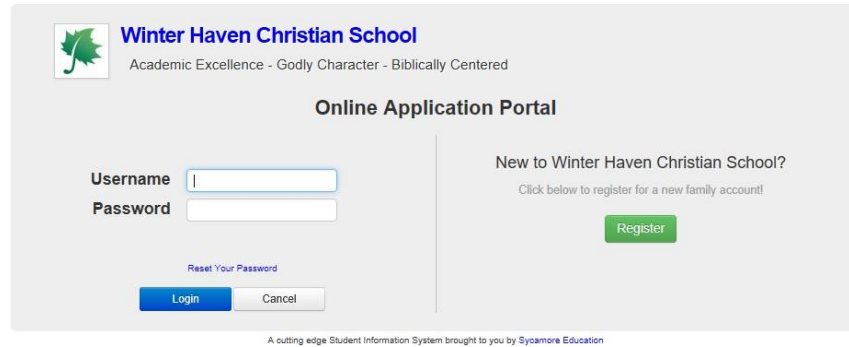


How to apply to Winter Haven Christian School

STEP ONE

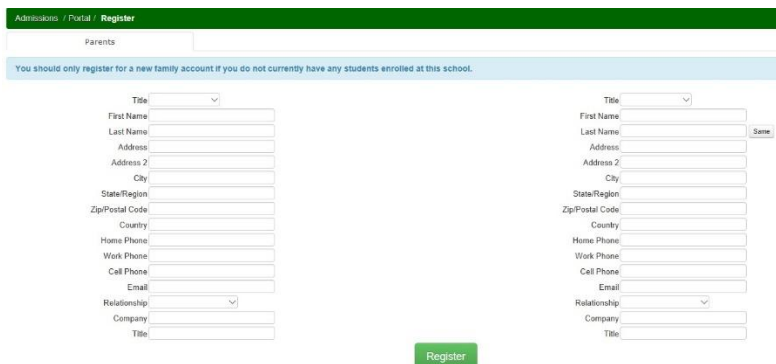
All applications will be processed online this school year via our parent portal Sycamore Education. The Admissions link can be found at our website <http://whcsonline.org> or at the following link <https://app.sycamoreschool.com/admissions/index.php?schoolid=1584>



The screenshot shows the 'Online Application Portal' for Winter Haven Christian School. At the top left is the school's logo and name, followed by the tagline 'Academic Excellence - Godly Character - Biblically Centered'. Below this is a login section with fields for 'Username' and 'Password', a 'Reset Your Password' link, and 'Login' and 'Cancel' buttons. To the right, a section asks 'New to Winter Haven Christian School?' with a note to 'Click below to register for a new family account!' and a green 'Register' button. At the bottom, a small line of text reads: 'A cutting edge Student Information System brought to you by Sycamore Education'.

STEP TWO:

If you are a new family you will need to click the green register button and fill out the information form. Existing families please skip to step four.



The screenshot shows a registration form titled 'Admissions / Portal / Register'. Below the title is a 'Parents' section. A light blue banner states: 'You should only register for a new family account if you do not currently have any students enrolled at this school.' The form consists of two identical columns of input fields for personal and contact information, including Title, First Name, Last Name, Address, Address 2, City, State/Region, Zip/Postal Code, Country, Home Phone, Work Phone, Cell Phone, Email, Relationship, Company, and Title. A green 'Register' button is centered at the bottom of the form.

STEP THREE:

Once you are registered as a new family you will receive an email confirmation and a temporary password. You will need to change this password once you log into the system.

STEP FOUR:

Use your family Sycamore username and password to login to the application portal. You will see the pre application message, application road map, school checklist, and family tab. Items in the application road map will be red when incomplete and green when complete.

**Winter Haven Christian School**
Academic Excellence - Godly Character - Biblically Centered

Online Application Portal

Username

Password

[Reset Your Password](#)

New to Winter Haven Christian School?

Click below to register for a new family account!

A cutting edge Student Information System brought to you by Sycamore Education

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Home | **Pre-Application Message** | **Application Road Map**

[Family](#)
[Checklist](#)
[Information](#)
[Additional Fields](#)
[Contacts](#)
[Medical](#)
[Documents](#)
[Agreements](#)
[Essay Questions](#)
[Students](#)

[Help](#)
[Logout](#)

Thank you for re-registering at Winter Haven Christian School. All families must have all existing financial accounts in good standing and admission fees paid before an application can be processed.

