

*Ridge Manor  
Christian Academy*

Enrollment Packet

2018-2019

# *Ridge Manor Christian Academy*

Dear Prospective RMCA Family,

Thank you for beginning the first phase in choosing Ridge Manor Christian Academy for your child's educational success. We are delighted that you would consider our school to assist you in your child's journey to a God-Centered education and future. Scripture tells us, "Train up a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6). By choosing RMCA, you are inviting us to help you in this responsibility. We accept this responsibility as an awesome honor and duty. Therefore, each step of the administration process is to make sure there is an appropriate match between your family and the school. Our desire is to collaborate with parents whose children are most likely to grow and succeed in our rigorous Christ-Centered academic program that strives to prepare a student for college and life. Should you have any questions at any point in the admissions process, please do not hesitate to contact our administrator.

Again, thank you for making the decision to join RMCA and may our Lord richly bless you in this decision throughout the process.

In His Love,

Pastor Maylen Puentes

School Principal

# Ridge Manor Christian Academy

## **Application Process**

We appreciate your interest in applying to Ridge Manor Christian Academy (RMCA). This packet contains documents needed for every student. Please complete those that apply to your child(ren). If you have questions at any time during the application process, please contact our administrator for assistance.

### **Your child's application is complete when the following has been turned in:**

- |                                                                      |                                                                                       |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed Student Application               | <input type="checkbox"/> Previous Two Year's Report Cards (One if K-1 <sup>st</sup> ) |
| <input type="checkbox"/> Application Fee (\$50.00) – Non- Refundable | <input type="checkbox"/> Individual Education Plan (IEP- applicable)                  |
| <input type="checkbox"/> Diagnostic Test Results                     | <input type="checkbox"/> Family Covenant Acknowledgement                              |
| <input type="checkbox"/> Physical & Immunization Records             | <input type="checkbox"/> Student Record Release                                       |
| <input type="checkbox"/> Statement of Faith                          | <input type="checkbox"/> Transportation/Medical/Photo Release (Field Trips)           |
| <input type="checkbox"/> Birth Certificate                           | <input type="checkbox"/> Copy of Parent/Guardian(s) ID/DL                             |

**The administrator must receive these completed forms before we can continue the enrollment process. Please double check for signatures where applicable.**

**Testing:** RMCA administers diagnostic tests to all incoming students. The testing fee is included in the application fee.

**Admissions:** After completion of all the above documents and interviews, we will notify you in writing or by phone as to your child's enrollment status. If your child meets the admission requirements, but if there are no spaces currently available in the learning center, you will be given an opportunity to keep your application active on a waiting list.

**Student/Parent Interview:** After we receive the applicable items above, the administrator will contact you to schedule a time to meet with the principal and the administrator. At the interview, the administrator will discuss the collaboration between the school and the home for the success of your child 'intellectually, physically, spiritually and socially' (Luke 2:52) The administrator will briefly explain the purpose of Christian education; provide an overview of RMCA's ACE program and give you time to ask whatever question you may have concerning the school any questions regarding your child's fit into RMCA's program.

**Enrollment:** Upon agreement to collaborate together and before your child is officially enrolled, you will be given a packet to complete in the office with all applicable fees.

# *Ridge Manor Christian Academy*

## **Application**

**Please submit this application as soon as possible, with a non-refundable application of \$75.00/Child**

### **STUDENT APPLICATION**

Academic Year	Application Date	Grade	
Name	Preferred Name	DOB	Age
Social Security #	Birthplace	Gender	
Address	City	State/Zip	
Phone	Add'l Phone	Fax	
E-Mail	Current School	Private _____ Public _____	
Years Attended	Address	City	
State/Zip	County	Last Grade Completed	

### **Family Information**

<b>Father/Guardian Information:</b>	<b>Mother/Guardian Information:</b>
Name:	Name:
Relationship:	Relationship:
Date of Birth:	Date of Birth:
SSN:	SSN:
Address:	Address:
City:	City:
State/Zip:	State/Zip:
Cell Phone:	Cell Phone:
Occupation:	Occupation:
Employer:	Employer:
Employer Phone:	Employer Phone:

# Ridge Manor Christian Academy

Children in family not applying:

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Reason they are not applying:

\_\_\_\_\_

## Scholastic Information

Has your child ever repeated a grade?	If so, state grade & date:
Has your child ever failed a subject?	Is your child eligible to re-enter present school? Yes _____ No _____
If so, please explain:	
_____	

Has your child ever been suspended, expelled or asked to withdraw from school?

\_\_\_\_\_

If yes, please give name of school and details:

\_\_\_\_\_

\_\_\_\_\_

Has your child, to your knowledge, been involved with alcohol, drugs, tobacco products, or sexual immorality? \_\_\_\_ If yes, please be prepared to discuss this during your student/parent interviews.

Why is your child withdrawing from his/her present school?

\_\_\_\_\_

Has this child ever been evaluated for academic, behavioral, emotional or attention difficulties by a school official, psychologist, physician, or any other professional?

\_\_\_\_\_

**If yes, please attach a copy of the evaluation report and/or diagnostic result to this application.**

Does your child take any prescription medication daily?

\_\_\_\_\_

# Ridge Manor Christian Academy

If yes, please describe \_\_\_\_\_

## **General Information**

How did you hear about RMCA?

\_\_\_\_\_

Why have you selected RMCA for your child's education?

\_\_\_\_\_

\_\_\_\_\_

# Ridge Manor Christian Academy

## 2018-2019 Tuition Rates, Discounts & Fees

Annual Tuition	Curriculum, Tablet, iPad	Testing	Uniforms	Transportation Field Trips etc....	Total Tuition
\$5450	\$1000	\$100	\$200	\$500	\$7250

### Programs & Scholarships

RMCA also participates in the Florida Tax Credit Scholarship (Step Up for Students), McKay, Gardiner, Hope and Reading Scholarship programs. Those families participating in either scholarship will not be required to pay the registration fee if they have submitted an acceptance letter from the scholarship program with award amounts.

### Religious & Non-Profit Scholarship Supplements

In many cases, families are eligible for additional assistance for a portion of the tuition not paid for by scholarship programs. Some local religious and non-profit groups have set aside scholarships and supplements for families in need of additional financial assistance.

### Discounts:

- ❖ Multi-Child Discounts: Are not available at this time, due to our low-cost tuition.
- ❖ Single Payment Discount: 10% of applicable annual tuition by end of the first month school starts.

### Speech:

- Communication Cottage  
Lindsey R. Lesson, M.S., CCC-SLP, P.A.  
Speech Language Pathologist  
352-467-0088 phone/text  
[communicationcottagespeech@gmail.com](mailto:communicationcottagespeech@gmail.com)

# Ridge Manor Christian Academy

## Billing Agreement

My child's Name: \_\_\_\_\_

Our billing procedures and payment options have been developed for the convenience of RMCA's parents. Please note all payment discounts will be forfeited if not paid by the due date or if a check is returned due to insufficient funds.

