



# Ridge Manor Christian Academy

34275 Cortez Blvd., Ridge Manor, FL 33523 School Number: 352-583-4382

Principal Maylen Puentes Cellular Number: 352-467-9364

[www.rmccademy@gmail.com](mailto:www.rmccademy@gmail.com)

[www.puentesmaylen@gmail.com](mailto:www.puentesmaylen@gmail.com)

## **Enrollment/Re-Enrollment Application:**

1. Complete and return the Enrollment Application forms.
2. **Returning Families:** the non-refundable Re-Enrollment fee of \$25.00 per student is due by March 31, 2023. If this fee is not paid by the expected due date of March 31, 2023, the non-refundable Re-Enrollment fee will become \$175.00 per student.  
Failure to enroll by the March 31, 2023, will revoke re-enrollment status, thus you must follow the new student application process and tuition schedule.  
**New Families:** the non-refundable Enrollment fee of \$175.00 per student.
3. Once your application is accepted and approved by RMCA, you will be notified of your child's acceptance for the upcoming school year.
4. **ALL PAID TUITION AND BALANCES MUST BE CURRENT!**

Ridge Manor Christian Academy Private School seeks to enroll students with above average capability who are of good moral character. Students are admitted based on academic testing, school records, teacher recommendation, and an interview.

All candidates are carefully considered. No student has the right to re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's Principal. We strive to make fair decision based on the services that the school can provide for each child. Ridge Manor Christian Academy School admits students without regards to sex, race, color, national or ethnic origin. We set high goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.



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## **Tuition 2023 – 2024:**

Admissions

Invest in your child!

There is no better time to invest in your child’s education than during his or her most formative years in *elementary, middle, and high school* – the years when faith, values, and moral compass is so important. At Ridge Manor Christian Academy, teachers invest in each child by helping academically and spiritual foundation.

## **2023 – 2024 Annual Tuition:**

**Elementary (K4 (Full Day) – 5<sup>th</sup>): \$7,800.00**

**Middle School (6<sup>th</sup> – 8<sup>th</sup>): \$7,800.00**

**High School (9<sup>th</sup> – 12<sup>th</sup>): \$7,800.00**

**RMCA also participates in the Step Up for Students, Step Up for Students with Unique Abilities, Family Empowerment Scholarship, AAA Scholarship, AAA Gardiner Scholarship, Step Up for Students New Worlds Reading Scholarship, and Step Up for Students Hope.**

Grades	Tuition	Fees for Books	Fees for Registration	Fees for Transportation for Field Trips	Fees for Uniforms	Fees for Testing	Other Fees	Total
K – 12	\$ 6,000.00	\$ 1,000.00	\$ 0.00	\$ 500.00	\$ 200.00	\$ 100.00	\$ 0.00	\$ 7,800.00



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## **Admissions:**

Why is Accreditation Important?

Ridge Manor Christian Academy has been accredited by Church of God Association of Christian Schools (CGACS). Accreditation provides parents and guardians with the assurance of quality education from a dependable educational institution. CGACS accreditation is a process, a self-study independent analysis, a comparison to established standards, an assessment of school's mission, a commitment to quality education, and a willingness to be accountable on a yearly basis.

All staff members have one or more of the following:

- College Degree, Bachelors, or Higher Education
- State of Florida Teaching Certification
- Christian Education Degree
- (Paraprofessionals) Associates Degree with emphasis in Education



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## **DRESS CODE:**

-Students 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.

-1<sup>st</sup> Timothy 2:9-10, 4:12

-RMCA reserves the right to inform parents that certain attire or hair styles are not appropriate for our school.

-RMCA Teachers, staff & Administration reserves the right to approach any student about his/her attire.

-Dress code violations may result in, but not limited to the following disciplinary measures which will be progressive in nature:

- Warning (verbal or written)
- In school suspension
- Parent called to pick up child
- Loss of Field Trip privilege(s)

*Repetitive violations may result in Academic probation.*

## **GUIDELINES SPECIFIC TO BOYS & GIRLS:**

- Pants/Slacks/Shorts/Skorts (girls one inch above knee)
- Color of pants/slacks/shorts/skorts: Navy, Black, or Khaki
- Pants/shorts/skorts may not be ripped, frayed, or have holes or faded section.
- No sweatpants!

