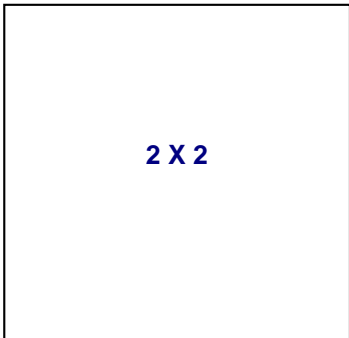




**PENIEL INTEGRATED  
CHRISTIAN ACADEMY OF RIZAL, INC.**  
42 Burgos St. Vista Verde Exec. Village Cainta, Rizal



**STUDENT'S APPLICATION FORM**  
**HEP & OHSP S.Y. 2020-2021**

**PLEASE WRITE LEGIBLY**

Grade Level \_\_\_\_\_ Learner's Reference Number (LRN) \_\_\_\_\_

(Please check box)  Old Student  
 New Student / School Year last attended: \_\_\_\_\_

Name of School Last Attended: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_  
Surname First Name Middle Name (Indicate if none)

Age: \_\_\_\_\_ Birthday (mm-dd-yyyy): \_\_\_\_\_ Birth Place: \_\_\_\_\_

Gender: \_\_\_\_\_ Religion: \_\_\_\_\_ Special Talents & Skills: \_\_\_\_\_

Special Medical or Physical Condition: \_\_\_\_\_

Medication to be taken or administered: \_\_\_\_\_

Home Address *Indicate if living abroad*: \_\_\_\_\_

Barangay: \_\_\_\_\_ Home Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

**FAMILY PROFILE**

Mother's Complete Maiden Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

(If not living with the parents):  
Guardian's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Person in Case of Emergency: \_\_\_\_\_

Phone & Mobile Nos.: \_\_\_\_\_

**PARENTS/TUTOR'S PERSONAL PROFILE:**

(Please attach academic records/ credentials)

Reason to Homeschool: \_\_\_\_\_

Name of the Person who will teach the child: \_\_\_\_\_

Highest Educational Attainment: \_\_\_\_\_

Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

Mode of Payment: \_\_\_\_\_ O.R.#: \_\_\_\_\_ Date: \_\_\_\_\_

(Early Bird/ Cash Basis/ Semi-Annual/ Quarterly)

Requirements Submitted (To be filled out by school admissions representative)

- Birth Certificate
- Form 138
- CGMC/Transfer Cert.
- Parent's Profile
- Form 137

Revised 10/15/19



# **PENIEL INTEGRATED CHRISTIAN ACADEMY OF RIZAL, INC.**

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## **FOR THE PARENTS** **(Please read thoroughly before signing)**

Peniel Integrated Christian Academy is dedicated to providing parents and learners with guidance and support in homeschooling their children by providing trainings, monitoring, and advice on homeschooling concerns. Our regular school teachers and coordinators are always on hand to give consultations on relevant topics.

Education is a partnership between the home and school. It is this light that we strongly believe in the cooperative role of the parent and the teachers in the formation of the students.

To fully realize the school's goals and objectives, the administration and faculty of Peniel Integrated Christian Academy had laid down rules for the parents and students to follow and guide them. We advise that you read through this contract with due diligence, taking into heart that education is first and foremost responsibility of the parents. Though Peniel Integrated Christian Academy of Rizal Inc. will live up to its responsibility of academic excellence and character molding, it is the parent's task to closely guide the general behavior of their children and to closely monitor their academic tasks.

**HOME EDUCATION PROGRAM (HEP)** is designed to provide an alternative delivery of educating children who for some reasons or for some circumstances cannot avail of the formal system of instruction in a regular school. The program aims to:

- a. develop the child's potential in all areas of growth and development outside the formal system;
- b. recognize parents' complementary/supplementary role in the education of children;
- c. provide literacy, numeracy and life-long skills through an alternative system of teaching and learning; and
- d. promote the talents, interests and skills of the child that he/she may become a self-propelling, fulfilled and contributing member of a community.

Homeschooling involves a commitment by a parent or guardian to oversee their child or teen's educational development. It is a legal alternative to compulsory education in public or private institutions. In a homeschooling environment, an adult designs and delivers customized curriculum to students in a home and/or community setting.

It is providing a learning environment at home in which parents teach their children an academic curriculum at home instead of sending them out to a public or private school. Home schooling education models range from unschooling to traditional classroom schooling. Unschooling is based on interest-based learning in which child expresses interest in a particular subject, and the parents take steps to provide the materials for that subject.

Parents who home school, however, have a traditional setting in which the children are taught subjects such as math, reading, history, grammar and spelling within a structured schedule created by the parents and the home school provider. A traditional homeschooling curriculum mirrors the national education standards.

In most communities, the home school family can take advantage of a local support group. A home school support group organizes weekly/monthly meetings in which new and existing home school families discuss different home schooling issues. The group may also arrange for cooperative teaching in which parents with different skills teach a group of home schooled children once a week in a rented or donated building. In some instances, the home school provider assigns a professional teacher to teach a particular subject.

