

Regency Christian Academy 2015-2016 Preschool Registration

Dear Parent:

Thank you for choosing Regency Christian Academy for your child's care and education. We pray that in partnering together with your family, we will be able to continue to grow a Godly generation among the children that God leads to our school. Any questions about this enrollment package should be directed to the school office at 407-851-7270.

This enrollment package should contain the following and need to be returned for enrollment:

- | | |
|--|---|
| <input type="checkbox"/> RCA Enrollment Form | <input type="checkbox"/> Photography Consent Form |
| <input type="checkbox"/> PTO Enrollment Form | <input type="checkbox"/> Statement of Support |
| <input type="checkbox"/> Student Emergency Medical Form | <input type="checkbox"/> Parent Permission & Authorization Form |
| <input type="checkbox"/> Volunteer Form | <input type="checkbox"/> Extended Day Form |
| <input type="checkbox"/> Affidavit of Good Moral Character | <input type="checkbox"/> Preschool Discipline Policy |
| | <input type="checkbox"/> Preschool Policies Received Form |

Many of these forms require the same information as other forms. However, please fill out all forms completely in spite of the repetition. In case of an emergency, all necessary information must be on the proper forms for medical personnel.

To enroll your child in a class at Regency Christian Academy, we must receive the completed forms listed above, the Registration Fee and the *documents listed below. When all forms, documents and registration fee have been received, and you have signed your Financial Contract (you will receive this when you give your packet to the school office), then your child's name will be placed on the enrollment roster.

***Other documents provided by parent or legal guardian; needed at registration, or prior to 1st day of school. Students cannot start without these:**

- Copy of Birth Certificate
- Florida Certificate of Immunization (HRS Form 680)
- Student Health Examination (HRS-H Form 3040)

New Student Requirements:

Both HRS Forms must be provided by all new students at registration.

Preschool Requirements:

Due to the State of Florida requirements, all existing/returning students must have a current HRS-H 3040 on file every year. If your child is a returning student, please be prepared to provide this form at registration.

Middle School/Elementary Requirements:

Due to the FACCS (Florida Association of Christian Colleges and Schools) accreditation requirement all existing/returning students must have a current HRS-H 3040 on file every two (2) years. If your child is a returning student, please be prepared to provide this form at registration.

Registration fees are nonrefundable. Other fees required by RCA are listed on the Rates/Information Sheet included in this packet. It is important to understand that we do not accept requests for specific teachers. If you have a concern about the placement of your child next year regarding any special needs he or she may have, please indicate this on the Enrollment Form under Classroom Needs.



Growing a Godly Generation, One Child at a Time

Regency Christian Academy

A Ministry of South Orlando Baptist Church

11513 South Orange Blossom Trail, Orlando, FL 32837

Phone: 407-851-7270 fax: 407-859-1130

E-mail: rca@rcaschool.com website: rcaschool.com

Regency Christian Academy's School Board and Administration are excited to announce a bold vision for RCA's School Board and Administration are excited to announce that we continue to expand our class offerings and features with the implementation of new classrooms, after-school programs, and administrative options and offerings. During the coming year, we are committed to taking giant steps into the future to help maximize your investment in your child's academic, spiritual, physical, and emotional growth. We are grateful for your continued trust in and partnership with Regency Christian Academy and South Orlando Baptist Church.

- Sycamore Office Management System
- Flexible Online Payment Option
 - Continuing to Accept "4C" and "Step Up For Students" Scholarships
 - Continuing to Offer Sibling and SOBC Member Discounts
- \$200 Referral Credit for Signing up a New Family with RCA
- Interactive Website and Facebook pages
- Environmentally-Friendly Green Emphasis
- After-School Sports Program
- Family Support Classes/Life University
- Integrated Spanish Programs

Preschool

- Competitive Weekly Rate
- Computer/iPad in Every Classroom
- Security Cameras in Classrooms
- Themed Hallway and Classrooms
- VPK

Elementary

- Computer Lab/More Computer Programs
- Maximum Class Size of 18
- Expanded After-School Music Offerings
- Extra-Curricular Spiritual Development Opportunities
- Spanish

Middle School

- Classrooms in The Oasis
- Expanded Class Offerings/Teachers
- Exclusive Weekly Chapel in The Oasis
- After-School Community Service and Spiritual Development Opportunities
- iPad included with Book & Supply Package
- Computer Class in MAC Lab

Open Enrollment Begins Monday, February 9, 2015

Regency Christian Academy Referral Program

Are you aware that RCA has a student referral program? They say the best advertisement is "word of mouth". Here is how the RCA Referral Program works:

1. Be a current RCA family
2. Refer a new family to RCA
3. They enroll their child or children for the new academic school year (2015-2016)
4. New student(s) start the new school year
5. You will receive a referral credit of \$200.00 to your account (applied to Sept. 2015 billings)



Regency Christian Academy has "Gone Green."

One of the ways we have done this is by reducing paper use.

By cutting down on paper copies, we will be:

- Promoting a healthier environment
- More fiscally responsible
- Able to apply money saved to other things:
 - Computer programs/labs
 - New books
 - Updating our classrooms
 - Playground equipment

During the 2015-2016 school year, all communications will be done via e-mail. It is very important that we have a current e-mail address for you in order to receive all important information. Please check our website and social media page/s for other items of interest.

