

# IMPORTANT ENROLLMENT INSTRUCTIONS

## To Begin The Enrollment Process:

- 1) Call the school office at 845-462-0266 to schedule an Enrollment Appointment and Tour.
- 2) Fill out the Student Application Forms, read and sign the Statement of Faith and School Policy Forms. Send all forms to the school office with the Application Fee of \$200.00 (non refundable). Include copies of your child's report cards.  
High School Students – The following must be submitted in addition to the above forms:
  - A personal essay (approximately 300 words) describing his/her dreams, goals and aspirations, and how FCA can help achieve them
  - A letter from the student's parents/guardians describing their child, to help FCA better serve them with a Christ-centered, college preparatory education
  - A reference letter from a spiritual leader (e.g. Pastor, Youth Leader)
  - A reference letter from a teacher
- 3) Children in grades 1<sup>st</sup> through 12<sup>th</sup> need academic records sent to FCA from prior school. Please complete and sign the Student Records Release Form and send to your child's previous school.
- 4) Provide proof of recent physical, immunizations, dental certificate and lead poisoning screening. Every child entering school is required to have proof of a medical examination on file.
- 5) Provide a copy of your child's birth certificate
- 6) Children entering Kindergarten will be scheduled for Kindergarten screening and will be accepted after the results of the screening are reviewed.
- 7) Book Fees and Insurance Fees are due by July 1<sup>st</sup>.
- 8) Tuition is due on the first of each month beginning September 1<sup>st</sup>.
- 9) Contact the Transportation Department of the School District where you reside to make transportation arrangements for your child.

# FAITH CHRISTIAN ACADEMY SCHOOL POLICY

## I agree that:

- For all school activities that my child participates in, including sports and school sponsored trips away from school I do absolve the school and church from liability to me or my child because of any injury to my child at school or during any school activity.
- Faith Christian Academy may use any photographs taken of my child during school activities for publicity and promotion. Faith Christian Academy may post photographs of my child on the school website (without names listed).
- As the parent of the aforementioned child, I will cooperate with the administration of Faith Christian Academy, its policies, procedures, and disciplinary actions as deemed necessary by the school. I further agree to hold the school and its agents harmless from any liability to my child or any parent or guardian thereof because of any claims on behalf of my child against the school and its agents because of any injury or alleged injury to my child. Should I default in this matter and initiate any legal action whatsoever against the school or any agents thereof, and the school and its agents are found not to be at fault, I agree to pay all attorney fees, court fees, damage or other costs that Faith Christian Academy or its agents should incur to defend itself against such action.
- Attendance at Faith Christian Academy is an honor and privilege rather than a right and that the school reserves the right to suspend and/or expel any student if, in the judgment of the school, the student does not fulfill the goals and standards of the school.
- Should my child be removed from school for disciplinary and/or academic reasons, I understand that no money will be refunded to me.
- The policy of the school is to make no refunds for the registration fees or tuition charges. In a case of extreme or unusual circumstances the School Board will review the request and make the final decision.
- I must pay all fees and charges promptly on or before the due date through my FACTS Tuition and Fee Payment Account, understanding that no report cards or records will be released if the account is delinquent. No student will be permitted to graduate from Faith Christian Academy until all financial obligations are paid in full.

## FAITH CHRISTIAN ACADEMY SCHOOL POLICY

- A late fee of \$50.00 per month will be charged to my FACTS account if monthly tuition amount is not paid by the 1<sup>st</sup> of each month. Should the tuition remain outstanding for more than 60 days, the child will not be allowed to remain in school unless it has been approved by the School Board. If full tuition amount is not paid by July 1<sup>st</sup> of the previous academic year, the child will not be permitted to re-enroll in FCA for the following academic year, unless approved by the School Board. A \$30.00 fee will be charged by FACTS Company for returned checks and non-sufficient funds.
- I will support the school's efforts to train my child in the Bible and in the Christian faith and will encourage my child in this and in all other phases of the curriculum. Understanding the importance of regular church attendance, my child and I will continue to faithfully attend church.
- I will have a family representation at any parent-teacher conference held at the school.
- By signing this policy, I pledge my loyalty to the ideals and aims of Faith Christian Academy and will bring any questions and criticisms directly to the Administration of the School so that they may be properly evaluated.
- I have read the Faith Christian Academy Student Handbook (available through [www.faithchristianacademy.org](http://www.faithchristianacademy.org)) and understand all requirements of the school and I agree to abide by them. I also, to the best of my ability, do hereby affirm that all questions on the Application for Enrollment form are answered accurately and without deception either through commission or omission. This statement of cooperation with the policies of the school will be in effect for as long as my child (ren) attend(s) Faith Christian Academy.

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

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

# FAITH CHRISTIAN ACADEMY STATEMENT OF FAITH

## We believe:

1. The Bible is the inspired and only infallible and authoritative Word of God. (2 Timothy 3:16)
2. There is one God, eternally existent in three persons: God, the Father, God the Son, and God the Holy Spirit. (II Corinthians 13:14)
3. In the deity of our Lord Jesus Christ, in His vicarious birth, in His sinless life, in His miracles, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. (Matthew 16:6; I Corinthians 15:3-4)
4. In the blessed hope, which is the rapture of the church at Christ's coming. (Titus 2:13)
5. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (I Peter 1:18-19)
6. Regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5)
7. The redemptive work of Christ on the cross provides healing of the human body in answer to prayer. (I Peter 2:24)
8. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Galatians 5:16)
9. The baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. (Acts 2:39)
10. In the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation. (John 5:28-29)

(Taken from the complete Statement of Fundamental Truths, Assemblies of God Constitution and Bylaws.)

