



Enrollment Process

Step 1: Application for Enrollment

Complete an enrollment application for **each student** and return to:

**Royal Legacy Christian Academy
620 W. 5th St.
Waterloo, IA 50702**

or email to:

info@RLCAwaterloo.org

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**)
- Volunteer / Church
- Attendance Contract

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 2019 tax return (used to determine tuition responsibility)
- Immunization Certificate (**One per child and required before enrolling**)

Step 4: Receive Offer letter

If there is an availability and the RLCA staff determines that RLCA is a good fit, you will receive an offer letter with an acceptance letter to return.

Step 5: Return Acceptance Letter

- Mail back signed acceptance letter with payment for deposit to secure placement.

Step 6: Final steps

- Attend fall orientation (September 3rd at 6pm)
- Begin on first day of school, September 8th at 7:45 am.



Application for Enrollment

Student Information

Name _____ Sex _____
(Last) (First) (Middle)

Date of Birth _____ Current Grade: _____
(Month) (Day) (Year)

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

Previous School Information

Last School Attended _____

Address _____ City _____ State _____ Zip _____

Special Services

Has your child previously received or is currently receiving any of the following services?

Gifted Education	Y	N
504 Plan	Y	N
Special Education Services (IEP)	Y	N
ELL services	Y	N

Was your student expelled/suspended from their previous school? Y N

Please provide a copy of the 504 or the IEP with your enrollment packet if applicable.

1) Primary Parent/Guardian

Name _____

Relationship to the student _____ Primary Language: _____

Address _____
(Street Address)

City _____ State _____ Zip Code _____

Cell: _____ Home _____

Email address _____



Place of Employment _____

Address _____
(Street Address)

City _____ State _____ Zip Code _____

Work phone _____

2) Primary Parent/Guardian (same household)

Name _____

Relationship to the student _____ Primary Language: _____

Cell: _____ Home _____

Email address _____

Place of Employment _____

Address _____
(Street Address)

City _____ State _____ Zip Code _____

Work phone _____

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



Secondary Household if applicable (Legal parent/guardian only)

Name _____

Relationship to the student _____ Primary Language: _____

Address _____
(Street Address)

City _____ State _____ Zip Code _____

Home Phone: _____ Cell _____ Work _____

Email address _____

If there are any legal restrictions regarding the non-custodial parent, please provide a copy of legal documentation with this application.

Emergency Contacts (Designated adults who are authorized to pick up your students)

Name	Relationship	Home Phone	Cell/Work Phone

Signature of Parent/Guardian

Date



Our Vision

Royal Legacy Christian Academy will leave a legacy of faith, academic excellence and empowerment for children, families, and the community.

Our Mission

The mission of Royal Legacy Christian Academy is to create a safe and friendly Christ-centered environment where students can flourish academically and grow spiritually.

Core Beliefs

1. We believe that all children have tremendous potential and possess a God-given capacity for achieving excellence.
2. We believe that a solid Christian education should be affordable and accessible regardless of socioeconomic status.
3. We believe all students should develop high proficiency in another language and that language should be taught within its cultural context.
4. We believe that all students can achieve academic success with high expectations, rigorous curriculum and culturally relevant pedagogy.
5. We believe students learn in different ways and in different time frames.
6. We believe a student's past does not define his/her future success.
7. We believe that cultural and ethnic identity is a sacred gift from God and should be explored and celebrated.
8. We believe that cultural diversity enriches our lives and more accurately reflects the Kingdom of God.

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 subsequent 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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic or other school-administered programs.



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 God established marriage as a testament in the earth to His relationship with the church and should be between one man and one woman (*Gen. 2:24; Matt. 19:4-5*).
11. 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*).
12. 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 I understand that Royal Legacy will teach these principles, in their entirety, to my child. Furthermore, I agree to support these teachings in my home to the extent that I am able.

Parent/Guardian signature

Date



Parent/Guardian Covenant

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

- 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 Saturday Schools, parent-teacher conferences and 20 hours of parent volunteer service.
- I agree to pay the *Family Share* portion of my child's tuition, mutually agreed upon by parent/guardian and the school on time. If my tuition is late, I understand that I will be subject to a \$15 late fee.
- 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 7:45 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 (to include phones, tablets, tv, computer, gaming systems, etc.)