- If you require a hard copy of your statements, there will be a fee of \$20 per semester.
- If you require a hard copy of the Parent & Student handbook, there will be a fee of \$10 per copy.



Growing a Godly Generation, One Child at a Time

*Office Use Only – Packet received by: (initial & date)
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**REGENCY CHRISTIAN ACADEMY
PRESCHOOL ENROLLMENT FORM**

Grade Applying For (Circle One)

PS2 PS3 VPK (am only) VPK + WRAP

STUDENT INFORMATION

Name (Last, First, Middle):	Sibling# _____ of _____
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Goes By:	Parent Cell#:
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Parent E-mail:

Gender:	Student SS#:
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Date of Birth:	Race:
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Church Affiliation:

MEDICAL INFORMATION

Doctor:	Dentist:	Insurance: Y or N Name:
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Dr. Address:	DDS Address:	Group#:
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Dr. Phone#:	DDS Phone#:	Ins#:
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Allergies:

Medicines Taking:

Parent(s) Name(s):

Current Address:

City:	State:	ZIP Code:
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Home Phone:

FAMILY INFORMATION

Father's Name:		Student Resides With: Yes No	
Current Address:			
City:	State:	ZIP Code:	
E-mail Address:			
Cell Phone:	Home Phone:		
SS#:			
Employer:	Occupation:	Work Phone:	
Race:	Birthdate:		
Marital Status:	Spouse:		
Mother's Name:		Student Resides With: Yes No	
Current Address:			
City:	State:	ZIP Code:	
E-mail Address:			
Cell Phone:	Home Phone:		
SS#:			
Employer:	Occupation:	Work Phone:	
Race:	Birthdate:		
Marital Status:	Spouse:		

DISCHARGE/EMERGENCY CONTACT INFORMATION

Any changes to this list must be received in writing.

Persons permitted to remove child from RCA: Mother: __Yes __No **Father:** __Yes __No

In case of illness or emergency, an attempt is made to contact parents/guardians. In the event parents/guardians cannot be reached, please advise other person(s) who should be notified or who can remove the child from Regency Christian Academy:

(1) Discharge Contact _____ Emergency Contact _____

Name:	Relationship:	Phone:
Address:		Cell Phone:
City, State, ZIP		Work Phone:

(2) Discharge Contact _____ Emergency Contact _____

Name:	Relationship:	Phone:
Address:		Cell Phone:
City, State, ZIP		Work Phone:

(3) Discharge Contact _____ Emergency Contact _____

Name:	Relationship:	Phone:
Address:		Cell Phone:
City, State, ZIP		Work Phone:

Other Children in the Home:

Name:	Age:	Grade:	School Attending:
Name:	Age:	Grade:	School Attending:
Name:	Age:	Grade:	School Attending:

EDUCATIONAL BACKGROUND INFORMATION

List last 3 schools or daycares attended beginning with most recent:**Name of school:**

Address:

City, State, ZIP:

Phone Number:

Fax Number:

Dates Attended:

Grades Attended:

Reason for Leaving:

Name of school:

Address:

City, State, ZIP:

Phone Number:

Fax Number:

Dates Attended:

Grades Attended:

Reason for Leaving:

Name of school:

Address:

City, State, ZIP:

Phone Number:

Fax Number:

Dates Attended:

Grades Attended:

Reason for Leaving:

Has your child ever repeated or been held back in any grade?

Yes No

If yes, which grade:

Please explain:

Has your child ever been evaluated for learning difficulties, speech therapy, psychological or psychiatric issues, behavior adjustments or tutoring? Yes No

Please Explain:

Name and address of person conducting evaluation or providing services:

Has your child had any disciplinary difficulties at school or at home?

Yes No

Has your child ever been suspended or expelled?

Yes No

Please explain:

If left- or right-handedness has been identified, please circle one:

Left-handed

Right-handed

Ambidextrous

Not yet identified

Explain any specific classroom needs your child might have that you would like considered in his/her placement in a class (i.e., personality type, emotional or physical needs, type of teacher, language, learning style):

PARENT SIGNATURE

I hereby acknowledge that the information provided on this Enrollment Form is true and accurate. I understand that any misrepresentation of information could result in the immediate withdrawal of my child from Regency Christian Academy.

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

RCA does not discriminate on the basis of race, color, religion or nationality in the admission of students.

***** **OPTIONAL** *****

The following survey is not an entrance requirement for this school

Regency Christian Academy is listed as a private school in the State of Florida. The National Center for Education Statistics (NCES) of the U.S. Department of Education requests percentage breakdowns in various areas, among them race / cultural origin. We voluntarily submit numerical information on a yearly basis. The data is used to develop a profile of providers of private education in the United States.

