

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 Email: rca@rcaschool.com | Webpage: www.rcaschool.com

For the Finance Office
Date Enrolled:
Initials:

Preschool Student Enrollment 2025-2026

Student Information	Admission Enrollment Checklist
Last Name:	☐ Application Fee (non-refundable)
First Name:	☐ Copy of Birth Certificate
Middle Name:	☐ Student Health Examination (HRS-H Form 3040)
Preferred Name:	Florida Certificate of Immunization or Exemption (HRS Form 680)
Date of Birth: Male Female	\square PS2 \square PS3 \square FT \square PT
Social Security Number:	□M □T □W □TH □F
Current School:	Meals Typically Served While in Care:
Applying for Grade:	☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack
Primary Language Spoken at Home:amily Information:	
Father/Guardian	Mother/Guardian
Full Name:	Full Name:
Address:	Address:
City/State/Zip: City/State/Zip:	
Home Phone:	Home Phone:
Cellphone:	Cellphone:
Email:	Email:
Employer:	Employer:
Occupation:	Occupation:
Work Address:	Work Address:
City/State/Zip:	City/State/Zip:
Work Phone:	Work Phone:
Parents Marital Status: ☐ Married ☐ Divorced ☐ Se	parated Single Widow(er)
If divorced, do parents share custody? ☐ Yes ☐ No	

Legal documentation is required to support custodial condition	ons, including who makes educational
decisions, picking up student (s), etc.	
Name of person responsible for school expenses & bill:	
Family attends what church?	
How did you hear about RCA?	
Student Educational Background Information	
Last school/daycare student attended:	
Reason for withdrawing:	
Has the student ever been evaluated for learning difficulties, speech	
☐ Yes ☐ No	
Does the student have or had an IEP (Individual Education Plan)?]Yes □ No
If yes, please provide a copy for our records.	
Has the student ever repeated or been held back in any grade?	Yes No If yes, which grade?
Has the student been suspended, expelled or asked to withdraw fro	om any school? Yes No
Explain:	
I hereby acknowledge that the information provided on this Enrollment that any misrepresentation of information could result in the immediate Christian Academy.	
Parent/Guardian Signature:	Date:
Parent/Guardian Signature:	Date:
RCA Administration Representative:	Date:

Student's name: **Gender:** _____ Grade: _____ DOB: _____ Live with: □ Both Parents □ Mother □ Father □ Guardian(s) In case of Emergency Home Phone: Cell phone: Mother/Guardian: Address: Mother's/Guardian's Employer: **Email address:** Mother's/Guardian's Employer's Phone: Ext. Father/Guardian: Home Phone: Cell phone: Address: Email address: Father's/Guardian's Employer: Father's/Guardian's Employer's Phone: ______ Ext. ____ **Authorized Contacts** Name: _______, Phone: _______, Relationship: ______ Miscellaneous Student/Family Information Other than you, who is authorized to pick up the student? Please list name, phone & relationship. Name Phone Relationship Name Relationship Phone Relationship Phone Name Name Phone Relationship I/we hereby authorize Regency Christian Academy the release of the student named above to the following persons in the event of illness, injury, evacuation or emergency that may occur while students are in school and/or school activities. Parent/Guardian Signature: Date:

Emergency Information

Student Medical Information

Health Conditions/Allergies		Medications & Dosa	ges
I hereby grant permission for the to obtain emergency medical car		Academy to contact the follo	owing medical personne
Student's Doctor's Name	Phone	Address	
Student's Dentist	Phone	Address	
Insurance Provider	Policy Holder	Policy Number	Group Number
Preferred Hospital:			
School Health Service Co	nsent		
Emergency Care Plan instruction emergency (if applicable):			
I,authorization and consent to Reg	, the parent/legal guard		
authorization and consent to Reg transportation, X-Rays, anesthe advisable by and is to be rendered It is understood that effort shall but that any of the above treatments	etics, medical or surgical di ed under the general or specif be made to contact the und	agnosis and emergency hos ic supervision of medical and ersigned prior to rendering to	pital, which is deemed demergency room staff. reatment to the student,
Parent/Guardian Signature: _		Date:	