- A \$35 late fee will be charged if your payment is not received by the 10<sup>th</sup> day after payment is due.
- A \$35 fee will be assessed for each returned check. More than one (1) returned check may result in a deposit requirement of three (3) month's tuition and fees.
- Any change in payment option or method must be made in writing.

Investing in your child's education is an important commitment that you make in advance of the beginning of the academic year. Occasionally, this commitment must be broken for unforeseen circumstances such as job transfer or prolonged illness. RMCA makes commitments for operational expenses (salaries, books, supplies, insurance, etc...) prior to the start of each school year. When a student leaves RMCA, for whatever reason, there is a significant impact on our ability to meet those obligations. Therefore, the following charges will apply to those families breaking their commitment with RMCA.

- Families that withdraw their child(ren) who have attended less than half the school year and have paid tuitions(s) and fees in full will be reimbursed 50% of amounts paid whether or not they've attended the full 1<sup>st</sup> semester.
- Families that withdraw their child(ren) who are on any other payment plan besides the one-time payment, will be required to pay the current month of the withdrawal plus two (2) months for each child, whether or not they are withdrawn three (3) days into the month or thirty (30) days.
- Families that withdraw their child(ren) who are participating in a Florida Scholarship Program will be charged for a full quarter if child did not attend at least 90% of the quarter. RMCA does not get scholarship payments when students do not have a 90% attendance rate.
- Families whose child(ren) are participating in a Florida Scholarship Program will be charged for a full quarter if a child does not have at least a 90% attendance rate for each quarter. RMCA does not get scholarship payments when students do not have a 90% attendance rate.

**We agree to the above billing agreements as set forth by RIDGE MANOR CHRISTIAN ACADEMY. We understand that any billing/invoice not paid within thirty (30) days will be subject to collection fees.**

\_\_\_\_\_  
*Father's Signature (or Legal Guardian)*

\_\_\_\_\_  
*Mother's Signature (or Legal Guardian)*



# Ridge Manor Christian Academy

## Emergency Contact Form

Child's Name:	Date of Birth:
Street Address:	City:
State:	Zip Code:
Home Phone:	E-mail Address:
Mother's Name:	Cell Number:
Mother's Employer:	Work Number:
Father's Name:	Cell Number:
Father's Employer:	Work Number:

Person(s) other than yourself authorized to transport your child to/from school. ***Including those in your carpool.*** (If you want to make any changes during the school year, please do this in writing to the school.)

<b>Name</b>	<b>Relationship to Child</b>	<b>Phone Number</b>
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# Ridge Manor Christian Academy

## Emergency Medical Release Form

Child's Name:	Date of Birth:
Doctor's Name:	Phone Number:
Health Ins. Company:	Policy #:
Primary Subscriber:	Primary D.O.B.:
Physician-Documented allergies or things known to cause allergic reactions (including medications) If none, state none. :	
Special Disability:	<u>History of Physical/Medical Problems:</u>
Current Medications:	Reason:

We, the parents/legal guardians of \_\_\_\_\_, do hereby authorize the performance upon our child, by any physician licensed to practice medicine in the State of Florida, any emergency procedure the Physician deems necessary to save the life, limb, or continued good health of our child. Any emergency surgical procedure is to have the unreserved consensus of not less than two (2) licensed physicians. This document is in no way intended for or to be construed as authorization for the performance of investigational procedure or treatment.

We, the parents/legal guardians, take full responsibility for any emergency procedure or treatment performed. This document is valid only after any unsuccessful attempt is made to locate the parents or legal guardians of the child noted hereon.

\_\_\_\_\_  
*Father's Signature (Or Legal Guardian)*

\_\_\_\_\_  
*Mother's Signature (Or Legal Guardian)*

**Parental Consent**

I give my consent to RMCA to:

- Administer first aid procedures in the case of a minor accident \_\_\_ Yes \_\_\_ No
- Transport my child to local hospital in event of a major accident \_\_\_ Yes \_\_\_ No
- Notify & release of my child to the staff at RMCA in event of a medical emergency \_\_\_ Yes \_\_\_ No

**Person(s) to notify in an emergency if parent(s) cannot be reached.**

Name	Relationship to Child	Phone Number

**\*A photo ID is required in the student's file for each person listed above.**

\_\_\_\_\_  
*Father's Signature (Or Legal Guardian)*

\_\_\_\_\_  
*Mother's Signature (Or Legal Guardian)*

# Ridge Manor Christian Academy

## Immunization and Physical Exam Requirements

### SCHOOL ENTRY EXAM REQUIREMENT

Florida Law requires that we must have a file an up -to-date shot record and a medical examination form signed by a Florida physician, showing current immunization information for each child registered at Ridge Manor Christian Academy.

The following students are required by Florida Law to be examined by a physician (yellow form HRS 3040).

1. A student ENTERING Kindergarten
2. A student ENTERING Florida Schools for the first time/or from out of state
3. A student ENTERING 6<sup>TH</sup> grade
4. **Any student participating in child care** must have an updated physical annually.

### IMMUNIZATION REQUIREMENT

The Florida law 232.032, requires that EVERY STUDENT, \*K THROUGH 12, must provide the school with evidence that they have been immunized. The following immunizations are required (blue form HRS 680):

Students entering or attending K2, K3 and K4 will be required to have age appropriate doses of the following:

• DTaP	• Hepatitis B (hep B) (3 doses)
• IPV	• Varicella
• MMR	• Hib

Students entering or attending kindergarten will be required to have completed:

• DTaP (4-5 doses)	• Hepatitis B (2-3 doses)
• IPV (4-5 doses)	• Varicella (2 doses)
• MMR (2 doses)	Varicella vaccine is not required if there is a history of varicella disease documented by the healthcare provider.

**Note:** All medical examination forms are obtained from the physician, not the school.

It is important that **SEPCIFIC DATES** be available for each immunization for the school record. The above listed immunizations are required **BEFORE** a student may begin school. Students without proof of required immunizations or medical/religious exemption **will not be permitted to begin school** and will be sent home due to lack of proper immunization documentation.

# *Ridge Manor Christian Academy*

## SCOLIOSIS SCREENING REQUIREMENT

Students entering the 6<sup>th</sup> grade must have a Scoliosis Screening done and provide the school with documentation prior to the start of school.