The enrolled student is:

- American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat).
- Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian).
- Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American or Other Hispanic culture or origin).
- Black, not of Hispanic origin.
- White, not of Hispanic origin.
- Other: _____

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Parents'/Guardians' Statement of Support

1. We have received and read the "Statement of Doctrinal Beliefs" of Regency Christian Academy, and are willing to have our child (ren) educated in accordance with them.
2. We have received and will read a copy of the "Parent Student Handbook" (available online). The Handbook, which governs our entire school, outlines our beliefs and policies. Parents and students agree to abide by the rules and standards contained therein and will be held accountable to follow all RCA Policies and Procedures as stated in the "Parent Student Handbook."
3. We will fully cooperate in the educational activities of Regency Christian Academy by doing our best to make Christian education effective in the lives of our children. We will accomplish this by having our child on time to school each day, emphasizing the importance of schoolwork, and teaching our child to follow the rules of student conduct and expectations.
4. We will show support for our child's teacher and establish a relationship of trust. We will communicate clearly with the teacher all concerns about behavior, academics, etc. when our child brings home information from the classroom and follow up with appropriate consequences to support the discipline given.
5. We will require our children to support spiritual activities of Regency Christian Academy (Chapel, Scripture memory, etc...).
6. We will volunteer for duties and responsibilities by my child's teacher and/or the school as opportunities arise, and God provides the time and strength.
7. We will be faithful to attend, to the best of our ability, all parent functions at Regency Christian Academy.
8. We will pay all our financial obligations to Regency Christian Academy on or before the due date.

Continued on next page →

Mission statement

To provide an excellent education in a loving and nurturing environment where we strive to grow, serve and reach our community for Christ.

RCA Goals

- 1. To provide every child and parent the opportunity and understanding necessary to accept Jesus Christ as his or her Savior when ready.
- 2. To provide an academically superior Christian education for preschool, elementary, and middle school students.
- 3. To model and train children to become leaders of integrity through Bible-based character development.

Partnering With RCA

- 1. In signing, I and my family members agree to support the mission, goals, classroom rules and the RCA Handbook. If we become dissatisfied with Regency Christian Academy in any way, we will resolve the matter with the RCA Staff involved, rather than spreading gossip/rumors and negativity (Matt. 18:15-17; 5:23-24). We pledge that if, for any reason, our child does not respond favorably to the school, we will not try to change the school, but will withdraw him/her quietly and immediately. We understand the school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school as set forth in the Parent/Student Handbook and Statement of Support.

2. Arbitration Requirements

We agree that, for many reasons, lawsuits and court actions are disadvantageous to both RCA/SOBC employees and our families. Therefore, we agree that any claim or dispute between them or against the school or any agent or employee of the school, whether related to the educational relationship or otherwise, including those created by practice, common law, court decision, or statute, now existing or created later, including any related to allegations of violations of state or federal statutes related to discrimination, and all disputes about the validity of this arbitration clause, shall be resolved by neutral binding arbitration by the American Arbitration Association, under the rules of procedure in effect at the time any claim is made. (Each party shall pay its own costs of arbitration.) This agreement is subject to the Federal Arbitration Act and any award of the arbitrator(s) may be entered as a judgment in any court of competent jurisdiction. Information may be obtained and claims may be filed at AAA Case Filing Services: 1101 Laurel Oak Rd, Suite 100, Voorhees, NJ 08043, (877)495-4185, website: www.adr.org.

BY SIGNING THIS AGREEMENT, THE PARTIES ARE GIVING UP ANY RIGHT THEY MIGHT HAVE TO SUE EACH OTHER. **We understand and support the school’s mission statement, goals and agree with the above:**

Date

Parent/Guardian Signature

Administrative Signature

Parent/Guardian Signature

____ I would like a copy of this document

STATEMENT OF DOCTRINAL BELIEFS

Regency Christian Academy (As in agreement with Constitution and Bylaws of South Orlando Baptist Church)

DOCTRINE OF THE BIBLE: We believe that the entire Bible, all 66 books of the combined Old and New Testaments are inspired by God and are inerrant in original writings. The work of God is the only infallible and authoritative rule of faith and practice. (II Timothy 3:16-17, II Peter 1:20-21)

DOCTRINE OF GOD: We believe that there is only one true and eternally existent God. He exists co-equally in three persons – God the Father, God the Son, and God the Holy Spirit. These three are the same in essence, but distinct in personality. (Isaiah 45:21, John 14:16, 26)

DOCTRINE OF JESUS CHRIST: We believe that Jesus Christ is the only begotten Son of God and the second Person of the Triune God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life and performed many miracles. We believe Jesus Christ died a substitutionary sacrifice on the cross to pay the debt for our sins, was buried, bodily resurrected and ascended to the right hand of God the Father. We believe He will return literally, visibly and personally in glory and power. (John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; I Corinthians 15:1-8, 17; Acts 1:9-11)

DOCTRINE OF THE HOLY SPIRIT: We believe that the Holy Spirit is the third Person of the Triune God. He is the chief convictor of sin, the chief agent of regeneration (regeneration meaning to cause to be born again or change from a natural to a spiritual state). The Holy Spirit is also the chief agent of sanctification (which means to be set apart). The Holy Spirit lives within every believer and empowers every believer to live a Godly life. (John 14:16-19; 16:7-15; I Corinthians 6:19-20; Romans 8:9-11; Titus 3:5)

DOCTRINE OF ANGELS: We believe that angels are spirit beings, which God has created. They are not the same beings as God or man, but instead a third type of being. Angels have a great and wide ministry, some of which are: ministering to Christian believers (Hebrews 1:14), bringing answers to prayers (Daniel 9:21-22, Acts 12:5-7), encouraging in times of danger (Acts 27:23-24) and helping to deliver in times of danger (Acts 5:19, 12:7-10).

