

January 16, 2016

Dear Future Warrior:

As we enter our 65th year, our commitment remains the same: Educating hearts and minds for Christ. Our mission is to support *you* as you nurture and train your children.

There are many new and exciting things happening at Richmond Christian School. We are in the second year of our revised and revamped elementary curriculum the elementary school. We have even more new courses and clubs in the middle and high school, and our service projects are making a huge difference in the community. All this is to better meet the needs of our students, families and community.

And yet there is more to be excited about! February 15th begins the open enrollment season for Richmond Christian School! We welcome you to contact the school immediately for a tour or ask about your child shadowing one of our Warriors to provide your family with an insider's view – an actual day at RCS.

Our application packet includes several documents to begin the application process. Additionally, if you have financial questions, please call Tina Hutchinson (ext. 3034) for details on how to complete our need-based tuition assistance application, which may find you eligible for financial assistance.

We look forward to getting to know you and your family soon! Please contact Trevor Collazo or Tina Hutchinson at 276-3193 with questions you may have as you begin our application process.

Serving Him for you,

Trevor Collazo

Head of School

APPLICATION PROCEDURE

For the 2016-2017 Academic Year

Open enrollment begins February 15

Please read the Statement of Faith to determine whether Richmond Christian School offers the type of education you want for your child.

- Read our Mission Statement, Admission Standards, and Philosophy.
- Review Educational Costs document.

Application Submission:

- Sign and return the Statement of Faith.
 - Students in 7th grade and above need to read and sign as well.
- Complete and return the Student Profile form.
- Complete and return the Student's Medical Information form.
- Sign and return the Request for Records form.
- Pay the Application Fee.

To complete your application, provide the following documents:

- The most recent report card and standardized test scores.
- The student's original birth certificate and updated immunization record.
- A school entrance health form for those entering kindergarten or have never been enrolled in a public school.
- Custody papers, if applicable.

Once a completed application and application fee has been received by the school, your file will be reviewed. The school will then contact the parent(s)/guardian(s) to schedule a family interview

Family Interview with an Administrator

- A family interview will be conducted involving the parents, student(s), and the appropriate administrator.
- Testing of the student(s) will occur in some cases for appropriate placement.

If your child is admitted, a tuition contract appointment will be scheduled with the Business Manager to have the remaining fees paid and financial contract completed.

STATEMENT OF FAITH

We believe the whole Bible to be the verbally inspired and infallible Word of God; it is our sole authority and final appeal in matters of faith and practice. (II Timothy 3:16; II Peter 1:21)

We believe there is only one true God, eternally existing in three persons - Father, Son and Holy Spirit; that these three have precisely the same nature, attributes and perfections and are worthy of the same love, confidence and obedience. (Matthew 28:18-19; II Corinthians 13:14)

We believe in the Deity of Jesus Christ; that He is the only begotten Son of God, that He was born of a virgin, lived a perfect life, died for our sins, arose bodily from the grave, ascended to Heaven, and that He will return visibly to the earth. We believe that He is the Savior of all who put their trust in Him. (Philippians 2:5-11; Colossians 1:13-19; Hebrews 4:14-16)

We believe in the person and work of the Holy Spirit, that He is equal to God the Father and the Son, and of the same nature. We believe His holy work includes the conviction and conversion of sinners, and that He seals, teaches, guides, sanctifies and empowers the believers. (John 14:16, 17, 26; John 16:7-15)

We believe that in order to obtain eternal life, one must be born again by the Spirit of God. We believe that this experience comes only through repentance toward God and faith in the Lord Jesus Christ. (John 3:3; Acts 20:21)

We believe that eternal life is our present possession; that believers are united to Christ and sealed by the Holy Spirit and that they are kept by the power of God through faith unto salvation. (Philippians 1:6; Ephesians 1:13, 14; I Peter 1:15)

We believe in the eternal conscious blessedness of the saved in the presence of Christ, and the eternal conscious punishment of the lost with the devil and his angels. (John 14:1-3; Revelation 20:15)

By signing below you are stating that you believe all the statements above.

Parent/Guardian Print: _____

Parent/Guardian Sign: _____ Date: _____

Relationship to Student: _____

Student print name: _____

(Grades 7-12 only)

Student Signature: _____ Date: _____

Mission Statement

Richmond Christian School exists to support families in their Biblical responsibility to nurture and train their children. Thus, Richmond Christian School provides opportunities which allow students to realize their God-given potential in the spiritual, academic, social, physical, and vocational realms.

Admission Standards

Admissions standards of Richmond Christian School are designed to identify students who:

1. Have a parent who is supportive of the school's Mission and Statement of Faith.
2. Have a parent who desires their child be taught from a Biblical perspective.
3. Demonstrate average or above average aptitude and/or achievement.
4. Have a history of positive behavior.
5. Are socially and emotionally well adjusted.
6. Are amenable to correction and instruction.
7. Want to attend Richmond Christian School.
8. Are motivated to learn.
9. Have parents who will meet their financial obligation.

For additional circumstantial requirements, please refer to the Parent/Student Handbook.

In addition, the Administration and Board of Directors would urge parents to recognize that their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78: 5-6, and Proverbs 22:6) is to provide their children with a Christian education and that the primary responsibility for this task rests with the parents (Ephesians 6:4).

Philosophy

For education to be meaningful, it must be based upon truth. Richmond Christian School believes that all truth is God's Truth and His Truth is revealed through the Bible which is infallible and is the standard for living. Only by recognizing God as the Creator, Designer, Sustainer and Organizer of the Universe can a proper understanding and application of knowledge be possible.