Information about tuition and registration fees can be found on our website or by reading below.

We are excited to see you return as a part of our family.

Blessings,
Joseph & Rebecca Klein
Headmaster
Winter Haven Christian School

Tuition for 2017-2018 Information

2017 - 2018 Tuition Schedules

Class	Registration Fee Per Child (Non-Refundable)	Registration Fee Per Child After 06/30/17 (Non-Refundable)	Tuition Child #1	Tuition Child #2	Tuition Child #3
3 & 4 Year Old Preschool	\$80.00	\$140.00	\$3,160.00	\$2,630.00	\$1,570.00
K5 - 5 th Grade	\$100.00 - Re-Enrolling Students \$200.00 - New Students	\$200.00 - Re-Enrolling Students \$300.00 - New Students	\$6,090.00	\$4,960.00	\$2,950.00
6 th - 8 th Grade	\$100.00 - Re-Enrolling Students \$200.00 - New Students	\$200.00 - Re-Enrolling Students \$300.00 - New Students	\$6,135.00	\$4,970.00	\$2,955.00
9 th - 12 th Grade	\$100.00 - Re-Enrolling Students \$200.00 - New Students	\$200.00 - Re-Enrolling Students \$300.00 - New Students	\$6,355.00	\$5,375.00	\$3,160.00

* Re-Enrolling rates and discounts apply to students who were enrolled and finished at WHCS during the 2016-2017

Family Items:

- There are 6 documents available to download.
- Need to complete 15 out of 15 required additional fields questions.
- ✓ You have at least 1 non-guardian emergency contact.
- ✓ You have at least 1 legal guardian contact.
- You need to acknowledge 5 agreements.
- Add a student to the application.

School Checklist

Item	Complete	Flagged
Parent-Student Agreement		
Medical Authorization Form		
Payment Option Form		
Handbook at a glance form		
Honor Code		
Application Fee		

STEP EIGHT:

Click on documents and download, print and fill out all documents that are needed for your application. See comments for which documents are necessary for your application.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Joseph & Rebecca Klein
School Year 2017-18
Status: None

Home Family / Documents

Checklist Information Additional Fields Contacts Medical Documents Agreements Essays Students

Document Name	Comments	
1 Parent-Student Agreement.pdf	Required for all families	Download
2 Medical Treatment Authorization 2017-2018.pdf	Required for all families	Download
3 Payment Options Sheet 2017-2018.pdf	Required for all families	Download
4 Handbook @ a glance 17-18.pdf	Required for all families	Download
5 Honor Code.pdf	Required for all students grades 6-12	Download
6 Principal/Counselor Eval..pdf	Required for all new students	Download

Help Logout

STEP NINE:

Fill out agreements and essay pages and click submit for each page in the upper right corner.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Joseph & Rebecca Klein
School Year 2017-18
Status: None

Home Family / Agreements

Checklist Information Additional Fields Contacts Medical Documents Agreements Essays Students Submit

Application

I agree that submitting an application is not a guarantee of admission into Winter Haven Christian School and/or a guarantee of grade placement for my child. Parent agrees that Winter Haven Christian School has the right to terminate any admission spot or an enrollment contract if it is determined that any willful misrepresentation is placed on this application.

Required to Agree Choose

Handbook

I agree to read the latest version of the parent/student handbook which is available online and agree to support the school policies contained therein and will require my student(s) to know and obey all school policies and requirements.

Required to Agree Choose

Matthew 18 Principle

I agree to work diligently with WHCS staff and faculty to resolve any areas of concern that I may have during the school year. I agree that I will follow the Matthew 18 principle to resolve any areas of conflict. I also agree to pay my tuition and any other fees in a timely manner as outlined on the financial information sheet and handbook.