DOCTRINE OF SIN: We believe that sin originated with Adam and Eve. This act resulted in the fall of all mankind; therefore, all people have sinned. We believe every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23)

DOCTRINE OF SALVATION: We believe that salvation of lost and sinful people is a free gift of God's grace apart from human works. We believe salvation is received only through faith in the Person and finished work of Jesus on the cross and His resurrection from death. (Ephesians 2:8-10, 11 Corinthians 5:21)

DOCTRINE OF THE CHURCH: We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)

DOCTRINE OF EVANGELISM: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)

THE HOME: In addition to these important beliefs, we also believe that God has given the parents of the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and whole education will occur when home, church and school work closely together and are in agreement on the basic concepts of life.

Regency Christian Academy
STUDENT EMERGENCY MEDICAL FORM
2015-2016

Student's Name: _____

Grade: _____ **Age:** _____ **DOB:** _____ **Gender:** M F **Social Security #:** _____

Address: _____

Mother's Name: _____ **Daytime Phone Number:** _____

Father's Name: _____ **Daytime Phone Number:** _____

Legal Guardian: _____ **Daytime Phone Number:** _____
(If not parents)

Insurance & Medical Personnel Information

Insurance Provider: _____

Policy Holder: _____

Policy Number: _____ **Group Number:** _____

Physician: _____ **office Phone:** _____

Dentist: _____ **Office Phone:** _____

Surgeon: _____ **Office Phone:** _____

Orthopedist: _____ **Office Phone:** _____

Other: _____ **Office Phone:** _____

Preferred Hospital(s): _____

(Responding medical unit will make final determination as to the appropriate facility for the injury)

Known Allergies

Foods: _____

Medications: _____

Others: _____

Student Health

Explain any health considerations or medical conditions: _____

Routine medications & dosages: _____

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

Regency Christian Academy
EXTENDED DAY PROGRAM
2015-2016

Regency Christian Academy offers classes for students in Full time Preschool 2 through 8th grade Middle School. Our academic school day runs from 8:30 a.m. to 3:00 p.m., however, children may be brought to their appropriate classroom as early as 8:15 a.m. and is not considered "being picked up late" until after 3:15 p.m. If a parent is in need of care for their child before and/or after the academic day, RCA offers an Extended Day Program

Extended Day hours: Before-school care is offered from 7:00 a.m. to 8:15 a.m. No care is available prior to 7:00 a.m. After-school care is offered from 3:00 p.m. to 6:00 p.m. No care is available after 6:00 p.m.

Before-school care: In the mornings, parents bring children directly to the school cafeteria and sign them in on the class sign-in sheet. A breakfast "snack" is offered from 7:00 a.m. to 7:45 a.m. or children may bring their own breakfast.

After-school care: In the afternoons, the Extended Day Leaders will pick up Elementary and Middle students at 3:00 p.m. Afternoon snacks are provided and served in the school cafeteria. The remainder of the day the children may participate in organized games, have free time outside or in the gym, participate in study hall to complete homework, watch a video, read, etc. In the afternoon, Full time Preschool students enrolled in Extended Day will remain in their classrooms and will participate in a variety of organized activities specific to their age group. Occasionally, preschool classes may be combined for Extended Day activities.

Costs: The Extended Day Program is offered for at a cost of \$60 per week for care before and after the academic day, regardless of the amount of time attended by the student. A student only requiring care before the academic day may pay a fee of \$15 per week. A student only requiring care after the academic day may pay a fee of \$55 per week. Payment of these fees will be due on Monday. A late payment fee of \$15 will be charged to your account if Extended Day fees are not paid by 6:00 pm Thursday of the same week. If Extended Day fees become more than 2 weeks past due your child will be withdrawn for the Extended Day program. Extended Day fees are billed one week in advance, with the first weekly payment due Aug. 17, 2015 and the second weekly payment due August 24, 2015. The Extended Day fee is not prorated for holidays, absences, teacher planning days, withdrawals, etc.

How do I enroll? To enroll your child in the Extended Day Program, please fill out the form below and return with all other school enrollment paperwork. A written request, one week in advance, must be received to withdraw a child from the Extended Day Program.

 Yes, I wish to enroll my child in the Elementary Extended Day Program

Child's Name: _____ Grade: _____

My child will be attending Extended Day: Before School After School Both

*If attending Extended Day in the afternoon, my child will be picked up at approximately _____p.m.

Regency Christian Academy
2014-2015
Parent Teacher Organization
(PTO)

Regency Christian Academy would like to welcome you to their Parent Teacher Organization. The PTO has been found to be a great asset to the enhancement of our school and our children. The importance of participation and investment in our children’s lives is tremendous. What we are able to do for our school when we have the support of our parents and teachers is incredible. In turn, our children will be able to reap the benefits.

