

2025 – 2026  
School Year



## ENROLLMENT PACK

2025-2026 SCHOOL YEAR

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## REDEEMER CHRISTIAN ACADEMY APPLICATION FORM

### Student Information:

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: ☐ MALE ☐ FEMALE

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Entering Grade Level: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Primary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Language(s) Spoken at Home: \_\_\_\_\_

Name of Previous School (If Applicable): \_\_\_\_\_ Grade Completed: \_\_\_\_\_

### PARENTS/GUARDIANS INFORMATION

#### Primary Guardian (Parents/Guardians 1)

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_ Phone Number (Work): \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Home Address (If Different from Student's): \_\_\_\_\_

#### Secondary Guardian (Parents/Guardians 2)

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_ Phone Number (Work): \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Home Address (If Different from Student's): \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION (If Parents/Guardians Cannot be Reached)

#### Contact 1:

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_

#### Contact 2:

Full Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_

### MEDICAL INFORMATION

Primary Care Doctor Name: \_\_\_\_\_ Doctor Phone: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Policy No: \_\_\_\_\_

List any current medications (prescription & non-prescription):

\_\_\_\_\_

List all allergies (Food, Medication & Other):

\_\_\_\_\_

List any chronic medical conditions:

\_\_\_\_\_

### PROVIDE INFORMATION FOR THE FOLLOWING:

Does the student have:		If you answered 'Yes' to any statements, please provide details:
Diabetes	Yes / No	
Heart Disease	Yes / No	
Epilepsy	Yes / No	
Vision/hearing impairment	Yes / No	
Kidney Disease	Yes / No	
Asthma	Yes / No	
Travel sickness	Yes / No	
Thyroid disease	Yes / No	
Sleep disorder	Yes / No	
Fainting spells/dizziness	Yes / No	
Anaphylaxis	Yes / No	

## Enrollment Agreement – RCA

Thank you for choosing RCA. This agreement outlines the expectations, responsibilities, and commitments involved in your child's enrollment at our school. We ask that you read the following carefully to ensure a clear understanding of our partnership.

### 1. Accuracy of Information

Parents/Guardians confirm that all information provided in the Enrollment Application Form is complete and accurate. RCA relies on this information to support the Student's academic and wellbeing needs.

### 2. Student Conduct and Continued Enrollment

RCA reserves the right to suspend or withdraw a student's enrollment under circumstances where serious misconduct or other significant concerns arise. These may include:

- Unacceptable behavior, attitude, or attendance;
- Breaches of RCA's policies, including the Student Code of Conduct;
- Lack of academic progress, indicating the Student may not benefit from RCA's programs;
- A breakdown in trust or cooperation between the school and family;
- Conduct by Parents/Guardians that breaches RCA's Code of Conduct;
- Any situation where continued enrollment is not in the best interest of the Student or RCA.

### 3. Student Belongings and School Property

In cases where a breach of school policy is suspected, staff may, when reasonable and lawful, inspect student property (e.g., backpacks). Any personal search will be conducted respectfully, within legal guidelines, and preferably in the presence of another adult.

### 4. Educational Offerings

RCA will publish details of its academic and co-curricular programs on its website. These offerings are subject to change at RCA's discretion and may be adjusted without prior notice to reflect the evolving needs of students and the school community.

### 5. Student Achievement

While RCA is committed to providing quality education, it cannot guarantee specific outcomes or academic achievement for any individual student.

### 6. Financial Responsibility

All Parents/Guardians are jointly responsible for tuition and fees, regardless of whose name appears on the invoice or who makes payment. This responsibility remains unless otherwise agreed in writing or required by law.

### 7. Tuition Payments

- Tuition is due monthly, by the 10<sup>th</sup> of each month. A \$35 late fee applies after the 10<sup>th</sup>.
- Payment arrangements must be established before the school year begins.
- Accounts more than 30 days past due may result in the student being unable to attend school until the balance is cleared.
- Academic records, transcripts, and report cards will be withheld until accounts are current.

## **8. Liability and Insurance**

RCA does not accept liability for accidents, injuries, illness, theft, or damage unless caused by proven negligence. Parents/Guardians are responsible for obtaining appropriate insurance coverage. All students are covered under RCA's secondary accident policy, with primary claims submitted to the family's personal insurance first.

## **9. Medical Emergencies**

In the event of illness or injury when Parents/Guardians cannot be reached, RCA staff will follow processes as detailed in the *'RCA Medical Emergencies and Health Care Policy'* which may include:

- Administer first aid;
- Call emergency services;
- Authorize medical or dental treatment as recommended by a medical professional.

