will result in disciplinary action.

Sanctions:

Violations of the above rules will result in disciplinary action as determined by the HPS Governing Board up to and including dismissal from HPS.

AGREEMENT TO ABIDE BY THE INTERNET USE POLICY:

I realize that the use of the internet is a privilege and not a right and that access to the internet requires responsibility. I also know that any inappropriate behavior or violation of the policy may lead to penalties including revoking of account, disciplinary action, and/or legal action.

I agree that the transfer of inappropriate or illegal materials through the HPS internet connection is unethical and possibly illegal. I also know that in some cases the transfer of such material may result in legal action against the ones involved in the activity. I agree to keep my user account and password private, and I will be the only person who uses my account for internet activities.

Student's Name (print)

Students Signature

Date

Parent/Guardian Name (print)

Parent/Guardian Name

Date

HARVEST PREPARATORY SCHOOL

Student Code of Honor Pledge

As a member of the student body of Harvest Preparatory School, I desire to enhance the quality of the student body by pledging my support to the following CODE OF HONOR:

I PLEDGE to be truthful and respectful to teachers, staff members, administrators, and school property at all times.

I PLEDGE not to cheat on class work, homework, test or exams.

I PLEDGE to follow the rules and regulations in the Student Handbook, as well as the Student Code of Conduct, and to actively encourage others to do the same.

I PLEDGE to honor God and classmates through respectful participation in chapel.

I PLEDGE not to use vulgar language, profanity, drugs, tobacco

I PLEDGE not to be sexually promiscuous.

BY MY SIGNATURE BELOW, I INTEND TO HONOR GOD, MY FAMILY, AND HARVEST PREPARATORY SCHOOL WITH MY BEHAVIOR, BOTH ON AND OFF CAMPUS, FOR AS LONG AS I AM ENROLLED AT THIS SCHOOL.

Student Name (Print)

Date

Student Signature

Date

Parent/Guardian Signature (witness)

Date

Dear Parents/ Guardians:

This letter is to inform you that Harvest Preparatory School does not provide accident or health insurance coverage for any of our student athletes or any students participating in interscholastic athletics or physical education classes. It is the responsibility and requirement of the parents/guardians to maintain an active accident and health policy while their children are participating in physical education or one of the sports programs.

Harvest Preparatory School is making available information about a supplemental accident insurance policy that parents/guardians may purchase for their students. This insurance policy is being offered by an agency located in Columbus. Harvest Preparatory School has no financial or any other beneficial connection with this insurance company. Our concern at Harvest Preparatory School is for the health and safety of our students. If you do not have insurance coverage or you are interested in this policy, then please complete the enclosed enrollment form and mail it to the insurance company. If you decide to decline this coverage, please sign and return the enclosed "Release Of All Claims and Insurance Waiver Form."

Thank you in advance for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact us by calling 382-1111 Ext. 415.

Sincerely,

Norbert D. Tate
Administrative Principal
Harvest Preparatory School

Harvest Preparatory School

Release of All Claims, Insurance Waiver and Permission to Participate Form

Release made this ____ day of _____ 20 ____, by _____ of the
(parent/guardian name)
city of _____, county of _____, state of Ohio
as the parents of _____ of the same address.
(student name)

In consideration of permission granted my son/daughter by World Harvest Church – Harvest Preparatory School to participate in physical education classes along with all extracurricular activities, I hereby release and discharge the Harvest Preparatory School of the city of Columbus, county of Franklin, state of Ohio, its agents, employees and officers from all claims, demands, actions, judgments and executions which the undersigned ever had or now has or may have or which the undersigned heirs, executors, administrators or assigns, for any personal injuries known or unknown and injuries to property, real or personal, caused by or arising out of participating in the above stated activities in which my son/daughter may be involved in at Harvest Preparatory School.

I hereby acknowledge that I have received the information given regarding supplemental accident insurance policy that Harvest Preparatory is offering.

I fully understand that it is my responsibility to provide insurance coverage for my child.

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed release at the city of _____, Ohio,
the day and year first above written.

Father or Legal Guardian's Signature Date

Mother or Legal Guardian's Signature Date

This form MUST be signed by BOTH PARENTS or LEGAL GUARDIANS if applicable. If not applicable (only one parent/guardian) please indicate "N/A" (not applicable) in place of signature.

CHURCH RECOMMENDATION FORM

Harvest Preparatory School
Teaching the Mind by Touching the Heart
P.O. Box 32903 ■ Columbus, OH 43232-0932
Ph. (614)382-1111 Fax (614) 837-9591

Parent/Guardian: Please complete this top section and forward the form to a staff person in pastoral leadership from your church. Upon completion, please have the form mailed directly to Harvest Preparatory School - Admissions.

Student's Name _____ Grade Applying For _____
Parent/Guardian Name(s) _____
Family Address _____

Church Leader: The family above has applied for admission to Harvest Preparatory School. To assist with the selection process, families are asked to secure a reference from a pastoral leader in their church. Please complete this form and return it, at your earliest convenience, to Harvest Preparatory School - Admissions. Thank you for your assistance.

Are the parents/guardians members of your church? Yes No If so, for how long? _____

On a scale of 1-10, how well do you know the family? (10 being the highest) _____

How is this student or family involved in your church's ministry? _____

How do the parents/guardians support their child's spiritual development? _____

Does the family scripturally tithe to the church? _____

Please comment briefly about the student's relationship to his/her family. _____

Please describe the maturity of the student's spiritual life. _____

To your knowledge, has the student ever had a serious disciplinary or behavioral infraction? Yes No
If yes, please explain. _____

Is there any additional information that you feel would be helpful for us to know regarding this family? Please explain.

Would you recommend this student for admission to Harvest Preparatory School?
 Strongly Recommend Recommend Recommend with reservation Do not recommend for admission

Church Leader's Name _____ Position _____

Church Name _____

Church Address _____ Date ____/____/____

Signature _____ Date ____/____/____

SCHOOL RECOMMENDATION FORM

Harvest Preparatory School
Teaching the Mind by Touching the Heart
 P.O. Box 32903 ■ Columbus, OH 43232-0932
 Ph. (614)382-1111 Fax (614) 837-9591

Parent/Guardian: Please complete this section and forward the form to your child's present school administrator or principal. The completed form is to be faxed or mailed directly to Harvest Preparatory School - Admissions.

Student's Name _____ Grade Applying For _____
 Parent/Guardian Name(s) _____
 Parent/Guardian Signature _____ City School District _____
 Family Address _____

Administrator: The above student has applied for admission to Harvest Preparatory School (HPS). Please complete this form and return it, at your earliest convenience, to HPS - Admissions. Thank you for your assistance.

Please evaluate the student based upon the following categories:

	(Poor)		(Excellent)			Comments:
	1	2	3	4	5	
Academic Achievement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic Diligence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic Potential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attendance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attitude.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Conduct.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cooperation of Parents/Guardians...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emotional Maturity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Family Financially Responsible.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Intellectual Aptitude.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motivation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Peer Influence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personal Integrity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Relationship with Teachers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Response to School Authority.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Spiritual Development.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

- Has the student been suspended or expelled from your school? _____
- What do you feel is the greatest strength of this student? _____
- What do you feel is the greatest weakness of this student? _____

Would you recommend this applicant for admission to Harvest Preparatory School?

Strongly recommend Recommend Recommend with reservation Do not recommend

Administrator's Name _____ Position _____
(Please Print)

School Name & Address _____

Signature _____ Date ____/____/____