-Monday through Thursday: all students must wear their school polo shirts on these designated days

-Friday's: P.E. uniform shirts are to be worn on this designated day (jeans and basketball shorts are allowed this day)

-Field Trip Days: orange shirts and jeans are to be worn only on specified field trips



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## Student Record Release

(new students only)

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

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

County: \_\_\_\_\_ State: \_\_\_\_\_

Fax Number/Email: \_\_\_\_\_

Student's Name(s):

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

1<sup>st</sup> Attempt    2<sup>nd</sup> Attempt    3<sup>rd</sup> Attempt

Please remit all records including IEP, School Physical and Immunization

Records to:

Attn: RMCA c/o Melissa Trinidad

Email: [rmcaacademy@gmail.com](mailto:rmcaacademy@gmail.com)

and/or Fax: 352 – 583 – 0007

Office Use Only:    Assessment Date \_\_\_\_\_



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## **Uniform Order Form 2023 – 2024:**

Student Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

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

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### **Youth Chart:**

Description	Size (S, M, L, XL)	Additional Uniforms*
Polo Shirt # 1		
Polo Shirt # 2		
Polo Shirt # 3		
Polo Shirt # 4		
Orange Field Trip Shirt		
P.E. Shirt		

### **Adult Chart:**

Description	Size (S, M, L, XL, XXL)	Additional Uniforms*
Polo Shirt # 1		
Polo Shirt # 2		
Polo Shirt # 3		
Polo Shirt # 4		
Orange Field Trip Shirt		
P.E. Shirt		

**\* Please note that if you are wanting to order Additional Uniforms for your child(ren) it will be \$15.00 per additional uniform.**



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## **SCHOLARSHIP INFORMATION**

**If the applicant was awarded a scholarship, please select which scholarship, and submit and/or fill out any information to better assist RMCA:**

- Step Up For Students FTC/FES (FL Tax Credit/Family Empowerment Scholarship):** Submit Awards Letter
- Step Up For Students FES-UA (Unique Abilities):** Submit Awards Letter AND School Commitment Form Student ID (note: not application ID) \_\_\_\_\_
- Step Up For Students HOPE:** Submit Awards Letter AND School Commitment Form
- Step Up For Students New Worlds Reading Scholarship:** Submit Awards Letter
- AAA:** Submit School Commitment Form
- AAA-UA:** Submit Awards Letter AND School Commitment Form

## **STUDENT INFORMATION:**

This application is a contract for the **2023 – 2024** school year.

Student's Legal Name: \_\_\_\_\_

**First**

**Middle Initial**

**Last**

Birth Date: \_\_\_\_\_ Current Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: M F Race: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Zip: \_\_\_\_\_

Grade applying for: \_\_\_\_\_ School last attended: \_\_\_\_\_ County: \_\_\_\_\_

1. Has the applicant ever repeated a grade?  Yes  No If yes, what grade: \_\_\_\_\_
2. Has the applicant ever had any discipline or emotional problems, been suspended, expelled, or withdrawn from school?  Yes  No If yes, explain: \_\_\_\_\_
3. Is there any reason the applicant cannot go back to the school previously attended?  Yes  No
4. Has the applicant been tested for or diagnosed with any learning disabilities?  Yes  No  
If so, explain \_\_\_\_\_
5. Does the applicant have a current IEP or 504 Plan?  Yes  No If yes, what plan \_\_\_\_\_
6. Does the applicant have any food, medical, or drug related allergies: \_\_\_\_\_
7. Current medication(s) applicant may be on: \_\_\_\_\_



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## **FAMILY INFORMATION:**

**-Parent/Guardian Marital Status** (please mark one):

- Married     
  Separated/Divorced     
  Remarried     
  Spouse Deceased     
  Single