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

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

# FAITH CHRISTIAN ACADEMY TUITION POLICY

## NEW APPLICANTS

### Tuition & Fees Payment Policies for the 2024-2025

Grade Level	Monthly Tuition	Registration fee	Book fee	Insurance
Pre-Kindergarten	\$810.00	\$200.00	\$350.00	\$20.00
Grade K-5	\$810.00	\$200.00	\$350.00	\$20.00
Grade 6 <sup>th</sup> -8 <sup>th</sup>	\$875.00	\$200.00	\$500.00	\$20.00
Grade 9 <sup>th</sup> -12 <sup>th</sup>	\$925.00	\$200.00	\$500.00	\$20.00

New applicants must submit the Student Application Forms with the Application Fee of \$200.00 (by check, cash, or money order) **Application Fee is non-refundable.**

Book Fees and Insurance Fees are due on July 1

#### Incentive for Registered Members of The Gathering at Faith Assembly Church

The Gathering at Faith Assembly offers tuition discounts for registered members who faithfully tithe. Discounts will be applied before school reopens in September.

#### Incentives for Non-Members of The Gathering At Faith Assembly Church

Sibling Discount- A 15% discount will be given on the lowest tuition.

#### Tuition Assistance (if approved)

Tuition assistance may be awarded on a needs basis. Please provide supporting documents on the FACTS Grants & Aid Assessment link. Note: FACTS charges a non-refundable fee for application and processing. FCA Board and Administration will review information provided by FACTS in making award decisions to help families who need it most.

#### Tuition Payment Policy

A monthly payment plan is offered with 10 monthly installments beginning on September 1<sup>st</sup> through FACTS Tuition Management Company. A late fee of \$50 will be applied to any account that is not paid by the 1<sup>st</sup> of the month and an additional \$50 will be assessed for each additional month that the original tuition amount is not paid in full. There is a \$30 fee for non-sufficient funds. **Failure to pay the first semester's tuition will preclude the student's enrollment in the second semester. Any account that is more than 60 days in arrears could result in the student being dismissed from FCA. A student's report card and/or transcripts will be withheld until the outstanding balance is satisfied.** All tuition and fee payments must be made through FACTS only.

for each additional month that the original tuition amount is not paid in full. There is a \$30.00 fee for returned checks and non-sufficient funds. Failure to pay the first semester's tuition will preclude the student's enrollment in the second semester. Any account that is more than sixty days in arrears could result in the student being dismissed from FCA. A student's report card will be withheld until the outstanding amount due is paid in full. All tuition and fee payments must be made through FACTS.

# FAITH CHRISTIAN ACADEMY STUDENT RECORDS RELEASE FORM

RELEASING SCHOOL

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RECEIVING SCHOOL

Faith Christian Academy  
25 Golf Club Lane  
Poughkeepsie, N.Y. 12601

Dear Administrator:

My child is applying to Faith Christian Academy. I give permission for my child's academic, attendance, behavior, assessment, IEP and/or 504 Plans (if any), and health records to be copied and sent to the above named school. Thank you.

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Student's Name (Last name first) Current Grade

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Student's Name (Last name first) Current Grade

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Student's Name (Last name first) Current Grade

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Signature of Parent/Guardian

# FAITH CHRISTIAN ACADEMY STUDENT APPLICATION FORMS

Date of Application \_\_\_\_\_

School Year \_\_\_\_\_

## Student Information

Student's Name \_\_\_\_\_  
(Last) (First) (Middle)

Circle One - Male Female

Residential Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Birthplace \_\_\_\_\_ Ethnicity \_\_\_\_\_

Public School District You Reside \_\_\_\_\_

Grade entering: K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>  
(Please circle the appropriate grade)

List all schools previously attended (most recent first)

<u>Name of School</u>	<u>City/State</u>	<u>Grade</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____



Has your child ever been retained?	Yes	No
Has your child had any academic problems?	Yes	No
Has your child been diagnosed with learning difficulties?	Yes	No
Has your child had any disciplinary difficulties?	Yes	No
Does your child currently have an IEP (individual educational plan)?	Yes	No
Does your child experience attention difficulties?	Yes	No
Does your child have any physical handicaps?	Yes	No
Does your child have any emotional difficulties?	Yes	No
Is your child currently on any type of medication?	Yes	No
Does your child have any social difficulties?	Yes	No

List any allergies: \_\_\_\_\_  
 \_\_\_\_\_

If you answered "yes" to any question above, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If your child has received any special remedial, tutorial, or enrichment programs either in school or out of school, or if your child has been evaluated by the Child Study Team, please write a brief description of such services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why do you want to send your child to Faith Christian Academy? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FAMILY INFORMATION**

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

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

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Business Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

Father's E-Mail Address \_\_\_\_\_

Mother's E-Mail Address \_\_\_\_\_

Marital Status: (circle one)

Marital Status: (circle one)

Single Married Widowed Divorced

Single Married Widowed Divorced

Other Children Living With The Family:

Name	School	Grade	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Spiritual Background

Faith Christian Academy is an extension of the home and church. Please complete this section regarding your church affiliation:

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

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

Pastor: \_\_\_\_\_ Pastor: \_\_\_\_\_

Are you a church member? \_\_\_\_\_ Are you a church member? \_\_\_\_\_

Church Involvement: \_\_\_\_\_ Church Involvement: \_\_\_\_\_

### **Emergency Information**

In case of emergency, every effort will be made to reach the student's parents first.

Designate the names of two individuals authorized to care for your child if parents cannot be reached.

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

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

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

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