Please make sure your students medical arrangements are made early (June 15<sup>th</sup>- August 6<sup>th</sup>). Medical examinations and/or immunizations **ARE REQUIRED BEFORE the first day of school**. The Health Department has several clinics throughout the area should you need to obtain an appointment earlier than August 6<sup>th</sup>. Please be sure the office receives this information as soon as possible in order we may comply with the law. Officials from the Pasco County Health Department monitor our records and it is necessary to keep this information current. Ridge Manor Christian Academy requires that ALL students have an up-to-date immunization record (blue form) and a current physical exam (gold form) in the student file. Thank you for your cooperation in this area.

# Ridge Manor Christian Academy

## AUTHORIZATION FOR NON-PRESCRIPTION/PRESCRIPTION MEDICAL TREATMENT 2018-2019

*THIS FORM MUST BE NOTARIZED*

In emergencies, Ridge Manor Christian Academy will assist parents by administering over-the-counter non-aspirin products if the following conditions have been met:

- A. Parent signs below stating that his/her child is not allergic to non- aspirin medication.
- B. The child complains of a headache or some other malady for which a pain reliver is commonly used.

In addition, Ridge Manor Christian Academy will make every effort to notify the parent(s) before any non- prescription medication (non-aspirin pain reliever type and dosage commensurate with age and weight of child) is administered.

I, \_\_\_\_\_ hereby authorize Ridge Manor Christian Academy staff to administer Tylenol or any non-prescription/prescription medical treatment for \_\_\_\_\_ my minor child.

Child's date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's present medications: \_\_\_\_\_

Child's medical conditions: \_\_\_\_\_

Child's food allergies: \_\_\_\_\_

Child's drug allergies: \_\_\_\_\_

Father/Guardian's Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother /Guardian's Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_

\_\_\_\_\_ Personally

# Ridge Manor Christian Academy

## Student Injury Waiver

2018/2019

*THIS FORM MUST BE NOTARIZED*

I hereby grant permission for

\_\_\_\_\_ who is my child to participate in any extracurricular activities. I waive, release, absolve, and hold blameless Ridge Manor Christian Academy, its administrators, teachers, supervisors, physical education directors, managers, persons transporting my child to and from school activities, and other participants from any claim arising out of injury or sickness to my child.

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of parent or legal guardian  
Date

\_\_\_\_\_  
Driver's License #

STATE OF FLORIDA  
COUNTY OF HERNANDO

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is known to me be the individual described in and who executed same.

\_\_\_\_\_ Personally Known

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_ Produced Driver's License

# Ridge Manor Christian Academy

## PARENT-SCHOOL AGREEMENT

IN ORDER TO SOLEMNIFY the desire of the undersigned parties to glorify the Lord with their obedience to Him and to promote a clear understanding of the duties and responsibilities of each party, the undersigned parties adopt the following agreement:

I, \_\_\_\_\_, for and in consideration of my child, \_\_\_\_\_, being admitted as a student in **Ridge Manor Christian Academy**, do hereby accept such admission and the duties and responsibilities entailed therein and agree to be bound by the terms of this Agreement:

- I subscribe without reservation to the Articles of Faith and the Standards of Conduct of **Ridge Manor Christian Academy** and agree that my family will abide by these doctrines in all aspects of our lives, both at and away from school ministries and functions.
- I understand and agree that the church and the school ministry are inseparable and that my child may be expelled from the school if either of us is out of fellowship with the church, as determined in the sole discretion of the pastors and the church board members.
- I have read and understand the Student Handbook and I agree with it completely. I agree that my child and I must abide by all of the policies, rules and regulations of the school, including those listed in the Student Handbook, and I agree to support **Ridge Manor Christian Academy** with my conduct and my prayers.
- I understand and agree that the education of my child will be guided by the instructors and other school officials. I agree that my purpose is obtaining a Christian Education for my child will be achieved by following the curriculum set by the instructors. To that end, I agree that I will require my child to perform all duties and responsibilities entrusted to his/her ability to their satisfaction. I will support the decisions of the instructors and school officials and will never attempt to undermine their authority. I understand and agree that during my child's enrollment the courses offered and the instructors teaching them may change from time to time in the discretion of school leadership.
- I understand and agree that my child has no right to publish and distribute a student newsletter or any other publication. I understand and agree that **Ridge Manor Christian Academy**, has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed at its school to its students or staff, and I will ensure that my child understands this provision.
- I understand and agree that attending **Ridge Manor Christian Academy** is a privilege and the school reserves the right to suspend or expel my child from the school in accordance with its official policies as determined by the school. Notwithstanding anything to the contrary contained herein, this agreement does not bind either party to any specific period of enrollment. Either party may terminate this agreement without cause upon seven (7) days written notice. I understand that no rights or presumptions of continued enrollment are conferred or implied by this agreement or by a number of consecutive agreements. I further agree that no right to notice of renewal or nonrenewal of the agreement is conferred or implied.
- I agree to pay all tuition and fees in a timely manner as set forth in **Ridge Manor Christian Academy's** Billing Agreement. I understand that monthly tuition payments are due on the first day of each month. I further understand that if I fail to make a timely payment, my child may be withdrawn from school and I may be subject to late payment fees and other costs, including any necessary costs of collection in accordance with school policy.

# Ridge Manor Christian Academy

- As **Ridge Manor Christian Academy** is a Christian Ministry Organization, both parties agree that they would never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from this Agreement. I understand that making demands, threatening to sue or actually litigating a matter against **Ridge Manor Christian Academy** clearly violates Biblical teaching and practice and shall constitute sufficient grounds for immediate withdrawal of all my children from enrollment at **Ridge Manor Christian Academy**. I understand that retaining or instructing an attorney to contact the ministry with regard to potential claim or dispute will be interpreted as a threat to sue. Accordingly, the parties agree to resolve all potential claims, disputes or causes of action through binding arbitration using the procedures outlined in the attached procedures.
  - I agree to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles – always presenting a united front.
  - The parties agree that the methods outlined in this section shall be the sole remedies for any and all controversies or claims arising out of the enrollment relationship or this Agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.
  - I acknowledge that I have read and understand the Procedures of Arbitration adopted by **Ridge Manor Christian Academy** and agree to abide by the procedures outlined therein.
  - I agree to do everything in my power to avoid involving **Ridge Manor Christian Academy** in any legal proceedings which may take place or legal requests for documents or testimony of school officials concerning the custody and/or education and upbringing of my child. I understand that if, in spite of my attorney's best efforts, any school official is legally compelled to provide testimony or documentation beyond a copy of my child's standard academic records, that my child may be immediately dis-enrolled from **Ridge Manor Christian Academy** and that my account may be charged for any and all expenses incurred in complying with such legal process.
- The parties agree that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement of the parties. Neither this Agreement nor its execution have been induced by a reliance, representations, stipulations, warranties, agreements or understandings of any kind other than those expressed herein. If any provision of this Agreement is found to be void or voidable, it shall not affect the validity of any other provision. Both parties shall remain bound by all other provisions.
- I certify that I will explain this agreement and its meaning to my child. I will assist the school in every way necessary to ensure my child abides by all the terms of this agreement.
- I understand that this Agreement shall not take effect until fully executed by all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_ day of \_\_\_, 20\_\_.

