



BROOKLAKE

CHRISTIAN SCHOOL

Admissions Checklist

So What's Next?

The following checklist is a tool for you to make sure you've got all the right paperwork in all the right places. If you have any questions, please let us know!

- Turned in to the BCS Office
- Completed Student Application Packet
- Photocopy of student's birth certificate
- Copy of Immunization records (can fax from pediatrician to 253-517-8297)
- Enrollment Fee
- Provide the office with any legal parenting plan.

- Starting School
- Create FACTS account (info will be emailed to you after application has been processed)
- Check our School Calendar for important dates
- Purchase supplies from the School Supplies list
- Bring a smile and say hello to your new friends!



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CHRISTIAN SCHOOL

Tuition and Fees 2026-2027

ENROLLMENT FEE

Evaluation (new students only)	Preschool & Pre-Kindergarten	Kindergarten – Grade 6
\$30	\$180	\$298

Enrollment Fee is due with application at time of enrollment up to \$535 per family

MATERIALS FEE

Half-Day Preschool	All-Day Preschool (M-F)	All-Day Pre-K (M-F)	Kindergarten-Grade 6
\$189	\$ 259	\$259	\$383

Materials Fee is non-refundable and due August 1st

MONTHLY TUITION

	Half-Day Preschool (M-F A.M.)	All-Day Preschool (M-F)	All-Day Pre-K (M-F)	Kindergarten-Grade 5
1st Child	\$ 603	\$ 923	\$1,041	\$ 1,210
Add'l Children	\$ 543	\$ 831	\$ 932	\$ 1,089

Monthly Payment Plan is 10 equal payments with first payment due by July 1st remaining collected Sept – May.

ANNUAL TUITION

	Half-Day Preschool (M-F A.M.)	All-Day Preschool (M-F)	All-Day Pre-K (M-F)	Kindergarten-Grade 6
1st Child	\$6,026	\$9,229	\$10,411	\$12,099
Add'l Children	\$5,423	\$8,306	\$9,370	\$10,889

A 5% tuition discount will be applied if paid in full by July 1st.

Payment Options

- Full Payment: There is a 5% discount for full payment of the 2026-2027 tuition if received by July 1st.
- Monthly Automatic Payments: 10 equal tuition payments will occur on the first of each month from July 1st through May 1st (Materials Fee will occur in place of a tuition payment on August 1st).
- Ways to Pay:
 - All tuition payments field trips, after school clubs, lunch orders, etc. and the Materials Fee will be billed through our online tuition payment system, FACTS. This tool is used to make automatic withdrawals directly from your bank account or credit/debit card.
 - All other payments such as the Enrollment Fee can be paid directly at the school office in the form of cash, check, or debit/credit card (all card payments are subject to a processing fee). Once the enrollment fee is paid there is no refunds. If you are paying cash please have the exact amount as we may not have change.

Incentives and Tuition Assistance

We are happy to offer the following incentives for the 2026-2027 school year.

- **\$250 Tuition Credit when you refer a new family to BCS.**
New student must be enrolled for a minimum of 4 months before discount will be applied.
- **50% off Enrollment Fee**
Receive 50% off your enrollment fee when you enroll your student within the first week of the 2026-2027 enrollment period. Jan 26th – Feb 9th for returning families; Feb 9th - 13th for new families.
- **5% Tuition Discount**
Pay in full by July 1st and receive a 5% tuition discount.

If you are interested in tuition assistance, Brooklake Christian School may be able to help. Please visit www.factsmgt.com and click on 'Parent Resources' then 'Financial Aid.' From here, you can fill out an application for aid and create an account. Financial aid applications are due no later than May 1st.

Terms and Conditions

- Materials Fee includes the student's use of all textbooks, workbooks, classrooms consumables, etc. All curriculum remains the property of BCS and should be treated with care.
- All tuition payments must be paid through FACTS. A late fee of \$25 will be added for payments received after the 5th of each month. Account balances 30 days past due will result in student withdrawal.
- Enrollment, Materials, and Evaluation Fees are non-refundable and non-transferable.
- All tuition payments are non-refundable and non-transferable.
- If a student is officially withdrawn, monthly tuition payments shall cease but cannot be prorated.