The purpose of Regency Christian Academy’s PTO is “to enrich the children’s lives through Christian principles and education and personal development, and to work closely with the school administration and staff to support and enhance school growth and development”.

The PTO is involved with special functions throughout the school year. These include fundraisers, bake sales, room parent programs, book fairs, and special enhancement programs like better playgrounds for our children. Upgrading all of our playgrounds has been a future “Dream”, but one that has been on its way to a reality. Due to the support of all PTO members, we are able to come together as a team of parents and teachers who truly are getting involved in the lives of their children.

The PTO has an annual fee of \$15.00 for membership. Each family that is attending RCA is required to be a member. These fees stay in a designated PTO account. PTO General Meetings are held three times within the school year. Families are encouraged but not required to attend. These meetings are important in the decision making of certain functions, fundraisers, and anything that the PTO is planning. The PTO needs parent and teacher input and ideas concerning the use of time and resources to maximize the benefit to RCA students.

The \$15.00 membership fee is due upon enrollment. Please make your check payable to Regency Christian Academy. Complete the enrollment form at the bottom and return it along with your payment and registration packet.

Regency Christian Academy PTO Enrollment Form

Name _____ Telephone # _____

Address _____

City _____ State _____ Zip Code _____

Email address: _____

Names & Grade level of children attending RCA _____

Parental Consent Form Photography, Media and Website

During the year there are occasions when photographs of your child may be taken by Regency Christian Academy or South Orlando Baptist Church staff. Your authorization to use photo/s of your child in publications (brochures, programs, newsletters, etc.) is requested. Please sign the photography section to provide RCA with consent for photo usage.

Websites and Social Media

The Regency Christian Academy website (www.rcaschool.com) and the South Orlando Baptist Church's website (www.southorlandobaptist.org) contains web pages for our organization. This tool is used to help the community learn more about our organizations and allows us to highlight achievements and activities. Anyone with the internet is able to access these pages from virtually anywhere in the world. Individual or group photos may be used on our website to showcase events. Please sign the website section to provide the organization with consent for use of photo/s on our web pages.

Security Cameras

RCA has installed security cameras in the preschool classrooms for parents to access via the internet. Each parent with a child in the same preschool class will see all students participating within the classroom.

Consent

Signing this form will be deemed as consent for Regency Christian Academy and South Orlando Baptist Church to allow your child to participate as specified below for the 2015-2016 school year.

PLEASE COMPLETE THE FOLLOWING:

I, (print name) _____, parent or official guardian of

(Child's name) _____ hereby grant permission to Regency Christian Academy, its employees or representatives, to take and use:

- _____ Photographs/digital images
- _____ Videotape
- _____ Audio recording or quoted remarks of my child for use in promotional or educational materials as follows:
 - _____ Printed publications or materials
 - _____ Electronic publications or presentations
 - _____ Web sites

Signature of Parent/Guardian

Date

Witness

Date

Signature of Parent/Guardian

Date

Regency Christian Academy

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Phone: 407-851-7270 fax: 407-859-1130
rca@bellsouth.net www.southorlandobaptist.org/rca

1) I _____, parent of _____
have received the "***Know Your Child Care Facility***" brochure (**CF/PI 175-24**) ***and*** Regency Christian Academy's Child Care facility written discipline policy.

Parent Signature

Date

Witness

Date

2) I _____, parent of _____
have received "***The Flu: A Guide for Parent.***" brochure (**CF/PI 175-70**).

Parent Signature

Date

Witness

Date

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Phone: 407-851-7270 fax: 407-859-1130

Preschool Discipline Policy

Please be advised that pursuant to guidelines established by the State of Florida, Department of Health & Rehabilitative Services, you are informed of the following:

Prior to admission of a child to a childcare facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility. The specific types of discipline used for each group must be included in the written material provided to the parents. Verification that child care facilities have provided parents in writing the disciplinary practices used by the facility shall be with documents on the enrollment form or an equivalent form with the signature of the parent. (F.S. 402)

The code of discipline for Regency Christian Academy is as follows:

1. Children attending Regency Christian Academy shall never be subjected to discipline which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other form of physical punishment is strictly prohibited.

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1 and Hebrews 13:17) and it requires discipline for children (Proverbs 13:24, Proverbs 23:13-14 and Proverbs 29:15-17).

Basic Discipline problems will be handled in one or more of the following ways:

1. Warning to child
2. Child redirected to another area

Policy Regarding Student's Inappropriate & Disruptive Behavior

Regency Christian Academy staff has fulfilled the state required training for working with children. The Center's policy in dealing with children who have exhibited behavior that is harmful to themselves, other students or teachers will be handle as follows:

- I. The student will be redirected to another activity or project.
- II. If the behavior continues an incident report will be issued and require a parent signature.
- III. Upon the third occurrence the parent will be called and the student must be picked up from the center immediately and a one-day suspension will be issued along with an incident report which will require the director's and the parent's signature.
- IV. Fourth infraction will require the student to be suspended from the center for three days. A behavior modification plan must be complied by the management staff and the parent prior to the return of the student.
- V. If the action plan and all other methods above have been applied and the behavior continues then the child will be expelled from the center.