By \_\_\_\_\_ By \_\_\_\_\_  
Father Mother

I understand this agreement and its content and agree to abide by its terms and all rules which apply to students.

By \_\_\_\_\_  
Student (Age 12 and Above) **ACCEPTED AND APPROVED**



# Ridge Manor Christian Academy

2018-2019

## School/Parental Policy & Agreement of Accountability & Cooperation

*Please initial each statement in the space provided. Sign and date the last page.*

RMCA expects full cooperation from both students and parents in the total education and discipline of students. If at any time the school administration feels this cooperation is lacking the students may be dismissed from school. Ridge Manor Christian Academy reserves the right to dismiss any students who fails to comply with established rules and regulations of discipline or whose financial obligation remains unpaid after the due date.

**FEES:** Since the fees do not completely cover the cost of educating our child, we recognize the importance of and agree to support Ridge Manor Christian Academy in prayer, fundraisers, service, and gifts.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**PERMISSION:** I give Ridge Manor Christian Academy for my child to take part in all school related activities including but not limited to bus trips and school sponsored trips away from the school premises.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**Discipline:** The teacher and administration are given full discretion in the discipline of our children. I agree that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set for the scriptures.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**Liability:** I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my children against the school or any agent thereof because of injury or alleged injury to my child. Should legal actions, for any reason, be taken against Ridge Manor Christian Academy or any employee or agent thereof, on my child's behalf and the school or its employee or its agent not be found at fault, I agree to pay all attorney fees, court fees, damages, or other cost that Ridge Manor Christian Academy or its employee or its agents should incur to defend itself against such action. This Parental Agreement of Accountability and Cooperation will be in effect for as long as my child(ren) (or others enrolled) attend/are enrolled in any program at Ridge Manor Christian Academy (including but not limited to school, after school care, before school care, middle school, elementary, kindergarten, and/or summer program) and for a period of time up to seven years from the time a student withdraws from any program at Ridge Manor Christian Academy.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**Cooperation:** I make this agreement between the Lord, myself, and Ridge Manor Christian Academy; that I will, in a Spirit of cooperation and love, commit myself to abide by Mathew 18:50-20 in regard to any problems, concerns, or offenses that may occur pertaining to Ridge Manor Christian Academy and/or its Administrators, staff, or representatives by following the steps listed below:

1. I agree to first talk to the person(s) with whom the problem/concern exists and not talk to anyone else about the issue. (Matthew 18:15)

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

# Ridge Manor Christian Academy

2. If no solution is reached through using step 1, I agree to present the problems/concern to the supervisor of the Person(s) involved. (I.e. if the teacher-go to administrator, if administrator- go to Superintendent. (Matthew 18:16)

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

3. If no solution is reached in step 2, I agree to submit a written request for a meeting with the entire board for resolution of the matter. (Matthew 18:17)

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I agree that a positive attitude towards Ridge Manor Christian Academy, its administrator, teachers, staff, and representatives as well as its policies has a positive effect on the emotional and academic stability of my child. I agree to support and uphold the ideals of the school and all the school policies as stated in the Ridge Manor Christian Academy Parent-Student Handbook and any and all policies that are amended or issued throughout the school year. I also agree to abide by the discipline and regulations of the administrations. I understand that it is a privileged to attend Ridge Manor Christian Academy reserves the right to determine which students will be admitted to and/or removed from the school. I further understand and agree that Ridge Manor Christian Academy reserves the right to dismiss any student who does not cooperate with the educational process or does not adhere to the standard of conduct established by Ridge Manor Christian Academy.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I pledge my loyalty to the aims and ideals of the school. I will bring all questions and criticisms directly to the administration so that they may be properly considered by those in authority.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

Ridge Manor Christian Academy agrees to work closely with parents or guardians in helping the students to learn and solve their schools related problems. This cooperation includes provisions of competent teachers, a full and balanced curriculum, regular reporting, supervision of the students and the program, and cooperation with the parents or guardians.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**Acceptance, Withdrawals, and Transfers:** I understand and agree to abide by the policy that all students are accepted on a conditional basis. Continued enrollment is based on acceptable academic progress and conduct. Not student is guaranteed re-enrollment each year.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I understand and agree that if my child is dismissed for any reason, including but not limited to withdrawal, transfer, or expulsion, I am fully responsible for payment of the full month of tuition (even if my child was not here the full month) as well as any unpaid tuition, lunch charges, or other fees that have not been paid. If I have prepaid for the entire year, I understand and agree that if my child withdraws or is expelled from Ridge Manor Christian Academy before year-end I will incur a 10% penalty and any refunds will be pro-rated and that I will only be refunded the portion that has not been used.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I agree to notify the school administration in writing 10 days in advance of withdrawing or transferring my child from Ridge Manor Christian Academy and that I will fully settle all accounts.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

# Ridge Manor Christian Academy

I understand and agree that Ridge Manor Christian Academy reserves the right to refuse any application or dismiss any child at any time for unacceptable academic performance, conduct, or for any other reason deemed necessary according to their standards. I further understand and agree that the application or payment of fees is not considered to be a binding contract with Ridge Manor Christian Academy, its Administrators, staff, or representative.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I understand and agree that before any student can be accepted to Ridge Manor Christian Academy, they will have required to take an entrance exam and submit the most recent report card and standardized test scores. Additional information may be needed including, but is not limited to, grades, behavior, and conduct.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**Accountability:** I understand and agree that I am accountable and responsible for all financial and moral responsibilities that come with being a part of Ridge Manor Christian Academy, and I will comply. I further understand and agree that if I do not comply with all Heritage Academy standards and policies, I will be required to attend a meeting with the Board of Directs, and at said meeting, I will be asked to voluntarily withdraw my child from school immediately and to pay all outstanding balances in full. If I refuse to do so, my child will be expelled immediately, and I will still be responsible for full payment of all outstanding balances. In either case, I understand and agree that Ridge Manor Christian Academy will not release any school records (health records being exempt by law) until all financial obligations have been met by me.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

**Admission:** Admission to Ridge Manor Christian Academy is open to any young person who meets the entrance requirements regardless of race, color, or national and ethnic origin. In addition, we are committed to helping students of various academic levels provided the students are working to the best of their ability to succeed academically and the student's behavior and / or academic performance does not impede the affected call. All students who are admitted to Ridge Manor Christian Academy are admitted on the basis of former academic and behavior records and / or entrance and placement test. In addition, an interview by the Administration is also required for new students.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I agree to support the standards of Ridge Manor Christian Academy in every area of its philosophy and policies, including but not limited to academic, behavioral, spiritual, dress, moral, and disciplinary procedures.