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Application for Admission 2026-2027

Student Information

Please circle the grade student is applying for

Half-Day P.S. M-F All- Day P.S. All-Day Pre-K Kindergarten 1st 2nd 3rd 4th 5th

Student Name: _____ ☐ Male ☐ Female
Last First Middle

Home Address: _____ Home Phone: () _____
Street
City State Zip Code

Mailing Address (If different than above): _____

Birth Date: ____/____/____ Age on August 31st: _____ Birthplace: _____

Is the student a U.S. Citizen? ☐ Yes ☐ No

Ethnicity: ☐ African American ☐ Asian/Pacific Is. ☐ Caucasian ☐ Hispanic ☐ Native Indian/Alaskan ☐ Other _____

Student Faith Information:

Church Attending / City: _____ ☐ Attend Regularly ☐ Attend Occasionally Pastor's
Name: _____

School History:

If this is your child's first school experience, please check here: ☐

List all schools previously attended (Including BCS if previously enrolled):

School Name	Mailing Address	Grade(s)	Dates Attended

Reason for withdrawing from present school?

Has your child ever been suspended? ☐ Yes ☐ No Has your child ever
been expelled? ☐ Yes ☐ No Has your child ever been asked to
withdraw? ☐ Yes ☐ No

Has your child ever repeated a grade? ☐ Yes ☐ No Grade: _____ Date: _____

Has your child ever been tested for or enrolled in a special program? ☐ Yes ☐ No
(gifted, learning, disabled, special needs)

If you answered 'Yes' to any of these questions or if there is any additional information that the school should be aware of in order to effectively meet your child's needs, please give details on a separate sheet of paper.

I heard about Brooklake Christian School through:

☐ Friend ☐ Web Advertisement ☐ Billboard ☐ Radio ☐ Church ☐ Website ☐ Referred by _____

Name of Father / Stepfather / Grandfather / Guardian (circle one)

Last First Middle

Home Address: _____ Home Phone: () _____

(If Different Street

than Child's) _____ Work Phone: () _____

City State Zip Code

Email: _____ Cell Phone: () _____

Include this email in official BCS correspondence? ☐ Yes ☐ No

Occupation: _____ Employer: _____

Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Name of Mother Stepmother Grandmother Guardian (circle one)

Last First Middle

Home Address: _____ Home Phone: () _____

(If Different Street

than Child's) _____ Work Phone: () _____

City State Zip Code

Email: _____ Cell Phone: () _____

Include this email in official BCS correspondence? ☐ Yes ☐ No

Occupation: _____ Employer: _____

Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Authorized Pick Up and Emergency Contacts

Please list individuals, other than parents, who are authorized to pick up your child from school and/or be contacted in an emergency. Students can only be released to the individuals listed. If more than six contacts are needed, please use a separate sheet of paper.

1) Name: _____ Phone () _____ Cell () _____ Relationship to student: _____

☐ Pickup Only ☐ Emergency Contact

2) Name: _____ Phone () _____ Cell () _____ Relationship to student: _____

☐ Pickup Only ☐ Emergency Contact

3) Name: _____ Phone () _____ Cell () _____ Relationship to student: _____

☐ Pickup Only ☐ Emergency Contact

4) Name: _____ Phone () _____ Cell () _____ Relationship to student: _____

☐ Pickup Only ☐ Emergency Contact

5) Name: _____ Phone () _____ Cell () _____ Relationship to student: _____

☐ Pickup Only ☐ Emergency Contact

6) Name: _____ Phone () _____ Cell () _____ Relationship to student: _____

☐ Pickup Only ☐ Emergency Contact

Additional Information

Is there an active court order involving your child that affects your child's schooling? ☐ Yes ☐ No

Is either parent forbidden by court order from having equal access to the child or school records? ☐ Yes ☐ No

Is there an active restraining order involving your child? ☐ Yes ☐ No Is there an active parenting plan involving your child? ☐ Yes

☐ No Does your child have more than one residence? (If yes, please enter information below) ☐ Yes ☐ No

If you answered 'Yes' to any of these questions or if there is any additional information that the school should be aware of in order to effectively meet your family's needs, please provide BCS with a copy of legal documents pertaining to parenting plans, restraining orders, or other court orders regarding your child.

