



## Application for Enrollment

### Student Information

Name \_\_\_\_\_ Sex \_\_\_\_\_  
(First) (Middle) (Last)

Date of Birth \_\_\_\_\_ Grade in School \_\_\_\_\_  
(Month) (Day) (Year) (Last grade completed/Will be completed)

Last School Attended \_\_\_\_\_

Does your child have any physical limitations or handicaps we should know about?

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Does your child receive any special services?

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### Parent/Guardian Information

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
(Street Address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Why do you wish to enroll your children at Royal Legacy Christian Academy?

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\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



## Enrollment Process

### Step 1: Application for Enrollment

- Complete *Application for Enrollment*. (One per child) Return to:  
**Royal Legacy Christian Academy**  
**715 E. 4th St.**  
**Waterloo, IA 50703**

### Step 2: Complete Forms

- Parent/Guardian Covenant*
- Signed Statement of Faith*
- Family Share Tuition Worksheet* (to be finalized at interview)
- Student Medical Questionnaire* (One per child)
- Pick-up/Field Trip/Picture permission form*
- Emergency Medical Authorization* (One per child)
- Spanish Immersion vs. English program selection* (if applicable)
- Volunteer / Church*

### Step 3: Interview / Return Forms

Royal Legacy Christian Academy will call you to schedule an interview with your family.  
Please bring the above completed forms, along with:

- 1040 -- Copy of your 2017 tax return (used to determine tuition responsibility)
- Immunization Certificate (One per child)

### Step 4: Receive Offer letter

If there is an open spot, and if the RLCA staff determine it would be a good fit, you will receive an offer letter with an acceptance letter to mail back.

### Step 5: Return Acceptance Letter

- Mail back signed acceptance letter with payment for first month's tuition to secure placement.

### Step 6: Final steps

- Order uniforms
- Attend fall orientation



## **Our Vision:**

At Royal Legacy Christian Academy we believe that a solid Christian education should be affordable and accessible to those who value it enough to pursue it.

We believe that children from all cultural and socioeconomic backgrounds have tremendous potential and possess a God-given capacity for achieving excellence in the Kingdom of God.

We empower children, families and community through academically rigorous, Christ-centered education and through discipleship that will equip students to be Biblically literate and spiritually mature.

## **Our Mission:**

The mission of Royal Legacy Christian Academy is to educate and develop the whole person for the glory of God.

We set high standards for students, and we rely on the Holy Spirit and the Word of God to minister to each child's needs and to create a safe and friendly environment where students can flourish academically and grow spiritually.

Students will learn the value of compassion, respect, hard work, and integrity.

Through the power of the Holy Spirit, we strive for social justice, racial harmony and unity among the families in our community.

## **Cost**

Biblically, the primary responsibility for the education of a child is that of the parents. At the same time, Royal Legacy Christian Academy is committed to making a quality education affordable for everyone. The family's monthly tuition will be determined at the interview. It is based on income and will range from \$50 per month up to \$500 per month (for 10 months, per child). A Family Share Tuition Worksheet is included in this packet for your own information--so you can gauge an estimate of what it will cost. If more than one child is enrolled at RLCA, the cost for the second, third, etc. student(s) may be reduced.

*Royal Legacy Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*



## Parent/Guardian Covenant

**In recognition of the promises of Royal Legacy Christian Academy to provide my child with an outstanding Christ-centered education, and that my child's success in school depends largely on my support and involvement:**

- I accept the school's vision and mission statements, beliefs, and strategies of education that are in accordance with the Word of God and Biblical virtues.
- I agree to support the school in upholding its rules and policies. As a parent/guardian, I am responsible for the behavior and actions of my child.
- I agree to participate in mandatory parent activities, including two Saturday Schools, two parent-teacher conferences and 10 hours of parent volunteer service.
- I agree to pay the "Family Share" portion of my child's tuition that has been mutually agreed upon by parent/guardian and the school.
- I agree to provide a supportive, educational environment for my child, which includes:
  1. I will make sure my child arrives at RLCA every day by 8:00 a.m. (Mon. – Fri.)
  2. I will make sure my child follows the RLCA dress code.
  3. I will check my child's homework every night, try to read with him/her every night, and limit the amount of screen time he/she engages in.