\_\_\_\_\_  
P/G #1

\_\_\_\_\_  
P/G #2

I have read, understand, and agree to comply with the policies stated in the Parental Agreement of Accountability and Cooperation as they currently stand and as they are modified in the future.

\_\_\_\_\_  
Parent or Guardian #1

Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #1 Signature

\_\_\_\_\_  
Parent or Guardian #2

Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #2 Signature

# Ridge Manor Christian Academy

## STATEMENT OF FAITH

**Ridge Manor Christian Academy is a non-denominational school. Doctrines not specifically addressed by the following statement of faith constitute beliefs that we feel are best left up to the home and the local church the student chooses to attend.**

*A Christian Philosophy of life and education requires a system of beliefs. The following represent the core of our philosophy.*

**WE** believe the Bible/Scriptures to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)

**WE** believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19)

**WE** believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14' Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7), His resurrection (I Corinthians 15:4; John 11:25), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Revelation 19:11).

**WE** believe in the present ministry of the Holy Spirit, to glorify Christ, to convict men of sin and whose indwelling enables the Christian to live a Godly life, in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone we are saved. (John 3:16-19; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5), that the gifts of the Holy Spirit are given to every believer and need to be activated and exercised to fulfill their divine purpose of blessing the body of Christ, in the baptism of the Holy Spirit wherein the Spirit is sent to gift each Believer with their own private prayer/praise language used to edify themselves, and that such baptism empowers believers to be effective for Christ.

**WE** believe that man was created in the image of God, but fell into sin, that man can be justified only by grace through personal faith in the Lord Jesus Christ.

**WE** believe in the personal, literal second coming of our Lord Jesus Christ to judge both the quick and the dead, in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

**WE** believe that water baptism identifies us with the death and burial of Christ, and that we should arise to walk in the newness of life.

**WE** believe in the bodily resurrection of all the dead, in divine healing of the body as part of the atoning work of Jesus Christ. This healing can be received and also ministered to others by various divine gifting.

**WE** believe in the spiritual unity of believers in our Lord Jesus Christ (I Corinthians 12:12-13; Galatians 3:26-28), that Christ wants the members of His church to carry the gospel into the entire world.

**WE** believe in the full function of the five-fold ministry, which was given to perfect and equip the saints so they can enter into the work of their ministry, thereby edifying the whole body of Christ.

**WE** believe in the present-day ministries of the apostles and prophets, which Christ has set in the Church as foundational and revelation ministries. We believe these two ministries will be restored to function in full power and authority before the literal second coming of Christ to reign over all the earth.

**WE** believe that the Church of Christ Jesus is God's instrument to establish and extend God's Kingdom until the literal coming of Christ to reign over all the earth.

**WE** believe in the autonomy of each local church and that itinerant ministries should also be based out of and related to a local church with accountability to a senior minister.

**CHURCH MEMBERSHIP:** YES \_\_\_\_\_ NO \_\_\_\_\_ **ATTENDANCE** \_\_\_\_\_ **WEEKLY** \_\_\_\_\_ **FREQUENCY** \_\_\_\_\_

**Name of Church** \_\_\_\_\_ **Denomination** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**Minister's Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Ridge Manor Christian Academy

## ACKNOWLEDGEMENT of Family Covenant & Student Handbook

### **For the Parent:**

We agree to uphold the educational philosophy, objectives, Student Handbook, standards of conduct and the principles of the Family Covenant. We will cooperate with the administration and teachers in a spirit of collaboration in the instructing of our child(ren).

If at any time during the instructing of our child(ren), we can no longer collaborate in a spirit of unity, and all opportunities for communication are exhausted, we will withdraw our child(ren) from Ridge Manor Christian Academy.

I have read, understand and agree to abide by the guidelines and procedures set forth in the Ridge Manor Christian Academy Student Handbook.

We understand that willful disobedience by our child(ren) to these principles and guidelines may result in the withdrawal of my child(ren) from Ridge Manor Christian Academy.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

### **For the Student:**

Ridge Manor Christian Academy strives to help each student grow spiritually, mentally, physically and emotionally. Please read the following carefully and sign your name if you are willing to commit to these statements.

I promise to commit myself, as a part of a school community that is dedicated to the glory of God, to live in accord with what the school represents and believes.

I promise to take my school work seriously, to be honest in all things and to apply myself to my studies.

I desire to attend Ridge Manor Christian Academy or am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at Ridge Manor Christian Academy.

I understand that Christian teachers are in collaboration with my parents. I will strive to obey them also as they seek to instruct me according to God's Word.

I will seek to live a Godly life in and out of school in order that Jesus Christ will be glorified. (Colossians 3:23)

I have read and understand and agree to abide by the guidelines and procedures concerning student conduct, dress and lifestyle as set forth in the Parent /Student Handbook. This includes abstaining both on and off campus from the use or possession of tobacco, alcoholic beverages, illegal drugs, profane language and immoral behavior.

I understand that willful disobedience of these guidelines of the Student Handbook may result in my dismissal from Ridge Manor Christian Academy.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

**For the School:** The faculty and staff of Ridge Manor Christian Academy pledge by God's grace to uphold the principals of this convent and guidelines as we together instruct your children.

# Ridge Manor Christian Academy

## Media Release Form

Student Name: \_\_\_\_\_

Throughout the year, RMCA students participate in activities, events or projects in which students may be photographed or videotaped. This includes but is not limited to: school portraits, student projects, field trips, or special events. Please fill out this form and return to the office along with your enrollment packet. Please make sure you mark a “yes” or “no” for each section. If a choice is NOT made, we will assume your answer is “yes.”

I give permission for photographs of my child \_\_\_\_\_ to appear in the following:

(Please check Yes or No for each):

\_\_\_ Yes \_\_\_ No **In School Displays** – including but not limited to: bulletin boards, class-made books, or student multimedia projects; students may be identified by first and last name

\_\_\_ Yes \_\_\_ No **School Yearbook** – including but not limited to: portrait photography, and possibly informal or group photos; students may be identified by first and last name.

\_\_\_ Yes \_\_\_ No **Other School Publications** – including but not limited to: student publications, school anthology, or newsletter; students may be identified by first and last name.

\_\_\_ Yes \_\_\_ No **Outside Publications** – including but not limited to: The Hernando Times, Community Paper, etc....; students may be identified by first and last name.

\_\_\_ Yes \_\_\_ No **School Website** – including but not limited to: main pages, class pages, or special event pages; students may be identified by **first name only**.