If your child has more than one residence, please indicate the primary residence for official correspondence.
(check option that corresponds with address above)

☐ Mother/Stepmother/Grandmother/Guardian ☐ Father Stepfather Grandfather Guardian

Upon receipt of Application

I understand that Brooklake Christian School will use the information in this application to acquire a complete transcript of academic performance, special placement, certificate of immunization, records of disciplinary action, and history of violent behavior for the applying student. Per Washington State law (CW28A.225.33), full disclosure of these records is required within two business days of the request. The student will not be enrolled until this information has been received and reviewed.

Parent Guardian Signature _____ Date: _____

Brooklake Christian School does not discriminate on the basis of race, sex, economic or ethnic background, and reserves the right to deny admission to any student or family due to family lifestyle, abilities, or attitudes that do not match the spiritual and philosophical mission of Brooklake Christian School.



Volunteer Driver Application

We often need assistance in transporting students on field trips or for sporting events. Our school parents have been generous in their assistance. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. If you are interested in helping with such needs during the school year, please fill out this form and return it (along with copies of your driver's license and your current vehicle insurance card). **A new Volunteer Driver Application Form must be filled out each school year.**

Section I – Volunteer Driver Information

Name: _____

Phone: _____

Driver License #: _____

Expiration Date: _____

CDL Class: _____

Restrictions: _____

Car Model/YR #1: _____

Car Model/YR #2: _____

Address: _____

No. Of working seatbelts in Car #1: _____ Car #2: _____

License plate number for

Car # 1: _____

Car #2: _____

The school requires volunteer drivers to have a minimum amount of liability insurance: (1) \$25,000 liability per person for bodily injury; (2) \$50,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$10,000-\$50,000 liability for property damage. Amount on (these) car(s):

Car #1: Insurance co. _____ (1) \$ _____ (2) _____ (3) _____

Uninsured/underinsured motorist coverage? Yes _____ No _____

Car #2: Insurance co. _____ (1) \$ _____ (2) _____ (3) _____

Uninsured/underinsured motorist coverage? Yes _____ No _____

If you answer YES to any of the following questions, we will ask for additional details to determine eligibility. If you are ineligible to be a BCS volunteer driver, you are welcome to attend all field trips your student attends, but we request that you do not drive any students unless you have written permission from their parents. Your application will be denied if you have less than the minimum insurance required.

____ Yes ____ No Have you been in an accident in the last three years? If yes, please describe the infractions on another sheet of paper and attach it to this form.

____ Yes ____ No Have you been ticketed for moving violations in the last three years? If yes, please the infractions on another sheet of paper and attach it to this form.

____ Yes ____ No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation.

Section II – Requirements for Volunteer Drivers

I certify that for this school year:

- I possess a valid ____ (state) driver's license. **Please attach a copy of your driver's license and first page of your car insurance policy(ies).**
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverage required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverages are in force.