Richmond Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Student Profile

2016-2017

Student's Name: (Last) (First) (Middle)			
Birth date:	Grade Entering:	Male or Female	Age:
Street Address:			
City:	State:	Zip:	
*** PROVIDE THE PARENT/S OR LEGAL GUARDIAN'S INFORMATION OF WHICH THE STUDENT LIVES WITH AND SHOULD BE CONTACTED FOR QUESTIONS, MISSING INFORMATION, AND EMERGENCIES***			
Biological Father's Name:		Email:	
Street Address:			
City:	State:	Zip:	
Home #:	Work #:	Cell #:	
Biological Mother's Name:		Email:	
Street Address:			
City:	State:	Zip:	
Home #:	Work #:	Cell #:	
Other Legal Guardian Name:		Relationship to Student:	
Street Address:			
City:	State:	Zip:	Home #:
Work #:	Cell #:	Email:	
Other Legal Guardian Name:		Relationship to Student:	
Street Address:			
City:	State:	Zip:	Home #:
Work #:	Cell #:	Email:	
Name of person/s with whom the child resides?			
Is there a custody/court order? YES or NO			

****Please note that we need a copy of the court/custody documents to follow the orders.****

Only those with legal custody of a child are permitted to enroll that child at Richmond Christian School.

Student's Medical Information

Student's Name: (Last)			(First)			(Middle)		
Has your child received educational, psychological, or any other type of testing/evaluation? If yes, please explain:								
Has the student been hospitalized or had any inpatient/outpatient surgery? If yes, please explain:								
Please list special considerations such as: ADD/ADHD, Dyslexia, need for frequent bathroom breaks, vision or hearing impairment, fears, migraines, etc...								
Please list medical alerts such as food, and/or environmental allergies, asthma, diabetes, heart conditions, etc:								
Does this student require any special accommodations while he/she is in our care? Yes or No								
If yes, explain:								
REQUIRED								
In the event your child becomes ill or injured and we can not reach you at the numbers provided, we need the contact information of at least two people, <i>not the parent/guardians listed on page one</i> . Please ensure they have consented to the release of their phone numbers and agree to pick up your child if needed.								
Contact #1:			Relationship:					
Home #:			Work #:			Cell #:		
Contact #2:			Relationship:					
Home #:			Work #:			Cell #:		
Contact #3:			Relationship:					
Home #:			Work #:			Cell #:		
List all medication this student is taking regularly with the dosage & frequency as well as the reason:								
Medication:			Dosage & Frequency:			Reason:		
Medication:			Dosage & Frequency:			Reason:		
Medication:			Dosage & Frequency:			Reason:		
If deemed necessary by the Richmond Christian School faculty, staff, and/or an EMT, your child will be sent to the emergency room at parental/guardian expense. As a parent/guardian, I authorize medical personnel to render <u>necessary treatment to my child.</u>								
Parent/Guardian Signature						Date:		
Parent/Guardian Signature						Date:		

Request for Records

The following student has applied for enrollment to RCS:

Please forward the following information:

- School/Teacher Feedback Form (included w/ this request)
- Report Cards & Transcripts
- Standardized Test Results
- Health & Immunization records
- School Entrance Health Form
- Copy of Birth Certificate
- Professional reports and notes (including psychological tests and IEPs)
- Disciplinary records
- Special Education records
- Court appointed custody documents
- All of the above

School last attended:

Signature _____
Office Personnel

I grant permission for the above records to be released.

Date Requested _____

Parent Signature _____

EDUCATIONAL COSTS

For the 2016-2017 Academic Year

Tuition per Child*	First	Second	Third	Fourth
Grades K5 – 6	\$6,300	\$6,000	\$5,700	\$5,400
Grades 7 – 12	\$7,100	\$6,800	\$6,500	\$6,200

*child in highest grade is considered "first child"

For prices on more than 4 children, contact the Business Office (804.276.3193 ext. 3034).

Curriculum Fee (K-6)..... \$250.00

Curriculum Fee (7-12)..... \$375.00

**Curriculum fees cover all textbooks and instructional resources. This fee may be rolled into your monthly payments.*

Most costs are included in the tuition and curriculum fee, such as electives, science laboratory, educational class-directed field trips, class dues, and technology. The tuition excludes special events and voluntary student participation, including but not limited to: parking passes, AP testing, PSAT, PE Uniforms, and ACSI student events.

Athletic Fees (varies per sport).....\$100-\$200

P.E. Uniform (shirt and shorts; all 7-12 students).....\$ 20.00

Yearbooks to be pre-ordered.....price TBD

Application Fee\$100.00 for 1st child

\$50.00 per additional child

(This fee includes: campus tour, academic testing, office processing, and family interview. The application fee must accompany the student application.)

Registration Fee (per K-12 student).....\$100.00

(Registration Fee is paid at the contract appointment.)

(The registration provides office processing [create student record, data entry, contract appointment])

Students are not considered enrolled until all fees are paid in full, the contract is signed by a parent, and financial arrangements have been made online through FACTS. All fees are non-refundable.

PAYMENT OPTIONS

In an effort to keep tuition as reasonable as possible, the Board allows the tuition amount to be paid over a 10-month period (August-May), 11-month period (July-May), or 12-month period (June-May). Families that pay tuition in full prior to August 1 will receive a 1.5% discount.