\_\_\_ Yes \_\_\_ No **School LED Sign** – including but not limited to: birthday announcement, graduation announcement, honor roll announcement; students may be identified by first and last name.

\_\_\_ Yes \_\_\_ No **Radio Station** – including but not limited to: birthday/graduation announcement, child may be on-air, recordings and promotional announcement for RMCA or 102.7FM WXIO-LP; students may be identified by first and last name.

\_\_\_\_\_  
*Father's Signature (Or Legal Guardian)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mother's Signature (Or Legal Guardian)*

\_\_\_\_\_  
*Date*

# Ridge Manor Christian Academy

2018-2019

## PARENTAL CONSENT FORM FOR STUDENT PHOTOGRAPHS

It is our practice to seek parental consent before including your child's photography and/or recorded video in any publications, on the Ridge Manor Christian Academy school web page, or to release any images to the media for the purpose of showcasing the accomplishments of our students, teachers, and staff.

In order to release or include your child's image in any school wide project, (including videos of special programs such as Christmas musical or Graduation and Awards Ceremony.

Please review the three sections below. Please complete this form in its entirety and return it with your acceptance.

Ridge Manor Christian Academy has my permission to publish a photograph and/or video image of my child, \_\_\_\_\_, for the following:

**Section I:** Internal Use of Photographs and Video Student photographs/videos images may be takes for internal use such as recognition on bulletin boards, in school, in school newspapers and newsletter, classroom projects, etc.

**Please Check One:**

\_\_\_\_\_ I grant permission to use my child's photography/video as described above.

\_\_\_\_\_ I DO NOT grant permission to use my child's photography/video as described above.

**Section II:** External Use of Photographs and Video Students images may be used for external publications such as press releases, print ads, or other Ridge Manor Christian Academy publications related to my child's participations related to my child's participation in school related and /or extracurricular activities.

**Please Check One:**

\_\_\_\_\_ I grant permission to use my child's photography/video as described above.

\_\_\_\_\_ I DO NOT grant permission to use my child's photography/video as described above.

**Section III:** Web Page Use of Photographs and Video Student images may be used for the Ridge Manor Christian Academy websites with the understanding that the child's full name will not be published on the internet when an image is posted. Last names of students will NOT be used on web page projects.

**Please Check One:**

\_\_\_\_\_ I grant permission to use my child's photography/video as described above.

\_\_\_\_\_ I DO NOT grant permission to use my child's photography/video as described above.

\_\_\_\_\_  
Parent or Guardian #1

Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #1 Signature

\_\_\_\_\_  
Parent or Guardian #2

Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #2 Signature

22

# Ridge Manor Christian Academy

## Transportation & Liabilities Release Form

My Child's Name: \_\_\_\_\_

### Permission to be Driven

Your permission below instructs Ridge Manor Christian Academy that your child is released from school to drive with private drivers on field trips and acknowledges your understanding that the school and its instructors, volunteers or parents are not liable for this action.

I acknowledge and understand that the parent drivers or volunteer drivers are not employees or agents of Ridge Manor Christian Academy. Further, I understand RMCA has not verified the criminal record of the parent or other driver(s) nor the mechanical condition of the vehicle or proof of insurance.

It is understood that Ridge Manor Christian Academy, its faculty, administrators, representatives, agents, employees assume no responsibility, in any manner whatsoever, for any injuries, losses, or death resulting from the transportation of my child by a parent or volunteer driver(s).

I acknowledge that by signing this disclaimer, I release and hold harmless Ridge Manor Christian Academy, its faculty, administrators, representatives, agents or employees from any and all claims that may arise in the transportation of my child by a parent or volunteer driver(s).

Signature also indicates your assurance that your child has valid medical and accident insurance.

Signature acknowledges that this form is valid as long as your child is in attendance at the school or until the school agrees otherwise in writing. No student is to be driven without personally being released by a school administrator and the teacher in charge; unless released, no student is to be outside of the immediate and present direction of a teacher at any time. Without this release the student who goes in a private car is truant.

Parent/Guardian: Check all that apply

- My child may not leave the school unless I drive, and my child understands this.
- My child does not have valid medical and/or accident insurance.
- I, as a parent/guardian, may elect to carpool other students going to or from school activities and my insurance meets the minimum standards:
  - Bodily Injury, \$100,000/\$300,000 per accident;
  - Property Damage, \$50,000 per accident;
  - Medical Payment, \$2,000 per accident.
- My child may be released from supervision to drive in a car driven by a teacher or parent.
- My child may drive only with the following drivers (fill in names):

\_\_\_\_\_  
*Parent's Signature (Or Legal Guardian)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*



# Ridge Manor Christian Academy

## Bus Permission & Liabilities Release Form

My child's name: (Please Print) \_\_\_\_\_

### Permission to be Driven

This form is to be used as a permission slip to ride the school bus/van for the school year of 2016-2017. By signing this form parents/guardian are acknowledging that Anchor of Our Souls Ministries/Ridge Manor Christian Academy and its staff are not responsible or liable for the well-being, nurturing or safety of the child prior to boarding the bus or after getting off the bus. It will be the responsibility of the parent to provide safe passage to and from the bus. Parents understand that Anchor of Our Souls Ministries/Ridge Manor Christian Academy is not liable or responsible for injuries occurring to a child in case of an injury or accident on the bus. The school provides transportation as a form of assistance to the parents. By signing this form, parents/guardians understand that they are waiving all rights to law suit or to hold Anchor of Our Souls Ministries Inc./Ridge Manor Christian Academy liable for any potential physical or emotional damage that could occur to any persons transported by the church or school bus. If you are not willing to sign this agreement, then please make other arrangements for transportation.

By signing this form, parents/guardians also agree that in the event the church/school bus is not working order/safe conditions, students will be picked up in staff vehicles until transportation issues are resolved. The *Transportation Permission & Liabilities Release Form* must be signed if student is to ride in staff/volunteer vehicles for field trips or pick-up and drop-off.

**Bus Fees:** Students requiring to be picked up or dropped off will be charged \$10.00 round trip per day or \$30.00 a week.

\_\_\_\_\_  
Parent's Signature (Or Legal Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Ridge Manor Christian Academy

2018-2019

## PARENTAL CONSENT FORM FOR FOOD IN THE CLASSROOM

At times during the school year, teachers will use food to enhance a classroom lesson, celebrate holidays or birthdays. Due to the number of allergies among students, we need to know whether or not your child may have food that is provided in class. If your child cannot participate in classroom celebrations/curriculum related food activities.

Parents/Guardians of students with significant food allergies may consider providing a snack that is safe for your child to be kept in the classroom for celebrations.

\_\_\_\_\_ My child **MAY** participate in all food related celebrations/curriculum in the classroom.

\_\_\_\_\_ My child **MAY NOT** participate in food related celebrations/curriculum in the classroom.