Parent Signature: _____ Date: _____



Parental Agreement

Student's Name: _____ Grade: _____

1. Parental Philosophy I We understand the mission and Statement of Faith of Brooklake Christian School. By signing this Parental Agreement, I we pledge full and consistent support and cooperation with the school concerning all policies and requests in a timely manner. Additionally, I we agree to support and cooperate with all BCS administrators, teachers, and all staff members regarding policies and or decisions.
Initials:_____ Initials:_____
2. Parental Involvement I We understand that the philosophy of the school cannot be fulfilled without parental involvement. Involvement includes but is not limited to participation in fundraising activities, attendance at school functions and parent meetings, reading information sent home from the school, and communicating directly and respectfully with our child's teacher(s). I We agree to bring and pick up our child on time according to their class schedule (and pay all extended day expenses that are charged). I We will encourage, support, and help our child with homework, memorization, projects, and good study habits.
Initials:_____ Initials:_____
3. Discipline and Conduct Brooklake Christian School believes that discipline is necessary for the benefit of each student as well as the entire school, and I we give permission to the teachers, administrators, and all staff members to make and enforce school regulations in accordance with applicable Washington State Laws and in a manner consistent with Christian principles and discipline as set forth in Scripture (Proverbs 13 2 22 29 15 17 Colossians 3 2 Hebrews 12). I We agree that I we will support the school's discipline efforts, rules, and consequences, and require our child to comply with all school regulations with a respectful attitude. I We understand that our student may be sent home during the school day, not be allowed to return to school for a period of time, and or be withdrawn from BCS due to inappropriate conduct, words, and or negative attitudes. I We further agree to require our child to show respect for those in authority at school at all times.
Initials:_____ Initials:_____
4. Damages I We will pay for any damages caused by our child in a prompt manner.
Initials:_____ Initials:_____
5. Activities I We give permission for our child to take part in all school activities, including school-sponsored trips away from school premises, riding on the school bus and or in vehicles with volunteer drivers.
Initials:_____ Initials:_____
6. Disability I We release Brooklake Christian School from all liability while our child is under school care and responsibility.
Initials:_____ Initials:_____
7. Placement While the school strives to work with the parents on class placement, I we understand that the school has full discretion in the class placement of our child.
Initials:_____ Initials:_____
8. Grievance I We pledge our loyalty to the mission of the school and will bring any and all questions and concerns directly to the teacher (if a classroom issue) first before contacting the administration. I We will endeavor to communicate any grievances honestly and directly to those involved following the principles in Matthew 18 15-17.
Initials:_____ Initials:_____

9. School Health Policy I We understand that in the event our child becomes ill or sustains an injury that is of an emergency nature while in the care of Brooklake Christian School, 911 will be called and the child will be transported to the nearest hospital for care if necessary. If the illness or injury is of a less serious nature, BCS personnel will evaluate, treat if necessary, and notify the parent. No medications will be given without permission from a parent guardian. I We understand that all medication brought to the school must be in the original labeled container. If prescription medication is to be administered by BCS personnel, a form will need to be filled out and signed by the parent and doctor. I We give permission for BCS staff to administer first aid, CPR, and or the use of the AED, as deemed necessary. I We understand that it is our responsibility as parents to ensure that needed medications are given to the classroom teacher for off campus activities. I We understand that standard immunizations are required for attendance at Brooklake Christian School unless there is a documented medical need for immunization exemption. I We understand that no other types of exemptions will be admitted.

Initials: _____ Initials: _____

10. Financial Agreement I /We agree to fulfill all financial obligations in a prompt and responsible manner. I /We understand that tuition payments are due by the 1st of each month beginning in July. Payment after the 5th of the month will result in a \$25.00 late fee. I / We understand that if our account is past due more than 3 days our child(ren) will be withdrawn. I /We also agree to pay the materials fee by August 1, 2026. Materials fee payment after August 5 will result in a \$25.00 late fee. Extended ay charges and all other account payments that are past the due date will result in a \$25.00 late fee. I /We understand that report cards and transcripts will be withheld unless financial obligations have been met in full. I /We also understand that if our account is not current, fees received for lunch and or activities may be applied to any outstanding balance before it will be applied to a lunch and or activity fee. I /We understand that Brooklake Christian School may employ the use of a collection agency should the school deem such action necessary. I /We agree to make all account payments through FACTS, unless asked by school personnel to pay an expense directly to the school office via check or cash.

Initials: _____ Initials: _____

11. NON-REFUNDABLE NON-TRANSFERABLE FEES I We understand that all enrollment fees, material fees, tuition, and all other payments are non-refundable and non-transferable. Additionally, should I /we choose to withdraw /my our student(s) at any point during the school year, I /we understand that all tuition that has been paid is non-refundable and cannot be prorated. If a monthly tuition payment plan has been chosen, tuition payments will cease when a signed Withdrawal Form has been submitted to the BCS office.

