



# First Christian Academy

## School Profile

### 2018-2019

First Christian Academy  
9184 Ford Avenue  
Richmond Hill, GA 31324  
Phone: (912) 756-3407 ext. 124  
Fax: (912) 756-2163  
Website: fcaeagles.org

**Gretchen Pike**.....Principal

**Buffy Shanholtzer**.....Admissions

**The School** – First Christian Academy is a Christian elementary and preschool for students two years-old through fifth grade. FCA offers an unforgettable Christ-centered, academically challenging, character-building experience for every student who enters our classrooms.

**History and Purpose** – First Christian Academy was founded in 1999, as a ministry of First Baptist Church of Richmond Hill. Beginning as a Mom’s Morning Out program, the Academy added classes as the need arose. By the mid 2000’s, FCA had become an established preschool and elementary school. Our desire is to partner with the family to provide each student with an optimal education experience in a nurturing Christian environment.

**Mission Statement** – The purpose of First Christian Academy is to glorify God by developing the active and creative thinking of His children. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical. The role of First Christian Academy is to help each child come into confident possession of his or her God-given talents. We assist parents in developing responsible young leaders who have courage to act on their beliefs and have compassion for others. We engage with challenging academics and Scripture so that our pupils will be active citizens and responsible stewards of our world by serving Jesus Christ.

**Education Philosophy** – We understand that wisdom and knowledge come from God. Man’s education is complete only when God and His Word are at the center of all learning.

**Faculty** – A teacher-student ratio of approximately 1:10 allows the school’s diverse faculty to provide individualized attention in a caring, Christian environment. Our classroom teachers are qualified and many are certified through our state organizations.

**School Year** – The school year consists of 180 days divided into two semesters.

**School Verse** – “But they who wait for the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint.” Isaiah 40:31

**School Mascot** – Eagle

**School Colors** – red, white, and blue

#### Admission Policy

First Christian Academy admits students regardless of race, color, national and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid, and other school-administered programs.

Students are accepted into First Christian Academy based on test scores, academic records, and interviews.



# First Christian Academy

## Enrollment Process

K5 – 5<sup>th</sup> Grade

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Thank you for your interest in First Christian Academy. Below is all the information you will need to begin the Enrollment Process at FCA. If you have any questions, please do not hesitate to contact Mrs. Buffy Shanholtzer in our Admissions Office at (912) 756-3407 ext. 124.

Students applying for Kindergarten 5 must turn 5 years old on or before September 1.  
Students applying for First Grade must turn 6 years old on or before September 1.

### Apply

- Submit completed Application
- Submit non-refundable Application Fee
- Complete and return all student and parent questionnaires
- Submit copies of most current report card or progress report, and previous 2 years final report cards and test scores

### Test

- Once all paperwork and the Application Fee have been submitted, schedule a time for your child to take an entrance test.
- All students entering Kindergarten through 5<sup>th</sup> grade are required to take and pass an entrance test.

### Interview

- Once your testing has been completed, schedule a time for an interview. Your children who are applying for enrollment will need to attend the interview.

### Acceptance

- Make an appointment with the Financial Secretary
- Complete and sign an enrollment contract
- Pay registration fee
- Complete and sign a Media and Field Trip consent form.
- All students must have a current immunization form (3231) published by the Chatham County Health Department. This can be obtained through the Health Department or your physician.
- Kindergarten 5 and all students entering a Georgia school for the first time must submit a copy of their birth certificate.
- Final acceptance is based on proof of successful completion of the previous school year.

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New Enrollment K5 – 5th  
Application 2018-2019

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*A non-refundable Application Fee of \$100 must accompany this application.*

## Student Information

Grade Applying For \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Last First Middle Preferred Zip

Home Phone \_\_\_\_\_ County \_\_\_\_\_  Male  Female

Birth date \_\_\_/\_\_\_/\_\_\_ Social Security # \_\_\_\_\_

School previously attended \_\_\_\_\_ Dates \_\_\_\_\_

School address \_\_\_\_\_ Phone \_\_\_\_\_

## Family Information

**Marital Status**  Married  Divorced  Single  Other

Note: Attach a copy of guardian's legal papers, or if divorced, attach a copy of custodial papers.

**Father**  Lives with Student

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone Provider \_\_\_\_\_

Email \_\_\_\_\_

Church Attending \_\_\_\_\_

**Mother**  Lives with Student

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone Provider \_\_\_\_\_

Email \_\_\_\_\_

Church Attending \_\_\_\_\_

**Step-Father**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone Provider \_\_\_\_\_

Email \_\_\_\_\_

Church Attending \_\_\_\_\_

**Step-Mother**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone Provider \_\_\_\_\_

Email \_\_\_\_\_

Church Attending \_\_\_\_\_

Siblings who previously attended First Christian Academy \_\_\_\_\_

Has the applicant repeated any grades?  Yes  No If yes, explain \_\_\_\_\_

Does the child have any medical diagnosis, learning issue or handicap that may affect his academic progress?

Yes  No If yes, explain \_\_\_\_\_

Has the applicant ever:

been expelled, dismissed, or involuntarily withdrawn from another school?

yes

no

had disciplinary difficulties?

yes

no

If yes to any of these, please explain. \_\_\_\_\_

Has applicant been denied enrollment in any other school?  Yes  No If yes, explain \_\_\_\_\_

What is the reason for not returning to your previous school? \_\_\_\_\_

Does any outstanding balance exist with other schools?  Yes  No If yes, please explain \_\_\_\_\_

How did you learn about First Christian Academy? \_\_\_\_\_

### Emergency Information

**Person(s) (other than parent) who can pick up my child or be contacted in case of an emergency.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Allergies or other medical or drug related limitations: \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

I hereby authorize First Christian Academy to give and/or obtain emergency medical assistance for my child in the event that I cannot be reached. I also realize that the school insurance is secondary to my medical insurance.

