



## Cape Fear Christian Academy Parking Registration Information 2025 - 2026

Please note the following:

**ONLY** students possessing a CURRENT NC driver's license are eligible to receive a parking permit.

1. Complete the STUDENT PARKING REGISTRATION CONTRACT. The Student Parking Registration Contract can be downloaded from the Cape Fear Christian Academy Webpage beginning **August 11, 2025**. One may also be picked up at the front office of the school. The registration contract must be completed in its entirety and signed and dated by the parent/guardian and student.
2. Pay **ALL** past AND current student dues and fees.
3. Make a photocopy of the following documents to submit with the application: 1) Student's NC driver's license; 2) the CURRENT vehicle registration; and 3) the CURRENT vehicle insurance card of the vehicle to be parked on campus.
4. After Steps 1-3 have been completed, please return the completed Student Parking Registration Contract and the photocopies of the three (3) accompanying documents listed above in Step 3 to Cape Fear Christian Academy. Completed Student Parking Registration Contracts may be submitted via the submission link on the CFCA website or hand-delivered to the front office. **Student Parking Registration Contracts will be accepted beginning August 18, 2025**. Senior packets will be processed first, then Juniors, and then all other students.
6. When ALL requirements have been met, the Student Parking Registration Contract packet will be processed, and a parking space will be assigned. Parking spaces will be assigned by grade level in the order in which the **completed** documents are received. Parking spaces will be assigned to Seniors first, then Juniors, and then the remaining students. Students can NOT select their parking spot location.
7. Parking Passes can be picked up from the CFCA front office after a message has been sent to the student once their Student Parking Registration Contract packet has been processed. This message will include directions for picking up their parking permit. Messages will be delivered to the student's cfcaeagles.org email address. Please ensure all information is accurate to avoid any delays or issues.



## Cape Fear Christian Academy Student Parking Regulations 2025-2026

Please remember that driving your personal vehicle to school and parking on campus is a privilege that we are happy to extend to all students who lawfully qualify, but you will forfeit such privileges if the following rules and regulations are not followed:

1. All vehicles must be registered for an assigned parking space each year by purchasing a valid parking permit through the office. Parking permits must be properly displayed and visible on the rearview mirror at all times while on school property. Permits lost, damaged, or stolen must be reported to the office, and students will be charged \$25.00 for a replacement tag.
2. Any student driving in a manner deemed careless or reckless during their arrival or departure to and from school or while on campus will automatically lose their driving privileges.
3. Park only in the lot assigned to you. If your parking space is occupied, please park in the back parking lot (not another student's parking space) and report the vehicle's make, model, and license plate number to the office or via **email to [knight@cfca eagles.com](mailto:knight@cfca eagles.com) or [apope@cfca eagles.com](mailto:apope@cfca eagles.com)**.
4. Any student who returns to their car during the school day or allows another student to return to their car without the permission of the Headmaster or a Principal will lose their parking privileges.
5. Any student who is caught smoking or allowing other students to smoke inside or around their car (including vapes, e-cigarettes, etc.) will lose their parking privileges.
6. Any student who uses or allows others to use their personal vehicle to leave school without permission will lose their parking privileges for 30 days. The second offense will result in losing their parking privileges permanently.
7. Any student who allows others to ride in the back of a truck or hang out of windows while on campus will lose their parking privileges.
8. Offensive symbols & language are prohibited on automobiles on campus.
9. If you are involved in an accident with another vehicle on campus, **do not move the vehicle(s) until advised to do so by a school official or law enforcement agent. Immediately notify school personnel.**
10. Parking permits cannot be given to other students. **Students must return their permits to the office if they are no longer driving to school.** A student giving their permit to someone else will result in both students losing their driving privileges for the year.
11. All students are to enter and exit the parking lot at the driveway closest to the soccer field unless directed otherwise by a school official. Any student who enters or exits the school in any other manner will lose their parking privileges for the remainder of the school year.
12. **Student drivers must follow the protocols already in place when exiting the lot during carpool.**
13. **Loitering in the morning or afternoon in the student parking lot will not be allowed.** Students must enter the building immediately upon arrival in the morning. If you are waiting on another student in the afternoon, you must do so inside your vehicle and leave campus immediately upon their arrival. Failure to do so will result in a loss of parking privileges.
14. Student vehicles parked at Cape Fear Christian Academy may be subject to inspection/search at any time by the School Administration and/or SRO.
15. Every effort will be made to ensure safety and security in the parking area. Still, please remember to secure your vehicle before entering the school. Cape Fear Christian Academy will not be held responsible for vehicles or their contents while parked on campus.
16. **Student traffic is ONE WAY.** Traffic flows towards the school in the morning and towards the exit/entrance in the afternoon in your designated lot. No driving around, down, or up another lane. Failure to follow designated traffic flow will result in loss of driving privileges.
17. Please pick up any trash that may come out of your vehicle and place it inside garbage cans in front of the school. Help our school maintain a clean and orderly appearance.