**Failure to adhere to these commitments can cause my child to lose various privileges and can lead to my child's removal from Royal Legacy Christian Academy.**

Name of Student(s) / Grade

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Parent/Guardian Signature and Date

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Print Name

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Parent/Guardian Signature and Date

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Print Name



## Statement of Faith

1. Belief in the authority and reliability of the Bible as the inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All truth is God's truth. (*2 Timothy 3:16; 2 Peter 1:20-21*).
2. Belief in the omnipotent, omniscient and omnipresent God, who is sovereign over all (*Revelation 4:2; Psalm 45:6; 139:8; Isaiah 66:1*). His sovereignty is seen in acts of creation (*Genesis 1:1, 31*), salvation (*John 6:44*), and through the continual care and provision for His people (*Matthew 10:29-31; Hebrews 7:25*).
3. Belief in the Trinity, of the one true God (*Matthew 28:19*), the deity of Jesus Christ (*1 Timothy 3:16; John 1:1, 10:30*), His virgin birth (*Luke 1:30-35*), sinless life (*Romans 8:3; Hebrews 4:15*), miracles (*Mark 1:27; John 2:11*), atonement for our sins by His blood sacrifice (*Matthew 26:28*), His bodily resurrection (*John 20:1-9*), ascension, and His personal return in power and glory (*Mark 16:19, 13:26*).
4. Belief in the Holy Spirit as teacher of God's Truth (*John 14:17*) and as giver of new life in Christ and who unites all believers in Christ (*Titus 3:5*). Belief that the Holy Spirit is active in believers today and is empowering Christians to do the work of Jesus Christ in the Earth (*John 16:7*).
5. Belief that God created people in His own image and gave them the responsibility to rule the Earth (*Genesis 1:26-27*).
6. Belief that sin has severely broken the relationships between God and people (*Romans 3:23*), a person and his or herself, people and other people (*James 4:1*), and people and nature (*Romans 8:20-22*). Belief that Jesus Christ, the eternal and only begotten Son of God, came to Earth to offer cleansing for our sin and to heal these broken relationships through His cross (*John 3:16; Romans 5:1-2*).
7. Belief that people, cleansed through Christ, must seek to live out their lives in total surrender and commitment to Jesus Christ as Lord of life (*Romans 6:13; Galatians 2:20*).
8. Belief that all people are equal in the person of Jesus Christ and have intrinsic value and purpose in advancing God's Kingdom (*Genesis 12:3; Galatians 3:28; Acts 10*). Belief that issues of justice, such as racial and gender equality, are not extra-biblical, but are close to God's heart and part of the message of reconciliation through Christ (*Micah 6:8; John 4:5-30*).
9. Belief that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian School is simply an extension of the educational process of the family and the church (*Ephesians 5:22-23; Proverbs 22:6*).
10. Belief that a personal commitment to Jesus Christ and God's Word is necessary for those who are involved in the education process (faculty, staff, administration and board), (*2 Timothy 3:16*).
11. Belief that a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith (*Romans 10:9; Ephesians 2:8; James 2:17-18; 1 John 2:3-40*).

**I have read the Statement of Faith and agree to support and reinforce these principles at home. By signing below I am agreeing to educate my child according to this Statement of Faith.**

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Parent/Guardian signature

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Date



## Family Share Tuition Worksheet

The following worksheet will help determine your family's share of your student's yearly tuition. Maximum tuition per child is \$5,000 (per year). Minimum tuition per family is \$500 (per year).

1. Adjusted Gross Income on IRS Form 1040 \_\_\_\_\_
2. Number of dependents \_\_\_\_\_
3. Multiply number of dependents by \$3,400 \_\_\_\_\_
4. Subtract line 3 from line 1 \_\_\_\_\_
5. Multiply line 4 by 10% (.10) \_\_\_\_\_
6. Divide line 5 by 2, or number of dependents, whichever is greater \_\_\_\_\_
7. Multiply line 6 by the number of children attending Royal Legacy Christian Academy \_\_\_\_\_
8. Monthly payment (divide line 7 by 10) \_\_\_\_\_

Line 5 is the maximum tuition that your family will pay, regardless of the number of children enrolled, provided it falls within the maximum and minimum tuition guidelines.

Childcare, excessive medical costs, court ordered payments, tuition at other schools, and other unusual expenses may be considered in calculating your Family Share. Documentation of these extraordinary expenses is required for review.

Tuition is paid in 10 monthly payments, and is due by the 10th of each month. The first payment is due with signed acceptance letter in order to secure your student's placement.

Family Share Tuition: \$ \_\_\_\_\_ / month (line 8)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Student Medical Questionnaire

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Birthday: \_\_\_\_\_ Grade next year: \_\_\_\_\_

**Breathing:**

- Asthma
- Reactive airway
- Other problem (list)

**Neurological:**

- Frequent headaches
- Dizziness, fainting, seizure
- ADHD/ADD

**Gland:**

- Diabetes
- Thyroid
- Other problem (list)

**Heart:**

- Heart murmur
- Heart surgery
- Other problem (list)

**Eating:**

- Stomach problems/ulcer
- Bowel problems
- Special diet (describe below)

**Orthopedic:**

- Broken bones
- Orthopedic braces
- Other problem (list)

Please list and describe:

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**Dr. Ordered Special Needs:**

- Glasses/Contacts
- Hearing aids
- Seat close to instruction
- Liberal bathroom privileges
- Limited PE
- Braces/Ortho

Other/describe:

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Allergies Food: \_\_\_\_\_

Medicine: \_\_\_\_\_

Environmental: \_\_\_\_\_

Current Medications:

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Medications to be given at school:

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Illnesses, Operations, or Accidents in the past year:

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Emotional, Social, or Other Conditions that could affect school performance:

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## Permission Form: Pick-up / Field Trip / Picture

I hereby give permission for my child(ren) to leave Royal Legacy Christian Academy (RLCA) with the following persons named below. It is the responsibility of the parents to notify RLCA in writing of any changes.

