



Robert Toombs Christian Academy
Student Enrollment Information Sheet
2022.23



Mission Statement

The mission of Robert Toombs Christian Academy is to offer a quality education in a Christian environment by using strict academic standards and discipline to foster spiritual, intellectual and social growth.

Child(ren) to be Enrolled:

	Name	Date of Birth	Grade Level 2022-2023 Term
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

County of Residence: _____ **Public School child would attend:** _____

Father's Name: _____ **Home Phone #:** _____ **Cell Phone #** _____

Home Mailing Address: _____

Physical Address IF Mailing Address is a PO Box: _____
 (Physical Address is required.)

Employer: _____ **Work Phone #:** _____

Email Address: _____ **RTCA Alumni:** Yes No **Year** ____
**Correspondence at RTCA is handled via email.*

Mother's Name: _____ **Home Phone #:** _____ **Cell Phone #** _____

Home Mailing Address: _____

Physical Address IF Mailing Address is a PO Box: _____
 (Physical Address is required.)

Employer: _____ **Work Phone #:** _____

Email Address: _____ **RTCA Alumni:** Yes No **Year** ____
**Correspondence at RTCA is handled via email.*

In case of emergency and you cannot be contacted, please list someone we can contact:

Name: _____

Phone #: _____ **Relationship:** _____

Please circle the volunteer projects that capture your interest:

Fall Festival Golf Tournament Auction Library Plumbing Alumni
Carpentry Painting Electrical Work Other: _____

I am interested in joining the: _____ Athletic Boosters _____ Parents' League

RTCA likes to have grandparents involved. Please provide the following information:

Grandparents' Names: _____

Home Phone #: _____ Cell Phone # _____

Home Mailing Address: _____

Email Address: _____ RTCA Alumni: Yes No Year ____

Grandparents' Names: _____

Home Phone #: _____ Cell Phone # _____

Home Mailing Address: _____

Email Address: _____ RTCA Alumni: Yes No Year ____

Grandparents' Names: _____

Home Phone #: _____ Cell Phone # _____

Home Mailing Address: _____

Email Address: _____ RTCA Alumni: Yes No Year ____

Grandparents' Names: _____

Home Phone #: _____ Cell Phone # _____

Home Mailing Address: _____

Email Address: _____ RTCA Alumni: Yes No Year ____

How did you hear about us?

Website Newspaper Facebook Friend Other

Who can we thank for referring you? _____



Robert Toombs Christian Academy
628 West Oglethorpe Ave.
Lyons, Georgia 30436 (912) 526-8938
ENROLLMENT CONTRACT
2022-2023



I HEREBY ACKNOWLEDGE AND AGREE to the following stipulations to this contract.

_____ **I. ENROLLMENT CONTRACT:** A \$225 Re-Enrollment FEE per child in K5 – 12th grades; \$200 per child in K3 and K4 must accompany the contract. (See payment options for details regarding full payment of fees on attachment 1)

TUITION: Tuition payments may be made monthly, quarterly, or annually. Families may also choose a 10-month payment plan instead of the 12-month plan. Bank Draft and Credit Card payment options are available, however due to the fact that credit card charges have risen drastically, we must make an adjustment for credit card use. Please note credit card transactions will be charged an additional 3.5% to cover fees assessed to the school.

_____ **II. Tuition starts in July 2022 and goes through June 2023. Tuition is due by the 5th of each month. TUITION IS PAST DUE IF NOT PAID BY THE END OF BUSINESS ON THE 5th of EACH MONTH, at which time a \$25.00 late fee will be applied to your balance if the tuition is not paid. A \$50 fee will be added if not paid by the 20th of the month. Once tuition becomes 21 days past due a certified letter will be sent to the family. At 45 days past due the family must meet with the Finance Committee to discuss a plan for payment and all extra-curricular activities will be suspended for the student. If the account becomes 60 days past due the student will not be allowed to attend until the account is caught up. Also, because RTCA operates on a month-to-month basis you cannot exceed three (3) late tuitions in a school term. Upon being past due the third time, you will have a choice of signing a bank draft form for monthly tuition payments or paying the tuition owed in full. Please note that all return checks received will have a \$50.00 fee assessed.** If a catastrophic situation occurs that prevents payment of tuition notify the Headmaster immediately and the finance committee will make a decision concerning optional payment methods. In the event tuition remains unpaid and the account is collected by or through an attorney, you will be responsible for paying all attorney's fees and collection fees with interest on the amount owed on your account.

_____ **III. ADDITIONAL FEES** are due per Schedule of Fees (Attachment # 1) See payment options listed on Schedule of Fees including discount information for early payment of fees.