All effort will be made to refer students and parents to different resources that will assist with issues that arise with inappropriate behavior; our main concern is for the safety of all individuals within the center. It is with this thought in mind that we must take a firm stand against any behavior that threatens the safety of the individual, other students, and staff members.

Continued on Other Side ----->

Preschool Discipline Policy (Cont'd)

I _____, parent of _____
(print parent's name) *(print child's name)*

have received Regency Christian Academy's Discipline Policy as stated on the reverse side.

Parent Signature

Date

Witness Signature

Date

2015-2016
VOLUNTEER INFORMATION & AGREEMENT FORM
FOR VOLUNTEERS OF REGENCY CHRISTIAN ACADEMY

This form is to be completed annually for any Volunteer of Regency Christian Academy. This is being used to provide a safe and secure environment for the activities or programs of our school. All information provided is considered confidential and will be kept in a lock-secured area.

PERSONAL INFORMATION

Name Last First Middle Date of Birth

Are you the parent, legal guardian, or relative of a student at RCA?

Student's Name:

Student's Grade: Student's Teacher:

DL#

Present Address

City State Zip Code

Phone Email

Occupation Work Phone

If less than one year:

Previous Address

City State Zip Code

Phone Email

Occupation Work Phone

Please list 3 personal references:

Table with 3 columns: Name, Relationship, Phone Number. Includes three rows for listing references.

*NOTE: In addition to this 3 page Volunteer Information and Agreement Form, there is an attached Affidavit of Good Moral Character. This document only has to be signed and notarized annually. Any questions can be directed to the Office Manager, Events Coordinator or the Principal. All forms should be returned to the Administration Personnel directly, or left in the school office in a sealed envelope.

VOLUNTEERING INFORMATION

Please list any area(s) of expertise, hobby, talent, travel experience, etc. that you would be willing to share with students of RCA upon a teacher’s request:

I am interested in Volunteering for RCA as a:

- Field Trip Chaperone Classroom Helper (die cutting, sort papers, etc.)
- Office Helper Reading Buddy (read to or listen to students read)
- Extended Day Helper Special Event Helper (book fairs, programs, etc.)
- Other: _____

VOLUNTEER CODE OF ETHICS AND RULES

While acting in my capacity as a Regency Christian Academy Volunteer the following rules shall apply:

- 1) Smoking or using tobacco products in the presence of minors or anywhere on campus is prohibited.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Bringing contraband and or dangerous items such as but not limited to firearms, weaponry and fireworks on RCA property or in the presence of minors is prohibited.
- 4) Volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Corporal punishment or physically abusive behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Regency Christian Academy.
 - Mental or emotional injury to a minor;

- The presence or possession of obscene or pornographic materials at any function of Regency Christian Academy.

- 5) Willingness to periodically update needed information and forms.
- 6) Volunteers must treat all people of all races and cultures with respect and consideration.
- 7) Volunteers shall not use or tolerate the use of profanity in the presence of minors.
- 8) Volunteers must be free of physical and psychological conditions that might adversely affect any minor’s health, including, but not limited to, contagious disease.
- 9) Volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 10) Volunteers will be expected to act and react with Christian love and understanding in all situations.
- 11) Volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own child.
- 12) I understand that as a Volunteer with minors for Regency Christian Academy, I *may* be subject to, as requested, a background check, including criminal history.
- 13) I understand that any violation of this code may be grounds for removal as a Volunteer with minors.

I understand that in serving as a Volunteer for Regency Christian Academy that I am willing to abide by the Policies & Procedures set forth in the Parent & Student Handbook and the Volunteer Code of Ethics & Rules. I understand that some RCA Volunteers who will be in direct contact with students extended and consistent amounts of time may be required to submit to a local background check or even a full national background check. I understand that I am offering my services to RCA without compensation. I certify that all information given on this application is true and complete. I understand that any misrepresentation, omission or incorrect statement of facts called for in this application is cause for my immediate dismissal as a volunteer.

Signature of Volunteer

Date

Principal

Date



AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of _____

Before me this day personally appeared _____ who, being duly
(Applicant's/Employee's Name)
sworn, deposes and says:

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with _____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by the Florida Statutes and rules, in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

- Section 393.135 certain developmentally disabled clients and reporting of such sexual misconduct
- Section 394.4593 sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
- Section 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
- Section 782.04 murder
- Section 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Section 782.071 vehicular homicide
- Section 782.09 killing an unborn quick child by injury to the mother
- Chapter 784 assault, battery, and culpable negligence, if the offense was a felony
- Section 784.011 assault, if the victim of offense was a minor battery, if
- Section 784.03 the victim of offense was a minor
- Section 787.01 kidnapping
- Section 787.02 false imprisonment
- Section 787.025 luring or enticing a child
- Section 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
- Section 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Section 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
- Section 790.115(2) (b) possessing an electric weapon or device, destructive device, or other weapon on school property
- Section 794.011 sexual battery
- Former Section 794.041 prohibited acts of persons in familial or custodial authority
- Section 794.05 unlawful sexual activity with certain minors
- Chapter 796 prostitution
- Section 798.02 lewd and lascivious behavior
- Chapter 800 lewdness and indecent exposure
- Section 806.01 arson
- Section 810.02 burglary
- Section 810.14 voyeurism, if the offense is a felony
- Section 810.145 video voyeurism, if the offense is a felony
- Chapter 812 theft and/or robbery and related crimes, if a felony offense
- Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
- Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
- Section 826.04 incest
- Section 827.03 child abuse, aggravated child abuse, or neglect of a child
- Section 827.04 contributing to the delinquency or dependency of a child
- Former Section 827.05 negligent treatment of children sexual
- Section 827.071 performance by a child
- Section 843.01 resisting arrest with violence
- sexual misconduct with **CONTINUED ON NEXT PAGE**