Home school families take advantage of technology to supplement traditional teaching. There are many educational software packages that enhance the curriculum and provide variety. The internet is another useful tool that is literally brimming with educational ideas and resources. There are online teaching, libraries, dictionaries, museums and encyclopedias.

### **OPEN HIGH SCHOOL PROGRAM (OHSP)**

The Open High School Program (OHSP) is an alternative mode of secondary education that uses distance learning. It caters to learners who are unable to attend to regular class program due to physical impairment, work, financial difficulties, distance of home to school, and other justifiable and legitimate reasons.

The program, therefore, is in consonance with the Education for All (EFA) goal of making every Filipino functionally literate.

Since distance learning is its main feature, the program requires that the learner is capable of managing his/her learning.



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## **GENERAL POLICIES AND GUIDELINES**

### **I. FEES**

It is the responsibility of the parents to support their child's institution of learning. Cooperation is expected in settling all monthly dues and other financial obligation in time.

#### ***We fully understand that:***

- a. A child is fully enrolled only after full required payment based on the standard scheme chosen (cash, semi-annual, and quarterly) for payment, and official receipt has been issued.
- b. Check payments are subject to conditions. The school has all the right to refuse check payment.
- c. In addition, 3% interest will be added to the quarterly, semi-annual payment for every month left unsettled. Related academic materials will not be issued in case of non-payment of tuition fee.
- d. Release of School Cards and other pertinent documents will not be facilitated in cases wherein outstanding balances remain unpaid up to the school year ends.
- e. The school has the right to deny students of their credentials such as Good Moral Certificate, Form 138 and Form 137 for failure to settle their unpaid balance.
- f. Withdrawal from the school does not relieve from the responsibility of settling the unpaid balance of fees for the entire year. (PAR 137, Manual of Regulations for Private Schools)
- g. The school has to be informed of the reason for withdrawal and it has to be done in writing and should be submitted to the Registrar's Office.
- h. In case the student eventually shifts to PICAR's regular school program, a letter of intent should be submitted to the office of the Principal. Tuition & miscellaneous fees will be adjusted and regular school fees will take effect.
- i. All school records will be released after the student has been cleared of financial obligations from the school.
- j. In case of non-compliance with the school requirements and/or the student decided to withdraw/drop out, the tuition fee and miscellaneous fees will not be carried over to the next school year.

#### ***Refund on Tuition Fees and other fees***

A student who wishes to transfer or withdraw his/her enrollment from PICAR would be entitled to a tuition refund provided: (1) he/she submit a letter of intent of withdrawal (2) has already paid the tuition and other fees in full.

The amount of refund depends on certain provisions:

1. For those who took advantage of the Early Bird Rate (November to January) can still avail the refund with service charge deducted from the total amount paid as follows:
  - a. 10% will be deducted from the total amount paid on or before March 31.
  - b. 20% will be deducted from the total amount paid on or before May 31.
  - c. No refund will be given after June 1.
2. Regular Enrollment (period from April 1 to June 15). If the student withdraws on or before June 15, he/she may be charged ten percent (10%) of the total amount due for the year. After June 15, no refunds will be given.
3. For students who enrolled late between June 16 to August 31, no refunds will be given.
4. Strictly no refunds on books and any other learning materials.

### **II. ACADEMIC AND VALUES FORMATION**

#### ***We understand that:***

- a. The school has full responsibility of determining and placing a student in his or her own proper grade level according to the student's socio and academic aptitude.
- b. The school has full responsibility of prescribing academic activities including additional exercise, assignments, projects, and all other related learning activities.



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- c. To imbibe a culture of balance learning, scheduled field trips, festival of talents, academic conventions, sports development activities, as well as academic club activities are scheduled. ***Students are all expected to take ACTIVE part in these activities. Field trip payments and all other fees are non-refundable.***
- d. Likewise; school authorities have full discretion in managing individual and classroom discipline with always the betterment of each student at heart.
- e. It is the student's responsibility to learn all the learning tasks presented to him/her. These tasks include accomplishing academic projections set for her/him, submitting of assignments, projects, etc. It is therefore expected that a student will do his/her best to accomplish of reports, doing research work and participating in all school activities. A clearance form indicating that a child has accomplished all his tasks will be signed and be reported by the Parent-Teacher.
- f. The student enrolled in the Home Education Program (HEP) and Open High School Program (OHSP) should take all national examinations required by the Department of Education e.g. NCAE, NAT etc.
- g. The student enrolled in the Home Education (HEP) and Open High School Program (OHSP) is required to submit his/her Portfolio at the end of each academic year prior to release of cards and other school record.
- h. The Student is required to participate in every Commencement Exercises organized by the school with corresponding fees. ***Graduation Fees are non-refundable.***
- i. In instances wherein a student is directly negligent with his academic responsibilities, an immediate conference with the child's parents will be secured. It is the responsibility of the parent to attend to this meeting so that an immediate solution to the challenge will be agreed upon.