_____ **IV. FUNDRAISERS** are necessary and vital to the financial well-being of our school. We need the support of each and every family in order to be successful. One School-Wide required fundraiser is a raffle held in conjunction with the Fall Festival. Each enrollment contract will be responsible for selling and/or purchasing a minimum number of tickets equaling \$300. You may choose to donate \$300 in lieu of selling raffle tickets. (See Option Choices at end of contract.) ****For late enrollees see VI Late Enrollment**** Also, families are expected to support the annual fundraising auction in the spring by donation of items for the auction or solicitation of businesses for items or sponsorship.

_____ **V. VOLUNTEERISM:** Volunteerism is a vital part of the Academy. Parental and family involvement is crucial in your child's educational success at RTCA. We encourage you to become involved in the volunteer opportunities available here. Opportunities include the Parent's League and Fall Festival Fundraiser, Sports Booster Program, annual Auction, annual Golf Tournament, Sweet's Days, and others. Additionally, each grade has a grade mother who plans and executes parties for the grade, schedules workers for CONCESSION duties for athletic events and other grade needs. The library needs assistance during the two book fairs we host during the school year. Other volunteer opportunities often present themselves throughout the year. The involvement of our parents and families in our school is one of the ways our school sets itself apart from area public schools. Enrolling your child in RTCA does not stop at paying fees. We are better when you are here, caring and active in your child's school life. **Please consider a minimum of 25 volunteer hours per year.**

VI. LATE ENROLLMENT: Students who enroll in the Academy after the academic year begins will be charged at the current tuition rates per month plus an additional one month as a prorated fee. In addition, students enrolling after Fall Festival/Raffle Ticket Date will be charged a prorated amount of the \$300 due from each family.

VII. REFUNDS: ALL FEES PAID ARE NON-REFUNDABLE. Pre-paid tuition is non-refundable with the following exceptions: (1) In the event that a child's residence is moved outside the area served by the Academy; (2) In the event of extraordinary action by the Board of Directors of the Academy, which action shall be contingent upon their discretion and mitigating circumstances. Requests for release from contractual obligations must be obtained through personal appeal to the RTCA Board of Directors. An Appeal Request Form must be obtained, completed and returned to the school two weeks prior to scheduled board meeting.

VIII. CONSENT TO POLICIES: I understand in signing this enrollment contract for the 2022-2023 Academic Year, I accept to be governed by the rules and regulations of the school as stated in the current student handbook and the rules concerning payment of fees as referred below. I agree to the policy of the school that no student's grades or transcripts will be released to any other school/college, no diploma will be awarded, nor will the student (if senior) be allowed to participate in any graduation activities/ceremonies unless the student account has been paid in full.

_____ I hereby acknowledge having reviewed, and understood all terms and conditions stated in the student handbook.

_____ I further acknowledge that as part of the consideration for the student attending RTCA, I, on behalf of myself, our family, and on behalf of the student, do hereby waive any claim we may have, individually or collectively, to any damages, foreseeable or unforeseeable, resulting from RTCA withholding grades, transcripts, or diploma(s) until such time as all amounts owing under the contract to RTCA are paid in full.

IX. WITHDRAWAL: I understand if the student is withdrawn, I am responsible to pay my annual amount owed (see schedule below), plus any additional fees or costs accrued from the start of school. Transcripts will not be released until the account is paid in full.

Withdrawn between (Signing of the contract) through (October 11, 2022) – 50% of Tuition is owed

Withdrawn between (October 12, 2022) and (November 30, 2022) – 75% of Tuition is owed

Withdrawn between (December 1, 2022) or later) - 100% of Tuition is owed

X. DISMISSAL: The foregoing notwithstanding, students expelled from RTCA will be held responsible for the full amount owed on the account.

XI. Re-Enrollment: Current students who have not re-enrolled for the (2022-2023) school year will not be allowed to participate in any activities related to the (2022-2023) school year. This includes, but is not limited to, sports practices, workouts, tryouts, school government elections, or any other activities, some of which take place/begin in the spring of the current school year.

The following rights and prerogatives shall be vested to the Academy:

- To determine the class and section to which the child shall be assigned and to administer any placement tests that seem appropriate. In grades that are divided into two classes, students will be assigned on a random basis with an equal or nearly equal number of boys and girls being assigned to each class.

- To execute responsible, reasonable and proper disciplinary action for infraction of the rules of conduct and behavior. Such action shall be taken only for purpose of preserving order, discipline and the standards of the Academy. Disciplinary procedures shall include conferences, written assignments, corporal punishment, clean-up assignments and suspensions.
- To suspend or expel the child for any scholastic or disciplinary reasons or cause. The Academy shall be the sole judge of the sufficiency of such reason or cause.
- Robert Toombs Christian Academy does not discriminate on the basis of gender, race, color, creed or national and ethnic origin in administration of its educational policies, athletic, and other school administered programs.
- That the acceptance of this contract, once offered by the parent, rests solely with the Board of Directors of the Academy and Head of School. The decision to accept or reject this contract shall be passed on their opinion, discretion and judgment and shall be interpreted as relating to the child's suitability for the program of instruction to be offered.
- Notwithstanding any of the aforesaid provisions, if during the term of this contract the Board of Directors should by resolution determine that an increase in tuition is necessary for the sound financial operation of said school, the tuition shall be changed accordingly not to exceed 5%.