Section 843.025 depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
 Section 843.12 aiding in an escape
 Section 843.13 aiding in the escape of juvenile inmates in correctional institution
 Chapter 847 obscene literature
 Section 874.05(1) encouraging or recruiting another to join a criminal gang
 Chapter 893 drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
 Section 916.1075 sexual misconduct with certain forensic clients and reporting of such sexual conduct
 Section 944.35(3) inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
 Section 944.40 escape
 Section 944.46 harboring, concealing, or aiding an escaped prisoner
 Section 944.47 introduction of contraband into a correctional facility
 Section 985.701 sexual misconduct in juvenile justice programs
 Section 985.711 contraband introduced into detention facilities

THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR MENTAL HEALTH POSITIONS

In addition to the Chapter 435, F.S., listed offenses, the following offenses are also applicable for "Mental Health Personnel" screened pursuant to section 394.4572, F.S., defined as program directors, professional clinicians, staff members, or volunteers working in a public or private mental health program or facility who have direct contact with individuals held for examination or admitted for mental health treatment. **The additional offenses apply only to "Mental Health Personnel" as determined pursuant to Section 408.809, F.S. as listed below:**

Relating to:

Chapter 408 felony offenses contained in Chapter 408
 Section 408.8065(3) offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading license or license renewal application, or submits false or misleading information related to application
 Section 409.920 Medicaid provider fraud
 Section 409.9201 Medicaid fraud
 Section 817.034 fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
 Section 817.234 false and fraudulent insurance claims
 Section 817.505 patient brokering
 Section 817.568 criminal use of personal identification information
 Section 817.60 obtaining a credit card through fraudulent means
 Section 817.61 fraudulent use of credit cards, if the offense was a felony
 Section 831.01 forgery
 Section 831.02 uttering forged instruments
 Section 831.07 forging bank bills, checks, drafts or promissory notes
 Section 831.09 uttering forged bank bills, checks, drafts, or promissory notes
 Section 831.30 fraud in obtaining medicinal drugs
 Section 831.31 the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony.

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21; a career offender pursuant to s. 775.261; or a sexual offender pursuant to s. 943.0435, unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at _____ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

CONTINUED ON NEXT PAGE

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses.** I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE OF AFFIANT: _____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type, or Stamp Commissioned Name of Notary Public)
(Check one)

Affiant personally known to notary

OR

Affiant produced identification

Type of identification produced: _____

2015-2016

Uniform Information

Alpha Specialties in Kissimmee will once again be serving our uniform needs for the 2014-2015 school year. The people there are wonderful to work with and have been very accommodating, making the uniform process an easy one.

Alpha would like each child to be sized. This can be done two ways:

- 1) **PREFERRED WAY:** Go to Alpha Specialties, they will size your child and you can order right on the spot, later on, or online. At least you know what size is needed.
- 2) You may order uniforms online at www.alpha-specialties.com

Payment is due when the order is placed. Most orders are completed in 1 week. Back to school is a busy time for them, so please try and place orders early.

All shirts need to have the RCA crest embroidered on them. If you decide to bring in a jumper or shirt, Alpha Specialties can embroider the crest on what you take to them for a charge of \$5.00.

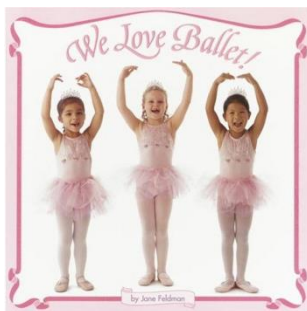
- Preschool: Navy, white, grey or pink polo's or t-shirts, long or short sleeved
- Elementary: Navy, white, hunter green and red polo's, long or short sleeved
- Middle School: Navy, white, light blue or royal blue polo's, long or short sleeved

All students (PK4-8th Grade) are required to wear navy blue or khaki pants, shorts or skorts. Jumpers can be worn, embroidered with the crest. Grey printed t-shirts may be worn for PE days. Crew neck and zippered, hooded sweatshirts are also available.

Although it is not mandatory to get the uniform bottoms from Alpha, they have a variety of sizes in pants, shorts and skorts available to us to fill all your uniform needs at one location.

Alpha Specialties has set up our own school ordering section on their website for your ordering needs. Go to www.alpha-specialties.com, go under school uniforms and look for Regency Christian Academy. It will then be broken down into grades (preschool, elem. and middle) as to what is available for each one. The prices are also shown. You may then place your order from there. Please feel free to contact Dawn Kent at RCA (407-851-7270) if there are any questions or concerns.