Initials: _____ Initials: _____

12. Returned Check Fee If a check given to the school is returned not paid, I we understand that I we will be charged a \$25.00 returned check fee. After a 2nd NSF check is submitted, future payments (such as lunch expenses, field trips, etc.), must be paid in cash.

Initials: _____ Initials: _____

13. Family Information release I /We understand that our names and contact information have been added to the school's database and I /we may receive school publications, emails, as well as information (letters, phone calls, etc.) regarding BCS. I /We also understand that the names, addresses, and phone numbers of grandparents and other authorized contact and pick up persons listed will be added to the same database. Brooklake Christian School will not release or sell family information to any 3rd party without your permission.

Initials: _____ Initials: _____

14. I /We, as parent(s) of the student named above (on page 1 of this document), do sincerely give our pledge and commitment to the above items. I /We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations and financial payment requirements (i.e., the use of payments made through FACTS), will forfeit the student's privilege of attending BCS and result in immediate student withdrawal. Additionally, parent or student conduct and or words (written or spoken) that are not fully supportive of Brooklake Christian School administration, teachers, and all other staff members will result in immediate student withdrawal. I /We understand that it is our responsibility to communicate respect and honor toward all in the Brooklake Christian School community at all times, including other BCS families.

Initials: _____ Initials: _____

15. Brooklake Christian School affirms that God created each person in His image as male and female, and we commit to honoring every student with dignity, respect, and Christ-centered love.

Initials: _____ Initials: _____

Name of Father/Guardian

Date

Name of Mother/Guardian

Date

Signature of Father/Guardian

Date

Signature of Mother /Guardian

Date



BROOKLAKE

CHRISTIAN SCHOOL

Medical Consent

Student Information

Name: _____ Birthdate: _____ Sex: _____

☐ Male ☐ Female

Health Insurance Information

(Brooklake Christian School will not be responsible for paying for child's healthcare)

Insurance Company _____ Policy # _____

Policy Holder Name _____

Employer Name _____

Emergency Information

Doctor's Name	Phone Number	Preferred Emergency Care Facility
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Dentist's Name	Phone Number	Preferred Dental Facility
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CONSENT FOR HOSPITAL ADMISSION AND/OR PHYSICIAN'S CARE

I hereby give my permission for my child to be given emergency treatment by Brooklake Christian School.

When I cannot be contacted I authorize and consent to medical, surgical, and hospital care treatment and procedures to be performed for my child by a licensed physician, healthcare provider, hospital or aid care attendant when deemed necessary or advisable by the physician or aid care attendant to safeguard my child's health. I waive my right of informed consent to such treatment.

I also give permission for my child to be transported by aid car or ambulance to an emergency center for treatment. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

I have read the above consent form and understand and agree to its content.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Medical History – This side is confidential information seen only by school administrators.

Date of last physical exam: _____

Does your child have now or previously had any of the following? If YES, explain briefly on line provided.

	NO	YES
Allergies to medication	☐	☐ List: _____
Other allergies	☐	☐ List: _____
Frequent headaches	☐	☐ List: _____
Convulsions/seizures	☐	☐ List: _____
Hearing impairment	☐	☐ List: _____
Visual impairment	☐	☐ List: _____ Date of last eye exam: _____
Frequent ear infections	☐	☐ List: _____
Asthma	☐	☐ List: _____
Hay fever	☐	☐ List: _____
Chronic bronchitis	☐	☐ List: _____
Sinus problems	☐	☐ List: _____
Heart abnormality	☐	☐ List: _____
Frequent stomach aches	☐	☐ List: _____
Frequent constipation	☐	☐ List: _____
Frequent diarrhea	☐	☐ List: _____
Kidney disease	☐	☐ List: _____
Blood disease	☐	☐ List: _____
Frequent nosebleeds	☐	☐ List: _____
Diabetes on insulin	☐	☐ List: _____
Hypoglycemia	☐	☐ List: _____
Thyroid disease	☐	☐ List: _____
Arthritis	☐	☐ List: _____
Orthopedic injuries	☐	☐ List: _____
Skin problems	☐	☐ List: _____
ADD	☐	☐ List: _____
ADHD	☐	☐ List: _____
Emotional problems	☐	☐ List: _____

ist any other health problems, physical challenges, or special needs that should be known to better care for and meet his her needs or which make participation difficult in classroom or physical activity