I, the undersigned, do understand and agree to terms in this contract and do hereby resolve to make payments in accordance with the payment option checked below.

I further agree that this contract is a legal and binding document between myself and RTCA.

OPTIONS FOR PAYMENT OF "ADDITIONAL" FEES (Does not include tuition)

- Pay all additional fees up front with contract submission and receive 3% discount
- Pay registration fee portion with contract and remainder of fees are to be paid monthly in addition to tuition.

RAFFLE TICKET OPTION (Per Item IV of Contract)

- Sell Tickets equaling \$300
- Make Donation of \$300 which will be due by raffle ticket deadline (Friday before Fall Festival).

Total Tuition Due for 2022-2023 \$ _____

(Responsible Parent/Guardian Print)

(Responsible Parent/Guardian Signature)

(Date)

- There is a third party participant of this contract that will also be responsible for the tuition payment of

(Student Name)

School Witness: _____

School Witness Signature: _____

Date: _____



**Robert Toombs Christian Academy
Schedule of Fees
2022-2023**

TUITION (*Due on 5th day of each month*)

GRADE LEVEL	ANNUAL	MONTHLY 12 months July, 2022 through June, 2023
Pre K (Whole Day)	\$5520	\$460.00
Pre K (Half Day)	\$4680	\$390.00
Grades K5-12	\$6480	\$540.00

*1st child is full pay
5% discount given for 2nd child and
10% given for 3rd or more children.*

INDIVIDUAL STUDENT FEES

(3% Discount offered for paying *Individual Student Fees* in full)

	Pre K 3/K 4	K5 – 4th	5th – 12th
*Re-Enrollment Fee	\$200	\$225	\$225
Open Enrollment Fee	\$275	\$300	\$375
Student Activity Fee	\$ 50	\$100	\$175
Technology Fee	\$ 50	\$50	\$50

Re-Enrollment February 1st 2022-February 28th 2022

Open Enrollment March 1st 2022-Until classes are full

PLUS (PER FAMILY)

\$300 Building/Maintenance Fee

OPTIONS for payment of Fees

- 3% discount offered for those paying total amount due on Individual Student Fees
- Option to pay Registration portion of fees and have the balance owed added to monthly tuition payment.

Signature _____



Robert Toombs Christian Academy
Permissions Granted
2022-2023

FACTS, our Student/Parent Information System, is available for parent use. Parents are able to log on to FACTS and check for homework information, attendance and grades for their children as well as make lunch selections and communicate with teachers. Please furnish the email address you would prefer to be used for communication purposes through FACTS. An email address is imperative as this is how you will receive your username and password to log into the system. Please print **CLEARLY** your email address on this form.

Email #1: Name _____ Email Address: _____

Email #2: Name _____ Email Address: _____

Consent to Photograph or Make Audiovisual Recordings

I hereby give my consent to be photographed or videotaped for use on school website, news reports, displays, etc without compensation. I understand I may rescind this authorization in writing at any time.

List Name(s) of Student(s):

Field Trip Permission Form

I hereby give permission for my child(ren) to attend Field Trips with his/her class. I understand information will be provided for each Field Trip by the classroom teacher as they occur.

List Name(s) of Student(s): _____

Signature of Parent/Guardian

Date



Permissions Granted

Student Discipline Permission Form

Management of student behavior is a major concern of teachers and administrators because of its importance in establishing a productive learning environment. Maintaining an environment conducive to learning in order to develop both academically and socially is a priority at Robert Toombs Christian Academy.

Discipline is a concern because it is closely related to effective learning from both the student's and teacher's perspective. Learning occurs in classrooms where the time allotted for instruction is used for teaching. We express to our teachers to teach bell to bell and to limit any and all interruptions with in their classrooms.

In our efforts to improve classroom management and increase learning time we will take immediate action for behaviors that disrupt the classroom. Robert Toombs Christian Academy will use corporal punishment when deemed necessary to maintain a productive learning environment. However, in today's ever changing society we feel obligated to get your permission as a parent before these actions are taken. Your child will be given a choice of corporal discipline or out of school suspension (OSS) at the time of the infraction. By signing the section below, you will be granting permission for the administration to take the appropriate actions necessary to rectify a situation as it arises. Students at Robert Toombs will not be forced to take corporal punishment at any time. All punishments are assigned by RTCA administration using the guidelines of the student handbook, good moral judgment and the facts of the infraction they are dealing with.