### **TARDY POLICY/CONSEQUENCES FOR STUDENT DRIVERS**

*Students who arrive to campus after 7:45 am are late and must enter through the Front Office to sign in. Students will be written up for tardies by teachers, and students who drive with chronic tardies will also be disciplined in the following manner:*

**5<sup>th</sup> Tardy**- Student will lose parking permit/privileges for one week and parent conference.

**7<sup>th</sup> Tardy**- Student will lose parking permit/privileges for two weeks and second parent conference.

**9<sup>th</sup> Tardy**- Student will lose parking permit/privileges for one month and third parent conference.

Further tardies will result in the student losing their parking permit for the remainder of the school year.

**\*Tardies will start over at the beginning of each semester.**

**Students who lose parking privileges may ride with another student or be dropped off in the carpool line.**

All discipline will be left to the discretion of the administrator in charge of the Student Parking Lot.

\*Subject to change at the discretion of the administration.



**Cape Fear Christian Academy  
Student Parking Contract  
2025-2026**

Student Name: \_\_\_\_\_ Grade Level \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

CFCA Student Email Address \_\_\_\_\_ NC Driver's License # \_\_\_\_\_

**Primary Vehicle:**

Color: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Vehicle License Plate#: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Secondary Vehicle:**

Color: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Vehicle License Plate#: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Note:** Any changes in vehicle information must be reported to the office and/or emailed to [kknight@cfcaeagles.com](mailto:kknight@cfcaeagles.com) or [apope@cfcaeagles.com](mailto:apope@cfcaeagles.com).

**\*Attach a copy of the student driver's license, vehicle registration, and insurance card. All student dues and fees (past and current) must be paid in order to be eligible for a parking permit. Student Parking Registration Contracts will be processed upon verification of all fulfilled requirements. Please allow 48-72 hours for processing.**

My son/daughter and I have both read and fully understand the Student Driving/Parking Regulations set forth by Cape Fear Christian Academy. We understand that by submitting this application, parental permission has been granted for the applicant to purchase a parking permit and to park a motor vehicle on the campus of Cape Fear Christian Academy. We acknowledge that certain violations of school driving/parking rules and regulations may result in the revocation of driving/parking privileges and/or towing of any vehicle in violation of the regulations (at the owner or applicant's expense). We understand and agree that this includes any driving/parking violation while on this campus or attending any CFCA-sanctioned event held off campus. We further understand that Cape Fear Christian Academy is not responsible for theft or damage to any vehicle or the contents of any vehicle while the vehicle is parked on this campus. We are also fully aware that Cape Fear Christian Academy reserves the right to reissue the assigned space upon a student's withdrawal from school or a student's forfeiture of driving privileges due to violation(s) of parking regulations.

*All student drivers must enter and exit the campus via the driveway closest to the soccer field **unless otherwise directed by school officials.***

Student Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Contact # \_\_\_\_\_ Parent Email: \_\_\_\_\_

***\*Incomplete applications will not be processed.***

Parking Pass # Assigned: \_\_\_\_\_ Space Assigned: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_