Student Name:			_ DOB	SS#	
		School He	ealth Service Consent		
the staff of R my child is p medication,	legency Chr picked up ex including pr	istian Academy. A plaining the accid	we simple first aid treatment Accident/Incident forment or incident, and the treatments, from the pare at RCA.	m will be submitte treatment that was	ed to me at the time administered. Only
remain at sch	nool, I reque	st the school to co	dical treatment is not ne ntact me (us). If I am un nrollment Form may be	able to be reached	d, one of the persons
first. If the so	chool is unal	ble to reach me (us	accident or illness, I reqs), I understand that the sagree to be financially re	school will contac	t the 911
Parent/Guardian Sig	nature	Date	Witness		Date
		ransport and trea	the 911 Emergency Syntment of your child, place to Transport Statement	ease sign the foll	S
child, I hereby give transport of my child	my permised to the prefeat of the injury	sion for the respo erred or appropriat uries. I agree to be	f the child named on this nding emergency team te medical facility, accor financially responsible frmation in writing.	to immediately in ding to what they	nitiate treatment and deem is appropriate
Parent/Guardian Sig	nature	Date	Witness		Date
		Permissio	n to Treat Statement		
child, I give my perrarrival to the approp	nission for the riate facility	he appropriate med . I agree to be final	f the child named on this dical personnel and staff ncially responsible for the n as soon as possible.	to initiate treatme	nt immediately upor
Parent/Guardian Sig	nature	Date	Witness		Date

Preschool Discipline Policy

One of our three main purposes at Regency Christian Academy (RCA) is to model and train children to become leaders of integrity through Bible-based character development. This type of training comes from correction, shaping and strengthening the child as they learn and grow. We want our students to not only grow physically, and educationally, but emotionally and spiritually, as well. Our goal is to partner with our parents and families throughout the course of the year as we embark on this journey and work together for the benefit of your child. 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).

When there is a behavior concern or disruptive behavior in the classroom, you will see:

- *Praise and encouragement for appropriate behaviors.
- *Modeling of appropriate behaviors.
- *Conference with student/Listening to the student.
- *Providing alternatives for inappropriate behavior.
- *Safe Place Alternative: Time for child to calm down and regroup within the classroom.
- *Calming Techniques. (Deep breaths, blowout the Candle, Counting, etc....)

When there is a behavior concern or disruptive behavior in the classroom, you will NOT see:

- *Physical punishment of any kind.
- *Verbal or humiliating words to frighten the student.
- *Denying any form of food, rest or toileting.

Steps in Dealing with Continued Inappropriate & Disruptive Behavior: (Suspension & Expulsion)

The center's policy in dealing with children who have exhibited behavior harmful to themselves, other students or teachers will be handled as follows:

- **I.** The classroom techniques will be applied as stated above. (Praise, Modeling, Alternatives, Safe Place, and Calming Techniques)
- II. If the behavior continues an incident report will be issued and require a parent signature.
- III. A conference will be scheduled, and a behavior modification plan will be constructed with the parents and teacher as a team in hopes to help the child with the area of concern.
- **IV.** Upon the fourth 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. An incident report which will require the director's and the parent's signature will be sent home as well.
- **V.** Fifth infraction will result in a three-day **suspension** from school. A behavior modification plan must be revisited again, and a visit from the school guidance counselor <u>must</u> occur if it has not already happened. Additional specialists or screenings may be utilized.
- VI. 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 efforts will be made to refer students and parents to different resources which 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 we must take a firm stand against any behavior that threatens the safety of the individual, other students, and staff members.

Dismissal:

Regency Christian Academy reserves the right, at its discretion, to dismiss (terminate the enrollment of) a student for reasons outside of student behavioral issues. We will strive to provide 48 hours notice concerning the dismissal of a student, however, this notice is not guaranteed.

Reasons for dismissal/termination include, but are not limited to:

- *Failure of the family to pay fees as due and outlined on the enrollment contract and financial agreement.
- *Failure of the family to provide the required documents for the students file including a copy of the child's Birth Certificate as well as original and current Florida Certificate Immunization (HRS Form 680) or Student Health Examination (HRS-H From 3040).
- *Failure of a student or parent to abide by the guidelines of RCA as outlined in the enrollment paperwork and this Handbook.
- *In a social media venue, stating continued negativity about the staff.
- *Continuing Gossip.
- *Requiring special education services which RCA cannot provide.

I,	, parent of		
(Print parent's name)	(Print child's name)		
have received Regency Christian Academy's P	Preschool Discipline Policy as stated on the reverse side of this		
paper.			
Parent Signature	Date		

Preschool Biting Policy

A child biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem.

Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

- 1. The victim is separated from the biter, and the child is comforted.
- 2. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- 3. Parents are notified. (Parents will be notified immediately if the skin is broken.)
- 4. The "Accident/Incident Form" is filled out documenting the incident.