\_\_\_\_\_ My child **MAY** participate in food related celebrations/curriculum in the classroom only if the ingredients DO NOT contain the following:

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---

\_\_\_\_\_ My child **MAY NOT** share food.

\_\_\_\_\_ My child **MAY** participate in special events throughout the school year such as Birthdays, Christmas, Easter etc.

I understand that my child **MAY** participate in events. Also, any food that is brought into school **MUST BE** store bought. Please sign below.

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

\_\_\_\_\_  
Date

*Ridge Manor Christian Academy*

**STUDENT RECORD RELEASE**

To Releasing School Counselor:

Fax to #: (     ) \_\_\_\_\_ Total Pages: (INCL. COVER) \_\_\_\_\_

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

School Name: \_\_\_\_\_

RE: \_\_\_\_\_

URGENT

Dear Counselor:

My child(ren) has/have been withdrawn from your school. Please release their academic and health records to the following school. Thank You.

Accepting School:

Ridge Manor Christian Academy  
34275 Cortez Boulevard  
Ridge Manor, Florida 33523  
352.583.4382 FAX 352.583.0007

Students' Name(s)	Age	Grade Level

# *Ridge Manor Christian Academy*

Name of Form	Who Needs This?	Included?
Application	All Students	Y/N
School Parental Policy & Agreement of Accountability	All Students	Y/N
Payment Policy	All Students	Y/N
Emergency Contact Form	All Students	Y/N
Medical Release Form	All Students	Y/N
Authorization for Medication/Medical Treatment	All Students	Y/N
Student Injury Waiver	All Students	Y/N
Video Release Form	All Students	Y/N
Parental Consent for Food in the Classroom	All Students	Y/N
Handbook Acknowledgement	All Students	Y/N
Immunization Form (HRS 3040)	All Students	Y/N
Physical Exam Form (HRS 680)	All Students	Y/N
Birth Certificate	All Students	Y/N
Social Security Card	All Students	Y/N
Statement of Faith	All Students	Y/N
Transportation & Liabilities Release Form	All Students	Y/N
Bus Permission & Liabilities Form	All Students	Y/N
Media Release Form	All Students	Y/N
Emergency Medical Release Form	All Students	Y/N
Billing Agreement	All Students	Y/N
Parent School Agreement	All Students	Y/N
Student Record Release Form	All Students	Y/N
Step Up for Students Award Letter	SUFS recipients	Y/N
District Verification Form	SUFS first year recipients	Y/N
McKay Affidavit	McKay Students	Y/N
Field Trip Waiver	All Students	Y/N
iPad Form	All Students	Y/N
BYOD (Bring Your Own Device) Form	All Students	Y/N

## Enrollment Forms Checklist

# Ridge Manor Christian Academy

## DRESS CODE

Christians are expected to be modest in appearance. The dress code of RMCA is based on both Biblical standards and the need for children to learn to dress modestly and tastefully (I Timothy 2:9-10, 4:12). RMCA reserves the right to inform parents that certain attire or hairstyles are not appropriate for our school.

RMCA (teachers, staff & Administration), reserves the right to approach any student about his or her attire or appearance if any part of the dress code has been violated, or if any portion of their dress or appearance is questionable. The decision of the Administrator or designee is final. All attire should be properly fitting, neat in appearance, and meet school criteria.

Dress code violations may result in, but are not limited to the following disciplinary measures which will be progressive in nature (measures are examples only and not intended to be exhaustive or sequential):

- Warning
- Detentions of varying length
- In-school suspension
- Parent being called to bring in appropriate attire or school providing appropriate item if available.

Repetitive violations may result in additional disciplinary action.

### GUIDELINES SPECIFIC TO BOYS

1. PANTS/SLACKS/SHORTS:
2. Pants or walking shorts in solid colors **navy blue, khaki, or black. NO BLUE COLORED JEANS.**  
Pants should not be low riding, baggy or form fitting, leggings, holes in jeans, and no cargo shorts.
3. All pants must have belt loops; all students in grades 3 – 12 must wear belts.
4. Pants and shorts may not be ripped, frayed or have holes or faded sections

### SHIRTS:

Students will be wearing their school polo shirts on designated days. The colors include: Charcoal Gray, Navy Blue, or Forest Green. **This is the only style shirt that may be worn. RMCA desires to train young men to dress professionally; therefore, boys' shirts must be tucked in always** and must be buttoned appropriately.

# Ridge Manor Christian Academy

Outerwear (sweaters, sweatshirts and jackets only) must not have inappropriate graphics, text or logos. Students must be in dress code beneath their outerwear. Long-sleeved button-down shirts are not outerwear and therefore are not allowed.

## **SHOES:**

Students should wear shoes appropriate for physical education and recess; tennis shoes are recommended. Due to safety, a student wearing shoes other than a tennis shoe may be asked to sit out during recess and/or P.E. **Close-toed only. Socks must be worn.**

## **HAIR:**

Must be clean cut and styled in a modest, **non-radical** cut or color (no unnaturally colored or multi-colored hair; no pigtails). Hair must not fall below the eyebrows or touch the collar when combed down.

All facial hair must be neatly groomed.

No emblems, words, lines or designs may be shaved into the hair. Head should not be shaved to the scalp.

## **MISCELLANEOUS:**

No earrings or visible body piercing jewelry including any type of earring

No visible tattoos – temporary or permanent

No sunglasses, bandanas, scarves, any type of hats, including hoods on sweatshirts/jackets may be worn on campus during school hours.

No objects (keys, wallets, chains, etc.) hanging from belt loops

No clothing tied or wrapped around waist

No symbols that could be divisive in nature

No wheeled shoes (Heelys) may be worn to school or school functions

No slippers or other “house” or “bedroom” shoes No “Croc” or clog style shoes Boys may not wear makeup.

## **GUIDELINES SPECIFIC TO GIRLS:**

### **PANTS/WALKING SHORTS/SKORTS/SKIRTS/JUMPERS:**

# Ridge Manor Christian Academy

All pants, shorts, skorts, skirts and jumpers must be navy blue, black or khaki. No blue colored jean (denim) shorts or pants, leggings, or holes in jeans.

Pants must not be low-riding

Shorts may be no higher than 4 inches from the crease behind the knee and should not be form fitting; this includes shorts worn for physical education classes. To test for length- ensure that the width of your hand, when placed at the crease of the knee touches the hem of the garment. No sweat pants, pajama bottoms or other leisure type pants are permissible.

Elementary girls must wear shorts underneath skirts or jumpers

Skirt and jumper hemlines must not be higher than 4 inches above the crease of the back of the knee. To test for length- ensure that the width of your hand, when placed at the crease of the knee touches the hem of the garment.