List any medications being taken

Does your child have any allergies that may result in an allergic reaction that we should be aware of?

Allergen	Reaction	Method of Treatment
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Allergen	Reaction	Method of Treatment
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CHRISTIAN SCHOOL

Internet User Agreement

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

Filtering software is in use on all computers at Brooklake Christian School with access to the Internet. This blocks or filters access to known websites deemed inappropriate in a Christian Elementary educational setting. Educational staff will, to the best of their ability, monitor student use of the Internet in school, and will take reasonable measures to prevent access to inappropriate material on the Internet, and restrict access to materials harmful to students.

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior apply. The network is provided for students to conduct research and complete assignments. Access to the internet at Brooklake will be provided to students who agree to act in a Christian manner and have been given permission by their parents.

Personal information such as names, addresses, telephone numbers and identifiable photos should remain confidential when using the Internet. No user may disclose, use, or disseminate personal identification information regarding minors. Students encountering information or messages they deem dangerous or inappropriate on the web should notify their teacher or other adult staff immediately. Chat rooms and direct electronic communications (Instant Message services) are not permitted on school computers. Students will not be given e-mail accounts at Brooklake. (Except for the 5th Grade class; for schoolwork only.)

Student use of telecommunications and electronic information resources will be permitted upon submission of the Internet User Permission Form.

Use of the network resources must be for schoolwork purposes. Brooklake Christian School reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Intentional use of Brooklake computers to develop programs that harass other users or gain unauthorized access to network system and/or damage the components of network system is prohibited. Users are responsible for the appropriateness of any content they create or use on system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Such acts constitute a violation of this Acceptable Use Policy and will lead to discipline by school officials.

Access to the Internet will enable students to explore thousands of libraries, databases, and electronic resources. Brooklake believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Brooklake Christian School supports and respects each family's right to decide whether or not to apply for independent access.



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CHRISTIAN SCHOOL

Internet User Permission Form

To use networked resources and Internet access, all students must sign and return this form and obtain parental permission. The activities listed below are not permitted on ANY computer located at Brooklake Christian School:

- Knowingly accessing inappropriate website material
- Using inappropriate language on any computer in any software
- Giving personal information, such as name, phone number, address or identifiable photo on any website
- Harassing, insulting, or attacking others
- Damaging or modifying computers, computer systems or computer networks including installing ANY programs or changing ANY preferences or settings
- Violating copyright laws or plagiarism of website material
- Trespassing in others' folders, work, or files
- Intentionally wasting limited computer resources
- Employing the network for commercial purposes, financial gain, or fraud
- Searching websites not necessary for schoolwork
- Downloading files or running programs found on web sites unless with teacher permission
- Knowingly pursuing websites allowing viruses, adware, or spyware to infect school computer systems

Violations may result in a loss of access as well as other disciplinary action.

Parent/Guardian Permission:

Students are provided with access to Brooklake Christian School computer resources. In addition to accessing our computer network, as the parent or legal guardian, I grant permission for the below named student to access the Brooklake Christian School network and filtered Internet for educational instructional purposes.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Student Name

Grade

Parent/Guardian Name

Parent/Guardian Signature

Date



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CHRISTIAN SCHOOL

Student Acceptable Usage Policy

Purpose

1. The technology resources at Brooklake Christian School ("BCS" or "the school") (e.g., all networking, hardware and software, and the internet) are provided to support the educational activities of our students and should be used for those purposes only.
2. Use technology resources in a way that shows respect for others and complies with classroom rules.
3. Incidental personal use of the school's technology resources must not interfere with a student's classwork.
4. Except as authorized by the school or the student's teacher, personal use of the school's technology resources or data is not allowed.