I understand that failure to adhere to these commitments will have an adverse effect on the quality and integrity of my child's education at Royal Legacy Christian Academy. Furthermore, I understand failure to adhere to these commitments can ultimately lead to reconsideration of my child's continued enrollment.

Name of Student(s) / Grade(s)

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date



Family Share Tuition Worksheet

The following worksheet will help determine your family's share of your 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 expenses is required for review.

You may choose to pay tuition in full or in 10 monthly payments. Tuition is due by the 1st of each month and delinquent by the 7th. **A \$15 late fee will be charged beginning on the 8th of the month.** The first payment is due with the signed acceptance letter to secure your student's placement.

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

A curriculum fee of \$100 is required for all students. You may choose to pay this with your deposit, or you may apply an additional \$10 to each of your monthly payments. If you choose to pay monthly, your new monthly tuition payment is:

Revised monthly tuition payment: \$_____

Signature

Date



Communication

Royal Legacy Christian Academy staff will inform you when you are not required to provide lunch for your child, when tuition is due, upcoming school events and fieldtrips, coordination of required volunteer hours (see *Parent/Guardian Covenant*), etc.

Name of Parent/Guardian _____

Name of Student(s) _____

Phone _____

Email _____

Volunteering

Please communicate with RLCA concerning your plans to fulfill your required 20 volunteer hours. Feel free to call or text the school at 319-595-1015, or email info@rlcawaterloo.org.

Church

Please include the following information about your church affiliation. We will use this to share information about school events, fundraisers, celebrations, and opportunities to teach.

Name of Church _____

Name of Pastor _____

Church phone _____



Student Medical Questionnaire

Name: _____ Sex: _____ Birthdate: _____

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: _____

Accommodations:

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

Other/describe: _____

Allergies

Food: _____

Medicine: _____

Environmental: _____

Current Medications: _____

Medications to be given at school: _____

Illnesses, Operations, or Accidents in the past year: _____

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



Emergency Medical Authorization

Child's Name _____
Last First Middle

Parent/Guardian Name _____ Phone _____

Parent/Guardian Address _____

Child's Insurance Company _____ Policy No. _____

Child's Physician _____ Phone _____

Child's Dentist _____ Phone _____

Child's Hospital _____ Phone _____

Please list anyone 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 can participate in the daily program. I, _____ (parent/guardian) of _____ (child), age _____ do hereby give permission and consent to the personnel of 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 _____



Attendance Contract

In recognition of the promise of Royal Legacy Christian Academy to provide every child with an outstanding Christ-centered education, it is important to understand that your child's success in school depends largely on being present in school, all day, every day. We need your commitment to ensure that your student is in school every day, on time.

It is our belief that there is a direct relationship between absenteeism and overall academic success. We further believe that both regular attendance and punctuality to school are essential to Kingdom work. When students are present, they can devote more time to study and ministry. We do, however, understand that there may be times that your student must be absent.

The following are acceptable excused absences:

- Medical appointments that include a medical excuse from a doctor
- Death or serious illness in the immediate family or household
- Court appearances that include prior approval or notification from the court
- Family vacation communicated prior to absence

All other reasons are considered unexcused. Below is the protocol that we have outlined for absences.

1. Absences 1-4, your classroom teacher will call home.
2. After 5 unexcused absences, you will receive a letter home highlighting the importance of school attendance
3. After 6 unexcused absences, your classroom teacher will call home.
4. After 7 unexcused absences, the principal will request a parent meeting to discuss ways to improve student attendance and revisit this attendance contract.
5. Absences 8-9, your classroom teacher will call home.
6. After 10 unexcused absences, the principal will request a parent meeting to determine if Royal Legacy Christian Academy is able to best meet the needs of your students here.

Per Iowa State Law, school attendance is mandatory for ALL students under the age of sixteen. We know how much you value the success of your student here at Royal Legacy. Thank you for partnering with us to ensure your student is present and ready to learn. If you have any questions regarding this issue, please call the school at 319-595-1097. We will be able to review these absences with you in more detail.

Please sign below, having read the following statement.

In recognition of the promise of Royal Legacy Christian Academy to provide my child with an outstanding Christ-centered education, I understand that my child's success in school depends on being present in school, all day, every day. I commit to ensuring my student is in school every day, on time. If there are unavoidable circumstances, I will communicate with the school immediately. I commit to limiting tardies and understand what is considered an unexcused absence.

Student(s)

Date

Parent/Guardian Signature

Date



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 _____