Required to Agree Choose

STEP TEN:

Click on Students Tab. Change your student's enrollment status or click add a new student.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Joseph & Rebecca Klein
School Year 2017-18
Status: None

Home Family / Students

Checklist Information Additional Fields Contacts Medical Documents Agreements Essays Students Add New Student

Student Name	Current	New	DOB	Status
Klein, Rachel	Senior	N/A		Not Returning
Klein, Andrew	Freshman	N/A		Not Returning

Help Logout

STEP ELEVEN:

Once you indicate a student is either new or returning you will see on the left that student will appear in the blue field on the left.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Joseph & Rebecca Klein
School Year 2017-18
Status: None

Home | Family / Students

Checklist | Information | Additional Fields | Contacts | Medical | Documents | Agreements | Essays | Students | Add New Student

Student Name	Current	New	DOB	Status
Klein, Rachel	Senior	N/A	03/03/1999	Not Returning
Klein, Andrew	Freshman	Sophomore	12/28/2001	New/Returning

Andrew Klein
Information
Checklist
Application
Medical

Help
Logout

STEP TWELVE:

Submit or update the information for this child. Please fill out all fields, check the information verified field and click the update button. Then click the application button under your child (located in the blue field to the left)

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Josep

Home | Student Information

First: Andrew
Middle: J
Last: Klein
Goes By:
Gender: Male
Birthday: 12/28/2001
Ethnicity: Non Hispanic/Latino
Race:
Current Grade: Freshman
New Grade: Sophomore
Email:
Information Verified: ☐

Update

Andrew Klein
Information
Checklist
Application
Medical

Help
Logout

STEP THIRTEEN:

Fill out application and medical pages. Be sure to hit update for each page.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Joseph & Rebecca Klein
School Year 2017-18
Status: None

Home | Student / Application / Andrew Klein

Checklist | Application | Medical | Update

General

Social Security:
Foreign Language:
Academy:
Christian:
Previous School:
Name of Previous School:

STEP FOURTEEN:

Repeat all parts of the student portion of the application for each child who is applying or re-registering and then click home in the upper left corner. Once you return to the home screen all items on the left should be green. If not click the red text to correct the items that need correcting.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Joseph & Rebeck Klein
School Year 2017-18
Status: None

Home | Pre-Application Message | Application Road Map

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Headmaster
Winter Haven Christian School

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2017 - 2018 Tuition Schedules					
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3 & 4 Year Old	\$80.00	\$140.00	\$3,160.00	\$2,630.00	\$1,570.00
Preschool					
KS - 5th Grade	\$100.00 - Re-Enrolling Students \$200.00 - New Students	\$200.00 - Re-Enrolling Students \$300.00 - New Students	\$6,090.00	\$4,980.00	\$2,950.00

Family Items:

- There are 6 documents available to download.
- Completed all required additional fields questions.
- You have at least 1 non-guardian emergency contact.
- You have at least 1 legal guardian contact.
- You have acknowledged all needed agreements.
- 1 student has been added to the application.

Andrew Klein:

- Completed 0 out of 1 checklist items.
- You have verified their information.
- 8 of 8 required application questions completed.
- Medical information has been supplied.

School Checklist

Item	Complete	Flagged
Parent-Student Agreement		
Medical Authorization Form		
Payment Option Form		
Handbook at a glance form		
Honor Code		
Application Fee		

STEP FIFTEEN:

Once all items are green click on green submit application now button. Once you hit submit you will get a confirmation.

Application Road Map

Click Here To Submit Application

Family Items:

- There are 6 documents available to download.
- Completed all required additional fields questions.
- You have at least 1 non-guardian emergency contact.
- You have at least 1 legal guardian contact.
- You have acknowledged all needed agreements.
- 1 student has been added to the application.

Andrew Klein:

- Completed 0 out of 1 checklist items.
- You have verified their information.
- 8 of 8 required application questions completed.
- Medical information has been supplied.

Winter Haven Christian School
Academic Excellence - Godly Character - Biblically Centered

Your application has been submitted. The Portal is now in read-only mode.

Joseph & Rebeck Klein
School Year 2017-18
Status: None

Home | Post-Application Message | School Checklist

Thank you for submitting an application to Winter Haven Christian School. Please submit paperwork and registration fee within 72 hours to secure a spot for your child or children.

You can pay with a credit card at the school office or if you prefer you can mail or come into the office with a check, money order or cash:

Winter Haven Christian School
Attn: Admissions
1700 Buckeye Loop Road
Winter Haven, FL 33881

Applications will not be processed without admission fees paid or supplemental paperwork submitted.

School Checklist

Item	Complete	Flagged
Parent-Student Agreement		
Medical Authorization Form		
Payment Option Form		
Handbook at a glance form		
Honor Code		
Application Fee		