Authorized Use

1. An authorized user is any student who has been granted permission by the school and teacher to access its computing and network resources and whose usage complies with this policy. Using technology resources without school or teacher approval is prohibited. By accessing the school's network using school-owned equipment, you have consented to the school's right to exercise its authority as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
2. Personally owned devices (laptop or tablet) are not allowed on campus without authorization from the student's teacher and the Tech Specialist.

Privacy Expectations

1. The school's network resources, including all computers and devices, are the property of the school. The school reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the school's network.
2. Students must recognize that there is no guarantee of privacy associated with their use of school technology resources. Students should not expect that information created or maintained in the system (even when marked "personal" or "confidential") is private, confidential or secure.

Responsible Use

1. Students should not do anything that invades a fellow student's privacy, is unfair, or breaks the law when using computers or other electronic devices. Everyone must also respect other people's work and creations and not take or use them without permission.
2. All students must refrain from acts that prevent others from using technology resources. Students will not access, modify, or delete others' files or system settings. Tampering of others' files or system settings of any kind is strictly not allowed. Deliberate attempts to tamper or degrade the performance of a school computer system, network, or to deprive authorized students of access to or use of such resources, are not allowed. Any student that is caught in tampering with a computer or computer settings will face disciplinary action.
3. Students may not access personal email on school issued computers without teacher approval.
4. Students are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the school, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.
5. Students may not install additional software, Chrome extensions, or any other browser for add-ons. If a teacher requests the installation or removal of additional software, a Chrome extension, or any browser add-on, it will be handled only by the Tech Specialist.
6. Students are expected to take care of their school-issued computer. This includes improper physical handling of devices, and negligent or reckless handling of school-issued devices will not be tolerated. See "Equipment Checkout and Damage" for more details.

Inappropriate Materials

1. The school prohibits students from keeping or accessing inappropriate material in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.

2. Accessing the school's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the school is prohibited. The school will respond to complaints about harassing or discriminatory use of its technology resources in accordance with its Anti-Harassment and Anti-Discrimination Policy.

Security

1. Each student is responsible for the security and integrity of information stored on his or her computer. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual students only and must not be shared with or used by others. Brooklake Christian School, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the school system, you have consented to the school's right to monitor its systems and all of their contents.
2. Removing or relocating school-owned technology resources requires prior authorization from the Tech Specialist.
3. Students may not attempt to circumvent or subvert to the security provisions of any other system. A student will face disciplinary action if such an attempt is discovered.
4. Any attempt to use another student's login information will result in disciplinary action.

The Internet at Brooklake Christian School

1. There are risks involved with using the internet. To protect personal safety, students are not allowed to give out personal information to others on the internet without parent or teacher approval. The school cannot guarantee that students will not encounter text, pictures, or references that are inappropriate. Responsible attitudes and appropriate behavior are essential in using this resource. As with email, information that a student places on the internet is similar to sending a postcard rather than a sealed letter.
2. Students must be aware that some material circulating on the internet is copyrighted and subject to all copyright laws. Materials taken from the internet must be properly cited.
3. Students must be aware that some material circulating on the internet is illegally distributed. Students must never use the school's system to download illegally distributed material.

Equipment Checkout and Damage

1. Students will be assigned Chromebooks for educational use only.
2. Students may not remove approved equipment from school property without teacher approval. This equipment will be used in accordance with this policy at all times.
3. Any damage that occurs to any equipment must be reported to the teacher and the Tech Specialist immediately. Any damage and/or theft that occurs to school-owned equipment due to negligent practices will be repaired or replaced at the student's expense (at the determination of the Tech Specialist).
4. If the school determines that a student has intentionally damaged their school-issued device, they may face additional disciplinary action along with being required to pay for any necessary repairs or a replacement.