### III. BEHAVIOR AND CONDUCT

- a. Students are expected to comply and wear with dignity the complete and required PICAR school uniform (with ID) at all times within the school grounds. Compliance with the specified personal appearance is also mandatory. Failure to adhere to this policy will result to reprimand, non-admittance and disciplinary action.
- b. PICAR standards specify that students are not to be seen loitering out of school grounds, or in video arcade shops or in billiard halls, or in malls or any similar or questionable establishment during or after school hours wearing the PICAR school uniform.
- c. In case a student has been absent, an excuse letter from the parents or known legitimate guardian should be presented stating the dates of absences and a valid reason for the absence. This form is to be presented to the school's admin office where an admission slip will be given to the child. No letter, no admission. It is the role of the parent to discourage his/ her child from absenting himself / herself for reasons that are not valid to merit a day out of school.
- d. In cases where in it is found that a child has cut classes, an immediate conference with the parents will be called for, after which the necessary disciplinary action which may include corporal punishment, suspension or expulsion.
- e. Unauthorized/unofficial staying in or loitering around the offices.
- f. Loitering around the corridor when teacher is not yet in.
- g. Christian standards uphold courtesy, kindness, morality and honesty. Moreover; the school's standards are vehemently against cheating, swearing and using indecent languages, bringing of lewd magazines or other pornographic materials, smoking, gambling, modern pop and disco dancing, drinking alcoholic beverages, using or taking narcotics and other illegal substances, bringing in of materials that could inflict physical; harm and injury towards people and property such as knives, guns, and even lighters, physical harm against classmates and teachers, as well as grave disrespect and misconduct towards classmates, teachers and school staff. Violation of such standards are subject to reprimand with its appropriate consequence.
- h. The students must at all times conduct himself in a manner becoming a Christian. Gripping is not tolerated, and each child is expected to respect the authority of his/ her teachers and the administration within the school institution.
- i. When a child's attitude is not in accord with the school or Biblical Principles, the child will be placed on probation and both parents for conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.
- j. Parents are responsible to communicate with teachers and school authorities, especially when called for in conference about their child's progress.
- k. The students are discouraged to bring any expensive jewelries, gadgets and kinds and or bringing big amount of cash. The school will not be liable in case of loss.
- l. Bringing of gadgets inside the school premises is not allowed (e.g. mobile cell phones, MP3 players, or any gaming gadgets) especially during the school days. The teachers and the staffs are given the



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authorization by the school to confiscate any gadgets afore mentioned and it will be forwarded to the Office of the School Administration and will only be returned to the parents after the school year.

- m. Forging signatures/handwritings of parents, guardians, teachers and school officials, misrepresentation of any kind (like changing grade in their report card).
- n. Spreading (publishing, circulating) false or malicious information.
- o. Refusal to accept reprimand or violation report for any offense from the class adviser or any school officials.
- p. Threatening, intimidating, provoking, or coercing any member of the school community.  
**(Offenses penalized by Dismissal or Expulsion for the first offense.)**
- q. Verbal gestures or written defamation and any conduct which endangers the good name of the school and its members.
- r. Intentional acts of vandalism leading to grave damage to school property, property of another, or to name and honor any school personnel (manipulating of fire extinguisher, electrical, etc.)
- s. Obstruction or disruption of teaching, administrative or any school activity.
- t. Commission of any crime against the law of the land inside and outside the school premises, in school-related activities provided that prima-facie evidence exist upon investigation by the school authorities.
- u. Use, sale or possession of narcotics and prohibited drugs in the school campus or into off-campus activities including marijuana and shabu.
- v. Disrespect to members of the faculty, staff, maintenance and security personnel (like answering back, not following the teacher's instructions, shouting and saying bad words/ foul language against the teacher/school personnel and sleeping in class)
- w. Beating or fighting resulting to physical damages. Physical assault on any school member or visitor.
- x. Willful and intentional violation of any school regulation.
- y. Lying in an official investigation or hearing.
- z. Bullying Level 3 (includes internet bullying whether in the form of jokes, malicious information etc.)

## IV. SAFETY AND SECURITY

### *We understand that:*

Although the administration, faculty and staff of PICAR is responsible and will go to great lengths to safe guard the well being of all students within the grounds, it is the responsibility of parents to insure the whereabouts of their children after class. Please take note of your child's actual dismissal time and make appropriate arrangements for pick up. During special circumstances wherein a student has to stay in school beyond the specified dismissal time for reasons such as, detentions, make up lesson, practices etc., an official note to the parents will be issued by the teacher prior to the activity and should be duly signed by the parents.

### IN AGREEMENT:

\_\_\_\_\_  
**FATHER**  
(Signature over Printed Name)

\_\_\_\_\_  
**MOTHER**  
(Signature over Printed Name)

\_\_\_\_\_  
**STUDENT**

*The fear of the Lord is the beginning of wisdom; a good understanding have all they that do his commandments; His praise endureth forever. – Psalm 110:10*

### Accepted:

\_\_\_\_\_  
**MRS. AUDREYLIE D. VILLEGAS**  
Principal