Name	Phone Number	Relationship
		Mother
		Father

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

If there is a separation, divorce, or custody problem of which we should be aware, please explain:

Name of persons who may NOT pick up your child:

I, parent/guardian of \_\_\_\_\_, knowing that off campus field trips are part of the curriculum of Royal Legacy Christian Academy, and understanding this may involve transportation to and from the destination, give permission for my child to attend all field trips and walks under the supervision of RLCA staff. I give full permission for such field trips and authorize RLCA personnel to exercise necessary authority in my stead to protect, render medical/dental attention, discipline and control as shall be necessary. I do further absolve the RLCA personnel from any liability for accident or injury.

Notice of all trips will be posted in advance for your information.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please circle one of the choices:

I hereby DO / DO NOT give my consent to let my child be photographed for use by the school in print (newspapers, RLCA newsletters), online (RLCA website, RLCA Facebook page), or other media for the purpose of publicity or advertisements.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Emergency Medical Authorization

Child's Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Child's Insurance Information: Company \_\_\_\_\_ Policy No. \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Child's Hospital \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Relatives or friends in the Waterloo area who may be contacted for assistance or information in case of emergency:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Present medication, allergies, and other medical information pertinent to emergency care:

\_\_\_\_\_  
\_\_\_\_\_

(Child's Name) \_\_\_\_\_ is free of communicable disease and is in good health. He/she is able to participate in the daily program.

I, \_\_\_\_\_, (parent/guardian) of \_\_\_\_\_ (child), age \_\_\_\_\_ do hereby give permission and consent to the personnel of Royal Legacy Christian Academy (RLCA), to secure and authorize such emergency medical or dental care and/or treatment as my above named child might require while under RLCA's supervision. RLCA staff may take steps including any or all of the following if they believe an emergency situation exists:

1. Call the child's physician or dentist
2. Call another physician
3. Call an ambulance and have the child taken to the emergency room of a hospital

In case of emergency every effort will be made to notify parents and to contact the child's physician immediately. If it is necessary to have the child transported to a hospital, we will recommend that the child be taken to the child's hospital unless instructed to do otherwise by the physician or parent. I agree to pay all of the cost and fees for any emergency medical or dental care or treatment of my child as secured or authorized under this consent.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_



## ***Spanish Immersion vs. English program selection***

*For parents/guardians of kindergarteners and 1st graders ONLY.*

Royal Legacy Christian Academy will offer a separate Spanish immersion track for grades K & 1 (combined class). Students will spend the majority of their day in Spanish during the early elementary grades. During the latter elementary grades, students will incorporate more classes in English. The goal is for both native English and native Spanish speaking students to be equally proficient in both languages (in speaking, understanding, reading and writing) by the time they graduate elementary school.

We will also offer an English track for grades K-2 (combined class). Students will spend their day receiving instruction in English. There may be a possibility of some Spanish offered, but there is no guarantee at this time.

*Please make a selection:*

- I wish to enroll my K/1 student in the Spanish immersion program.
  
- I wish to enroll my K/1 student in the English program.



## Volunteer / Weekly Communication

Royal Legacy Christian Academy (RLCA) staff will be in contact weekly by email to inform parents/guardians of when to bring lunch for your child, to remind when tuition is due and to give a heads up on upcoming school events and fieldtrips.

As certain participation of parents/guardians is required (see *Parent/Guardian Covenant*), RLCA staff will also be in contact to coordinate those hours/events.

Name of Parent/Guardian \_\_\_\_\_

Name of Student(s) \_\_\_\_\_

Phone \_\_\_\_\_

Email (*write VERY clearly*) \_\_\_\_\_

If you need to communicate with RLCA concerning volunteering, or have questions, please call/text Kendall Helmer at 641-750-2021. Or email [info@RLCAwaterloo.org](mailto:info@RLCAwaterloo.org).

## Church

Royal Legacy Christian Academy will ask the pastor of each student's church to come and give a teaching at some point during the school year.

Name of Church \_\_\_\_\_

Name of Pastor \_\_\_\_\_

Church phone# \_\_\_\_\_