What Happens if Rules Are Not Followed:

1. If a student does not follow the rules as stated above, consequences will be handled at the school's discretion.

Acceptable Usage Policy Agreement

I, _____, (printed student name) and I, _____ (printed parent name) have read the Acceptable Usage Policy, understand it, and agree to adhere to the policies and procedures detailed within. I understand and accept the conditions stated above, and agree to release from any liability from Brooklake Christian School, its subcontractors, and employees.

I understand that I, as a network user in making electronic contact with others, am expected to use good judgment and follow the Acceptable Usage Policy. Violation of any provision of the Acceptable Usage Policy could incur disciplinary action by the school, loss of privileges on the BCS Network, and dismissal from BCS.

I understand that sites being accessed by students and electronic communication may be monitored at any time.

Student signature: _____ Date: _____
Parent signature: _____ Date: _____



BROOKLAKE

CHRISTIAN SCHOOL

Photo Release Waiver

Please initial the sections you agree with
Photo Release within the school

_____ I **DO** give Brooklake Christian School permission to use my child's name, photograph, video, audio recordings, likeness, and or artwork in class newsletters, teacher website, yearbook, bulletin boards, in-school photos, and live streamed school events.

_____ I **DO NOT** give Brooklake Christian School permission to use my child's name, photograph, video, audio recordings, likeness, and or artwork in class newsletters, teacher website, yearbook, bulletin boards, in-school photos, and live streamed school events.

Photo Release for BCS Social Media

_____ I **DO** give Brooklake Christian School permission to use my child's name, photograph, video, audio recordings,

likeness, and or artwork in future publications, web pages, social media, and other promotional materials produced, used by, and representing Brooklake Christian School and media outlets.

_____ **I DO NOT** give Brooklake Christian School permission to use my child's name, photograph, video, audio recordings, likeness, and or artwork in future publications, web pages, social media, and other promotional materials produced, used by, and representing Brooklake Christian School and media outlets.

Recording or Streaming Events

_____ **I DO** give Brooklake Christian School permission to record and/or stream BCS Chapel services, Spelling Bee, Speech Meet, Christmas Concert, and special programs my student is in. A link will be sent through FACTS to the parent's or guardian's email address. The Youtube link is unlisted so it will not be available for anyone without the emailed link and will be removed within 24 hours.

_____ **I DO NOT** give Brooklake Christian School permission to record and/or stream BCS Chapel services, Spelling Bee, Speech Meet, Christmas Concert, and special programs my student is in. A link will be sent through FACTS to the parent's or guardian's email address. The Youtube link is unlisted so it will not be available for anyone without the emailed link and will be removed within 24 hours.

Student Name

Grade

Parent/Guardian Name

Date

Parent/Guardian Signature



BROOKLAKE

CHRISTIAN SCHOOL

Driver's Liability Release Form

Parent and other volunteer drivers participating in class activities are required to complete a Driver's Application Form each school year. Drivers are required to have driving records reviewed and approved as well as meet the Washington State minimum insurance requirements.

I give Brooklake Christian School permission to transport my student to all field trips and off campus class activities via in other vehicles with volunteer drivers. I release Brooklake Christian School from any and all liability involving off campus class activities.

_____	_____
Student Name	Grade

_____	Parent/Guardian
Name	

_____	_____
Parent/Guardian Signature	Date



BROOKLAKE

CHRISTIAN SCHOOL

Transcript Request

629 S. 356th Street
Federal Way, WA 98003

Phone: 253.517.8247
Fax: 253.517.8297

Last School Attended: _____

Fax Number: _____

Please send the complete transcript of academic performance, special placement, attendance, certificate of immunization, records of disciplinary action, and history of violent behavior for the following student(s) who has applied for enrollment.

Please send information to Brooklake Christian School

Attention: Admissions Office

Last Name First Name Middle Current Date of Birth Initial Grade

According to Washington State Law (RCW28A.225.330), full disclosure of these records is required within two days of the request. We will be unable to enroll the student(s) until we receive this information.

Parent/Guardian Name

Parent/Guardian Signature

Date: _____