Parents/Guardians consent to such care and accept responsibility for any resulting expenses.

## **10. Medical Consent**

Any consent given electronically is intended to facilitate timely medical treatment and does not override the scope of this agreement.

## **11. Immunization Requirements**

Students must be immunized according to applicable state laws. RCA reserves the right to exclude students who are not properly immunized, where required. Immunization records or waiver must be provided to RCA upon enrollment.

## **12. School Standards**

RCA establishes standards for student dress, behavior, and appearance in consultation with the school community. As a condition of enrollment, families are expected to uphold and support these standards.

## **13. Provision of Supporting Documents**

Families are required to provide all requested documentation, including medical or specialist reports, academic records, and legal orders where relevant. Failure to provide requested information may result in refusal or termination of enrollment.

## **14. Ongoing Disclosure**

If new information arises that impacts the Student's education, safety, or wellbeing, Parents/Guardians must inform RCA promptly.

## **15. Academic Progress and Communication**

Families will receive progress reports every 9 weeks. Meetings with teachers can be scheduled as needed to discuss academic or pastoral concerns. RCA encourages open communication with parents/guardians.

## **16. Student Discipline**

RCA retains full discretion in disciplinary matters. Consequences may include:

- Loss of privileges;
- Detention;
- Additional academic work;
- Suspension;

- Expulsion;
- Other measures deemed appropriate under RCA's policies.

### **17. School Policies**

All school policies and procedures are available on RCA's website. Parents/Guardians will be notified of any significant updates. These include, but are not limited to:

- Student wellbeing and safety;
- Dress and grooming standards;
- Grievance and complaint handling;
- Use of technology and social media;
- Conduct expectations for students and parents;
- Privacy and data protection.

### **18. School Operations**

RCA's governing body has full discretion over all educational and operational decisions, including changes to programs, staffing, and curriculum.

### **19. Privacy and Data Collection**

RCA complies with all relevant privacy legislation, including FERPA where applicable. Personal and sensitive information about students and families is collected and managed in accordance with RCA's Privacy Policy and Collection Notice, available on the RCA website.

### **20. Photography**

As part of RCA's educational and community programs, students may be photographed, filmed, or recorded during school activities, events, classroom learning, or other school-related functions. These images, audio, or video recordings may be used for educational, promotional, or informational purposes. These images or recordings may be published publicly and may identify your child by first name only, where appropriate. If you do **not** wish for your child to be photographed or recorded, or for their image to be used in any school-related media or publications, you must notify the school in writing at the time of enrollment or at any point thereafter.

### **21. Technology Use**

Students may have use of computers, internet access, and other digital resources provided by RCA as part of learning activities. These devices are owned by the school and terms of their use is outlined in the '*Acceptable Use Policy*'. Devices are to only be used for learning purposes as directed by RCA staff. Any willful damage or deliberate misuse of devices may result in termination of privileges and/or financial responsibility of repairs may fall to families.

### **22. Physical Activity and Sports**

Parents/guardians recognise that there are certain inherent risks associated with physical activity and sports and assume full responsibility for any personal injury a student might incur while participating in these activities and further release and discharge RCA for injury loss or damage arising out of use of or in presence of the facilities of RCA.

We, the undersigned Parent(s)/Guardian(s), acknowledge that we have read, understood, and agree to abide by the terms and conditions outlined in the RCA Enrollment Agreement.

We understand that:

- The information we provide to RCA must be accurate and kept up to date;
- We are jointly responsible for the timely payment of all tuition, fees, and charges;
- RCA retains the right to manage student conduct, academic standards, and enrollment in accordance with its policies and procedures;
- RCA may update its programs, services, and policies at its discretion, and that we will be notified of any significant changes;
- We are responsible for reading and complying with all relevant RCA policies, including those related to student welfare, behavior, communication, and privacy; all policies and procedures are available on the RCA website.
- In the event of an emergency or a breach of any agreement or policy, RCA staff are authorized to take appropriate action as described in the agreement and policies.
- We have read, understood, accept and agree to comply with and be bound by the Enrollment Agreement.
- We have watched the video '*Presenting Accelerated Christian Education*' available on the RCA website
- We confirm our commitment to working in partnership with RCA to support our child's education, safety, and personal development.

The following forms must be submitted with this application before the student may attend Redeemer Christian Academy:

- Release of School Records (if applicable)
- Immunization Record or Waiver
- Character Reference Form

- A SPIRIT OF EXCELLENCE -

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_