Pants and shorts may not be ripped, frayed or have holes or faded sections.

## **Polos:**

- Students will be wearing their school polo shirts on designated days. The colors include: Charcoal Gray, Navy Blue, or Forest Green. Shirts may have only 1 or 2 buttons unbuttoned.
- Shirts should be loose-fitting; no tight or form-fitting shirts are permitted.
- Shirts must completely cover the midriff area and overlap the top of the pants when arms are raised or the student leans over.
- If the polo shirt is worn untucked, an undershirt must be worn tucked-in underneath.
- Outerwear (sweaters, sweatshirts and jackets only) must not have inappropriate graphics, text or logos. Students must be in dress code beneath their outerwear. Long-sleeved button-down shirts are not outerwear and therefore are not allowed.

## **SHOES:**

Students should wear shoes appropriate for physical education and recess; tennis shoes are recommended. Due to safety, a student wearing shoes other than a tennis shoe may be asked to sit out during recess and/or P.E. **Close-toed only. Socks must be worn.**

## **HAIR:**

Must be clean-cut and styled in a modest, non-radical style. Must not be dyed an unnatural or distracting color.

## **MISCELLANEOUS:**

Female students in grades 9 – 12 may wear modest cosmetics. Students in grades 3 – 8 may wear sheer lip gloss only.

No visible body piercing jewelry except earrings of reasonable size may be worn.

# *Ridge Manor Christian Academy*

No visible tattoos – temporary or permanent

No sunglasses, bandanas, scarves, any type of hats, including hoods on sweatshirts/jackets may be worn on campus during school hours.

No objects (keys, wallets, chains, etc.) hanging from belt loops

No clothing tied or wrapped around waist

No symbols that could be divisive in nature

No wheeled shoes (Heelys) may be worn to school or school functions

No slippers or other “house” or “bedroom” shoes All shoes must have a back or strap in the back.

## **DRESS CODE at RMCA FUNCTIONS**

Certain RMCA functions will have specific dress code requirements (field trips, etc.) Students must comply with all specified dress codes for RMCA functions, or if on campus after school. At RMCA events where no dress code is specified, students are expected to be in appropriate and modest attire. (Clothing should not be baggy, tight, short, or revealing.) RMCA faculty and administrators reserve the right to approach any RMCA student at an RMCA function who is not dressed appropriately and request that they either change their clothing or leave the event.

## **PE Days (Physical Education)**

Students will be allowed to wear their PE outfit school and are not required to change afterwards. PE outfit will consist of RMCA PE shirt, navy blue sport shorts, and sneakers. Students must wear PE outfit to participate in PE.

## **Field Trips/Friday Shirts:**

Students that earn dress down Friday may wear their orange shirt and jeans.

- Jeans must not have holes in the them and cannot be formed fitting.
- No Legging Jeans are permitted

Dress down days will be held on Friday, contingent upon administrative approval. Students will earn their dress down days each week by keeping the grounds free of litter, adhering to the dress code and following other school rules. On dress down days, students may wear blue denim jeans or shorts (Shorts may be no higher than 4 inches from the crease behind the knee and should not be form fitting. Jeans and shorts must not have holes or be ripped, torn or frayed in any way or have faded sections.

Elementary students may wear RMCA or other specifically Christian t-shirts. Middle and high school students may wear RMCA t-shirts only. All shirts may be untucked.



# Ridge Manor Christian Academy

## 2018-2019 School Uniform Orders

Polos- Youth Sizes				
XS	S	M	L	XL

Polos Adult Sizes					
S	M	L	XL	XXL	XXXL

P.E.- Youth Sizes				
XS	S	M	L	

P.E. Adult Sizes					
S	M	L	XL	XXL	XXXL

P.E.- SHORTS Youth Sizes				
XS	S	M	L	

P.E. SHORTS Adult Sizes					
S	M	L	XL	XXL	XXXL

\*If you would like to order any additional uniforms the cost is \$15 per polo & P.E shirt & \$10 per P.E. shorts.

\*Uniform order sheet must be filled out and turned in between July 2<sup>nd</sup>-6<sup>th</sup> from 9:00am – 12:00pm, for the exception of Wednesday, July 4<sup>th</sup>.

\*It is your responsibility to purchase the correct size.

**\*Please fill out one order form per child.**

Name of Child: \_\_\_\_\_ (Please Print)

Name of Parent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# Ridge Manor Christian Academy

**2018-2019**

## Additional School Uniform Orders

Polos- Youth Sizes				
XS	S	M	L	XL

Polos Adult Sizes					
S	M	L	XL	XXL	XXXL

P.E.- Youth Sizes				
XS	S	M	L	

P.E. Adult Sizes					
S	M	L	XL	XXL	XXXL

P.E.- SHORTS Youth Sizes				
XS	S	M	L	

P.E. SHORTS Adult Sizes					
S	M	L	XL	XXL	XXXL

\*If you would like to order any additional uniforms the cost is \$15 per polo & P.E shirt & \$10 per P.E. shorts.

\*Uniform order sheet must be filled out and turned in between July 2<sup>nd</sup>-6<sup>th</sup> from 9:00am – 12:00pm, for the exception of Wednesday, July 4<sup>th</sup>.

\*It is your responsibility to purchase the correct size.

**\*Please fill out one order form per child.**

Name of Child: \_\_\_\_\_

**(Please Print)** Name of Parent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# Ridge Manor Christian Academy



## Communication Cottage

*Speech Therapy Services*

Lindsey R. Leeson, M.S., CCC-SLP, P.A.

### What is an SLP?

SLP stands for Speech-Language Pathologist. SLPs focus on communication. SLPs have a master's degree and maintain national certification through the American Speech and Hearing Association. SLPs can work in schools, hospitals, or clinics with both children and adults.

- **Speech:** SLPs work on improving a person's speech intelligibility. Articulation means the pronunciation of sounds.
- **Language:** Language includes what is understood (receptive language) and what is said (expressive language). This includes skills like following directions, grammar, and vocabulary. It also includes finding alternative means of communication for people who are non/limited verbal communicators.
- **Fluency:** People who stutter have trouble maintaining fluent speech. SLPs work on increasing fluency in adults and children.
- **Voice:** SLPs work with a variety of voice disorders. Voice disorders can be caused by misuse or trauma.
- **Social:** Social pragmatic skills include the ability to use verbal and nonverbal social language with others. SLPs work on increasing these skills to improve communication between people.

Currently accepting the following insurances/payers:

- Gardiner Scholarship (direct pay provider)
- CMS

**Feel free to contact me with any speech and/or language concerns you may have for your child. (Please note that I am a private practice clinician that provides speech services based on a medical model. Services are based on those recommendations and availability. I am not a school-based SLP that follows an IEP or TIEP.)**

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