PARENT/GUARDIAN ONLY COMPLETES ONE OF THE AREAS BELOW:

1. This is to certify that the student(s) listed below **shall be given corporal punishment** as a disciplinary action when deemed necessary by the administration.

List Name(s) of Student(s):

Signature of Parent/Guardian

Date

OR

2. This is to certify that the student(s) listed below **shall not** be given corporal punishment as a disciplinary action. I understand that by choosing OSS my student will not be allowed to make up missed assignments when he/she is out of class and will receive zeros for those missed assignments.

List Name(s) of Student(s):

Signature of Parent/Guardian

Date

Please do not make notations or requests on this page.



Permissions Granted

Internet and Technology Safety Policy for Students

Robert Toombs Christian Academy (RTCA) technology is to be used responsibly, efficiently, ethically and legally.

Internet access will be provided for students for the purpose of instruction, accessing information, conducting research, and communicating with others as part of a specific curriculum. Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. Student access to the Internet will be provided only to students who have agreed to act in a considerate and responsible manner by signing, and having their parent(s), guardian(s) or caregiver(s) co-sign this Internet and Technology Safety Policy for Students.

Internet access requires responsibility on the part of students and staff. Staff members do not control the content of information available on the Internet. In fact, some of the information available on the Internet is controversial, offensive and/or inaccurate. RTCA does not condone the use of such material. Students must have a specific information objective and search strategies in mind before they will be allowed to use Internet resources.

High school students must be under on-site supervision when they are on the Internet in school. On-site supervision means the staff member responsible for the student(s) is physically present in the room in which the network is being accessed or utilized by the student(s). Elementary and middle school students must be directly supervised by staff when they are using the Internet in school. Direct supervision is defined as the staff member responsible for the student(s) has direct eye contact (physically or electronically) with the students' computer screen.

RTCA uses hardware and software to provide **technology protection measures that identify and block or filter Internet access to prohibited materials** (specifically visual depictions of obscenity, child pornography and materials deemed harmful to minors). RTCA realizes that no technology protection measure is 100% fail proof. If a student finds that he or she has accessed an objectionable Internet site, the user is expected to exit the site immediately and notify the teacher, library media specialist or supervisor.

RTCA reserves the right to monitor and access all student Internet and technology activities and communications, as well as inspect any data residing on school equipment and networks.

Instruction

Unacceptable behaviors include but are not necessarily limited to the following:

- Sending, accessing or displaying pornography or other offensive and inappropriate materials
- Using obscene language
- Harassing, insulting or attacking others
- Loading software on school owned computers
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' files or work
- Copying or using someone else's work without permission
- Intentionally wasting limited resources
- Using the school's network for commercial or profitable purposes
- Using the school's network for any illegal purposes

- Portraying themselves as representatives of RTCA. Using the school's network to access chat services or other forms of personal communication, or subscribe to lists or personal newsgroups that are not related to the curriculum or education
- Using the school's network to access or download music for personal use
- Using the school's network to access auction sites for personal use
- Accessing the school's hardware, software or networks without authorization, including hacking and other unlawful activities
- Disclosing, using or disseminating personal identification information regarding current or former students, other minors, or staff members without permission

Consequences

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

Minimum Consequences

- The student's parents will be contacted
- The student will be given limited access to school telecommunications equipment, networks and services
- The student will be denied access to school telecommunications equipment, networks and services
- The student will be banned from bringing any software or data disks to school
- The student will be required to pay for all property damage
- The Internet Service Provider will be notified
- The student will receive in school suspension
- The student will receive out-of-school suspension

Maximum Consequences

- The student will be denied access to all school owned computer equipment, networks, and services
- The appropriate law enforcement agencies will be notified
- The student will be recommended for expulsion

Internet and Technology Safety Policy for Students

As the parent/legal guardian or caregiver of the minor student below, I grant permission for my child to use the Internet and technology during the course of his/her education at RTCA. I understand that my child will be subject to the school rules and policies that govern the use of computers, computer networks and Internet access.

To be Signed by the Parent/Guardian

Parent's or Guardian's Name (please print) _____

Parent's or Guardian's Signature _____ Date _____

To be Signed by the Student(s)

I hereby agree to comply with the above stated policy and utilize the Internet in a responsible manner, honoring all relevant restrictions and laws. (Print student(s) name(s). Student(s) is to sign. Parent/Guardian is to sign and date.)

(Student's Signature)

(Student's Signature)

Signature of Parent/Guardian

Date

To be Signed by Student of Legal Age

As per Board Policy regarding students of legal age, I accept the responsibility of signing this Internet and Technology Safety Policy for Students agreement for myself. I understand that I will be subject to the school rules and policies that govern the use of computers, computer networks and Internet access. (Students are to print name(s), sign, and date.)

(Student's Signature/Date)

(Student's Signature/Date)