



RISE CHRISTIAN ACADEMY

ENROLLMENT CHECKLIST – SUBMIT WITH FORMS FOR:

CHILD'S NAME: _____

AGE/GRADE: _____

SCHOOL YEAR: 2024 - 2025

SUMMER: 2024

Welcome to RCA! Following the listed enrollment steps and checking off the items as completed on the checklist below will assist in ensuring all requirements are met for student enrollment. Required forms are all found in your New Student Enrollment Packet.

STEP ONE: Complete **ALL** pages of the Registration forms included in your packet. Please **UPLOAD** legible documents and leave no blanks. If an item on a form does not apply, fill in with "N/A". Please ensure that the forms are signed and dated in the appropriate spaces. **ALL FORMS ARE TO BE COMPLETED FOR FINALIZED ENROLLMENT.** Required forms include:

- _____ Enrollment Form
- _____ Student & Family Information
- _____ Emergency Treatment
- _____ Program Decision to Administer Medications
- _____ General Activities Permission
- _____ Student Photo/Image Consent Release Form
- _____ Grandparent Information
- _____ Media Release
- _____ Records/Transcript Request
- _____ RCA Library Rules
- _____ Student Record Release Form
- _____ Parent Handbook Acknowledgement Page/Discipline Policy Acknowledgement Page

STEP TWO: Submit the following **with** the above completed enrollment forms:

- _____ Non-refundable Registration Fee Per Current Fee Schedule (**Space not reserved until fee paid**)
- _____ Waiver of Liability Related to COVID
- _____ If Vaccinated a copy of the COVID Vaccine Record Card
- _____ Copy of Birth Certificate (**Proof of age upon registration or proof of name change**)
- _____ Copy Immunization Records (**Upon registration**) compliant with Code of Virginia
<https://law.lis.virginia.gov/vacode/22.1-271.2/>
- _____ Health Form (found in packet) completed by a physician (**Upon enrollment or submit appointment date**)
- _____ Most Recent Report Card (**Pre-K through 5th grade upon registration**)

STEP THREE: Upon completion and acceptance of the above, stop by the office to sign your Tuition Agreement. Once signed, please follow the instructions included in your packet to set up your family **FACTS Tuition Payment Plan online**. **THIS MUST BE DONE WITHIN 2 DAYS OF ENROLLMENT.** Enrollment in **FACTS to pay tuition and fees is mandatory**. Our designated page can be found at <https://online.factsmgt.com/signin/3R3YD> or on our website at www.rcakids.com. Please note: It takes two weeks for your FACTS account to activate, so it is imperative to sign up as soon as you enroll.

THE FACTS ACCOUNT MUST BE COMPLETED AND VERIFIED FOR ENROLLMENT TO CONTINUE.

- _____ Signed Tuition Agreement – Parent & RCA Representative (**within 2 days of Enrollment Acceptance**)
- _____ FACTS Account with Banking Information Set up by Parent (**Mandatory within 3 days of Enrollment Acceptance**)
- _____ FACTS Account Finalized by RCA Accounting, based on Signed Tuition Agreement (**checked by the office**)

Step Four: You are now officially enrolled at Rise Road Christian Academy! Confirm your child's start date with our office. Please log on to www.factsmgt.com to create your **New Family Portal (ParentsWeb)** account to have access to view grades, report cards, school calendars, receive emergency text alerts, and email teachers.

Contact our office by phone: 757-547-9553. You may also email us: school@rcakids.com