**I hereby authorize First Christian Academy to give my child**  Tylenol  Ibuprofen  Antacid tablets

## Grandparent Information

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### Maternal Grandparents

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### Paternal Grandparents

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

## Authorization

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Are both parents or guardians in complete agreement that the applicant should attend First Christian Academy?

Yes       No      If no, explain. \_\_\_\_\_

We, as parents/guardians of the student applicant, sincerely give our pledge to all items as stated above and affix our signature as a witness to that fact. We, as parents/guardians, of the student applicant, verify that this information is true and accurate.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian's Signature

\_\_\_\_\_  
Date



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**First Christian Academy**  
**Enrollment/Re-enrollment**  
**Contract**  
**2018-2019**

FOR OFFICE USE ONLY		
Student _____	Grade _____	Tuition \$ _____
Student _____	Grade _____	Tuition \$ _____
Student _____	Grade _____	Tuition \$ _____
Student _____	Grade _____	Tuition \$ _____
Student _____	Grade _____	Tuition \$ _____
<b>Total Tuition</b> _____	<b>Months</b> _____	<b>Payments \$</b> _____

**FEES AND PAYMENTS**

An enrollment fee is required every year for each student. Tuition and fees are charged to cover a student accident insurance policy, the cost of books, technology, class activities and fees (computer, music, library, etc.) and school activities (athletics, programs, etc.)

**Application, Enrollment and Re-Enrollment fees are non-refundable.**

In consideration of this contract, I agree to pay the required fees specified below:

Application Fee	New Students	\$100	A.F. _____ / _____
Enrollment Fee	K2-K4 Students	\$200	E.F. _____ / _____
Enrollment Fee	K5 – 5 <sup>th</sup> New Students	\$400	E.F. _____ / _____
Re-Enrollment Fee	K2 – K4 Returning Students	\$200	E.F. _____ / _____
Re-Enrollment Fee	K5 – 5 <sup>th</sup> Returning Students	\$350	E.F. _____ / _____

**Miscellaneous Fees**

Other fees may be required depending upon activities in which a student is involved. These fees include but are not limited to field trips, honor society dues, graduation fees, yearbook and school pictures.

<u>TUITION</u>	<u>Tuition</u>	<u>10 Payments - first payment due on August 1<sup>st</sup></u>
K2 3 day	\$3,600	\$360
K2 – K3 4 day	\$3,900	\$390
K1 - K3 5 day	\$4,950	\$495
K4 half day	\$4,000	\$400
K4 full day	\$5,150	\$515
K5 – 5 <sup>th</sup>	\$5,500	\$550

**Please Note: Tuition payments are non-refundable. Students starting school and then withdrawing (or expelled) are obligated to pay the tuition for the balance of the semester from which they withdraw.**

\_\_\_\_\_   
 Initial

**CONTRACT VALIDATION**

I understand that this contract becomes valid upon the student’s successful completion of the 2017-2018 academic year. New students will be notified of acceptance based on test results and transcripts before the contract is considered valid.

Father’s Signature or Legal Guardian _____	Date _____
Mother’s Signature or Legal Guardian _____	Date _____

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING THIS FORM.**

1. I understand that attending First Christian Academy is a privilege.
2. I understand that all students currently enrolled must reapply each year to be considered for enrollment for the next school year.
3. I understand that I am obligated to pay tuition and registration for this academic year of 2018-2019.
4. I understand that if an account is more than 10 days past due, my child/children may not return to school until the account is brought current.
5. I understand that if I have a check returned for NSF there will be a \$25 service charge. If two checks are returned, future payments must be made with cash or money orders.
6. I understand that new applicants for K5 – 5<sup>th</sup> grades are considered for enrollment based on past educational performance, personal characteristics and attitudes, previous standardized testing, and successful completion of a school administered admissions test. FCA does not discriminate on the basis of race, color, national and ethnic origin.
7. I understand that no final reports, diplomas, transcripts of grades, grade report cards, or test scores will be issued until all bills, library fines, lunch charges or other incidental charges incurred for my child are paid in full. I understand that these charges are to be paid with cash, money order or cashier's check and that a personal check will not be accepted when transcripts are needed immediately. FCA reserves the right to turn over delinquent accounts to a collection firm.
8. I understand that if my child is a kindergarten student, he may only participate in the graduation program if the account is paid in full by the day of graduation.
9. I understand that the application fee, enrollment fee and tuition are per student and are non-refundable.
10. I understand that it is expected that students will learn to discipline themselves spiritually, emotionally, socially and academically.
11. I understand that First Christian Academy has the best interests of its students at heart: spiritually, emotionally, academically and socially. Discipline is the responsibility of the home, but I understand that the school will act on behalf of the home while the student is in school. I also understand that there are general rules and regulations that all students will be required to comply with, regardless of the sentiment of the individual family.
12. I understand that if my child(ren) is not picked up by 3:05 pm, I will be charged a fee of \$15 for every 15 minutes they remain at school unless they have been previously enrolled in extended care.
13. I understand that my child (K5-5<sup>th</sup> grade) is to be in uniform every day unless otherwise specifically announced, and he will be sent home to change if necessary.

**I HAVE READ THE CONDITIONS OF ENROLLMENT AS STATED ABOVE AND AGREE TO ABIDE BY THEM.**

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Father's Signature or Legal Guardian

Date

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Mother's Signature or Legal Guardian

Date

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