ALPHA SPECIALTIES
305 Bass Street
Kissimmee, FL 34741
407-847-9002
www.alpha-specialties.com



RCA Dance Classes

Dear Parents/Guardians:

Using the Art of Dance, children learn grace, poise, rhythm, and self-expression and improve coordination. Learning dance also helps children to develop a positive self-image. Because of the positive influence dance can have on the life of a child, ten years ago, RCA began offering an afternoon Dance Program for enrolled students.

Beginning September 8, 2015, RCA and I will be offering the following dance classes:

- ❖ Ballet combined w/ Novelty Jazz (Preschool 4 – 8th grade)
- ❖ Ballet & Tap combo (1st grade – 4th grade)
- ❖ Jazz & Tap Only for Intermediate Students (4th grade – 8th grade)
- ❖ Intermediate & Advanced Ballet (4th grade-8th Grade)

Classes will be held once a week for 45 minutes and offered on Tuesdays, Wednesdays, and Thursdays at 3:15pm and 4:30 pm. Dance students will be instructed in and learn barré, line and center work with Ballet, Jazz and Tap combinations. Classes are kept to a maximum of 10 students and are filled on a first come, first served basis. The annual recital will be held on a Thursday evening in May.

While Art, Music, Physical Education and Praise in Motion are part of RCA's school year curriculum and are covered by tuition payments, fees for dance classes are in addition to tuition and other school related fees.

In addition to dance class registration fee and the monthly dance class fee, participating students must supply their own dance attire for classes and rehearsals. The following is the required dance attire:

- ❖ Ballet\Jazz Class:
 - Girls: black, short-sleeved leotards, lt. pink tights & lt. pink ballet slippers.
 - Boys: white t-shirt, black pull-on shorts & black ballet slippers.
- ❖ Tap Class: Black tap shoes

Dance Recital costumes will be ordered when needed at an additional charge.

If you are interested in registering your child for any of the available dance classes, please complete the attached form and return it to the school office along with the \$32 dance registration fee and first monthly payment of \$35 no later than August 17, 2015. Enrollment forms will be accepted after August 17th only if space is still available. There is no exception to this rule, therefore remember that enrollment is on a first come, first serve basis and that classes fill up quickly.

Specific questions about any of the available dance classes can be directed to me by calling the school office and leaving a message. I will gladly return inquiry calls concerning our dance classes.

Sincerely,

Mrs. Maxine Rando
RCA Dance Instructor

PS: Only one child per enrollment form. If additional forms are needed for multiple children enrolling, please contact the school office at 407-851-7270.

Regency Christian Academy Registration for Ballet/Novelty Jazz And Tap Classes

(One child per enrollment form)

Student Information

Name _____

Age _____
(as of Sept. 1, 2015)

Address _____

Class/Grade _____

Phone # _____

Schedules: Check each class your child is enrolling.

_____ Tuesday @ 3:15pm: 1st & 2nd Grade (Ballet & Tap Combo Only)

_____ Tuesday @ 4:15pm: K5 (Ballet & Novelty Jazz)

_____ Wednesday @ 3:15: 3rd & 4th (Ballet & Tap Combo only)

_____ Wednesday @ 4:00: 4th– 8th Grade (Intermediate Ballet)

_____ Wednesday @ 4:45 (Int. /Jazz & Tap)

_____ Thursday @ 3:15pm: PS4 (Ballet & Novelty Jazz)

_____ Thursday @ 4:30pm: 4th-8th Grade (Intermediate & Advanced Ballet)

Mother's Name _____

Father's Name _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Permission to pick up student is granted to:

Name _____

Name _____

Relationship _____

Relationship _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Regency Christian Academy Dance Class Agreement

I, _____, parent or guardian of _____, agree to have my child educated in Ballet/Novelty Jazz and/or Tap Class at Regency Christian Academy. I agree to hold harmless Regency Christian Academy and all its employees, agents, trustees, administrators, and any or all other representatives in the event of any injury to my child, even serious injury resulting in loss of mobility, permanent disability, or loss of limb or life. I understand and agree that if my child is injured, my own insurance is primary and the Student Accident Insurance carried by RCA is secondary.

I, _____, parent or guardian of _____, Agree to the following fees:

\$32.00 Registration Fee (form and fee due August 17, 2015)

\$350.00 Dance Class annual tuition (per enrolled class) **

****Tuition may be paid in full on or before August 17, 2015 to receive a discount of 10% or can be billed in ten payments of \$35.00 each in the following manner:**

First monthly tuition fee is due at time of registration along with the registration fee on or before August 17,2015 Subsequent monthly tuition fees are due on the first day of each month beginning on September 8, 2015 with the last payment due on May 1, 2016.

I, _____, parent or guardian of _____, understand that tuition fees will not be prorated for school closings, including holidays or lack of attendance by my child.

If I choose to withdraw my child from dance, I agree to give written notice on or before the first of the month prior to the month of withdrawal. I agree to provide appropriate attire for rehearsal and pay any costs necessary for recital costumes for my child when payment is due.

Signature of Parent/Guardian

Date

Guardian Signature _____