For the child that bit:

- 1. The child is separated with no emotion, and the teacher will firmly tell the child "Biting is NOT okay! It hurts!"
- 2. The caring attention is then focused on the victim. The biter is talked to on a level that the child can understand. e.i: "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people." or "That hurts your friend when you bite her. She is sad."
- 3. The parents are notified.
- 4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

- 1. The child will be shadowed to help prevent any biting incidents.
- 2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
- 3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive or serious:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) or the child inflicts a bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

- 2. If the child again inflicts 3 bites in a one-week period (5 weekdays) or the child inflicts a bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
- **3.** If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.
- **4.** If a child bites, breaking the skin of another child or staff member, the child will be required to be picked up from preschool for the remainder of the day.
- 5. If a child bites twice in a 4-hour period (regardless of whether the skin is broken), the child will be required to be picked up from day care for the reminder of the day.

I have read Regency Christian Academy's Biting Policy for Preschool and agree with its terms. If I have any questions or concerns, I will contact the director immediately.

Student:	
Parent Signature:	Date:
PS Director Signature:	Date:

STATEMENT OF DOCTRINAL BELIEFS

(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)

<u>DOCTRINE OF GOD:</u> 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).

<u>DOCTRINE OF SIN:</u> 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)

<u>DOCTRINE OF SALVATION:</u> 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)

<u>DOCTRINE OF EVANGELISM:</u> 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)

<u>THE HOME:</u> 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

Parent(s)/Guardian(s) Statement of Support

(Please initial) ____ 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. ____ 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

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 o
student conduct and expectations.

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.

memor	ry, etc.).
	We will volunteer for duties and responsibilities by my child's teacher and/or the school as opportunities
arise. a	and God provides the time and strength.

We will require our children to support spiritual activities of Regency Christian Academy (Chapel, Scripture

	•	_			
	We will be faithful to attend	, to the best	of our ability	, all parent functions	at Regency
Chris	stian Academy.				

Procedures as stated in the "Parent Student Handbook."

____ We will pay all our financial obligations to Regency Christian Academy on or before the due date. Mission statement

Mission Statement

To cultivate a dynamic, Christ centered learning environment where students can engage with challenging academics in a loving and safe school community for the purpose of glorifying God.

RCA Goals

- Teach students and their families to love God with all their heart, soul. Mind and strength through a life changing, redemptive personal relationship with Jesus Christ.
- Empower students from preschool through middle school to be lifelog learners who demonstrate confidence in their God given abilities and talents to set academic and personal goals.
- Facilitate the development of the students spiritually, academically, physically, emotionally and socially for the glory of God.

Partnering with RCA

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.

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 Regency Christians Academy's mission statement, goals and agree fully with the Parents/Guardians statement of support.			
Parent/Guardian Signature	Date		
Administrative Signature	Date		

Regency Christian Academy

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.

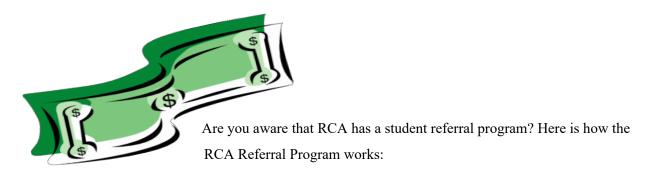
Security Cameras

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

2 2	be deemed as consent for Regency Christian Academy and South Orlando Baptist Church participate as specified below for the 2025-2026 school year.
to allow your cliffe to	participate as specified below for the 2023-2020 school year.
I,	, parent or official guardian of,
Print Nam	
hereby grant permission	on to Regency Christian Academy, its employees or representatives, to take and use:
Photos/digital im-	ages
Videotape	
Audio recording	or quoted remarks of my child for use in promotional or educational materials as
follows:	
Pr	inted publications or materials
E1	ectronic publications or presentations
	eb sites
Parent Signature:	Date:

Regency Christian Academy Referral Program



- be a current RCA family
- refer a new family to RCA
- they enroll their child or children for the new academic school year (2025-2026)
- New student(s) start the new school year
- You will receive a referral credit of \$200.00 to your account (applied to September billing)

	RCA Referral Credit
	Referred Student:
	Referred by:
Regency Christian Academy	
11513 S. Orange Blossom Trail, Orlando, FL 32837	Administrative Authorization:
407-851-7270 rcaschool.com	*Redemption value \$200.00 Cannot be used on Registration Fee nor Testing Fee. *No redeemable for cash.