**-Applicant resides with** (please mark one):  Both Parents     Father     Mother     Stepfather     Stepmother

- Grandfather     Grandmother     Other: \_\_\_\_\_

**\*\*\*In case of divorce or separation, please submit legal documents.**

**School notification should be sent to** (please mark one):  Father     Mother     Stepfather     Stepmother

- Grandfather     Grandmother     Other: \_\_\_\_\_

Financial Responsibility will be assumed by (Parent(s)/Guardian(s)/Scholarship): \_\_\_\_\_

**Father/Male Guardian's Name:** \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email address: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Mother/Female Guardian's Name:** \_\_\_\_\_

Home Phone number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email address: \_\_\_\_\_ Zip: \_\_\_\_\_

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





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## **MEDICAL INFORMATION:**

Individual(s) to contact if parent(s)/guardian(s) listed cannot be reached for a **MEDICAL EMERGENCY:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby authorize Anchor of Our Soul Ministries/Ridge Manor Christian Academy to give and/or obtain EMERGENCY MEDICAL assistance for my student if I cannot be reached. I assume FULL financial responsibility for any such service rendered. I hereby give permission that my child, \_\_\_\_\_, may be given emergency treatment by a staff member at Ridge Manor Christian Academy. I also give permission for my child to be transported by car, ambulance, or by any medical transportation vehicle. I agree not to hold Anchor of Our Soul Ministries/Ridge Manor Christian Academy and its employees harmless. Ridge Manor Christian Academy will attempt to contact the persons listed as emergency contacts and will follow their wishes if the circumstance allows. If no one can be contacted, Ridge Manor Christian Academy will contact a physician, ambulance personnel or emergency room personnel and will follow the recommendation of these persons.

*I agree to pay any expense that Ridge Manor Christian Academy may incur in the emergency treatment of my child.*

**Print Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_



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## **Tablet Agreement:**

I, \_\_\_\_\_, understand the **Required Yearly Rental Fee of \$40.00** must be paid for iPad use. Please pay to the office in check or cash. We currently do not accept electronic/online/debit/credit card payments.

I, \_\_\_\_\_, understand that I am responsible for the tablet my child has rented from Ridge Manor Christian Academy.

I, \_\_\_\_\_, understand that if the tablet is returned to Ridge Manor Christian Academy damaged or broken, there will be a **\$275.00 charge** for the tablet to be repaired.

I, \_\_\_\_\_, understand that if my child is caught on any other website that they are not supposed to be on, there will be a **\$250.00 fee**.

I, \_\_\_\_\_, understand that if my child is to lose or damage their charger that is given with their tablet, there will be a **\$30.00 fee** per charger that is replaced.

- All fees are non-refundable.

-Teachers will write on the communication log each time the tablet is checked in or out of the school.

-Tablets are **NOT** to be left at home and should be brought back to school by the student the very next day for daily use.

These tablets are conditioned to work specifically in our school environment. We ask that parents not allow students to bring electronic devices from home unless previously approved by administration. Students can use their personal devices at home if they wish to do so or they may take the school tablet with them to do their homework.

Thank You for your cooperation with this matter.

**Parent Signature:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



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## **Media Release Form:**

School Year: 2023 – 2024

I, \_\_\_\_\_, **DO** give permission for my child,  
\_\_\_\_\_, to participate in Ridge Manor Christian Academy's  
School Yearbook, School Publication, School Website, Newsletter, and/or LED Sign.

I, \_\_\_\_\_, **DO NOT** give permission for my child,  
\_\_\_\_\_, to participate in Ridge Manor Christian Academy's  
School Yearbook, School Publication, School Website, Newsletter, and/or LED Sign.

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

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

## **NO Student or Staff Contact:**

School Year: 2023 – 2024

I, \_\_\_\_\_, understand and am aware that as parent/guardian my  
child(ren) is **NOT** allowed to contact a Ridge Manor Christian Academy staff member that is  
currently employed or has worked, under any circumstances. This includes via photos,  
comments, chats, or videos, etc. on SNAPCHAT, INSTAGRAM, TWITTER, FACEBOOK, OR ANY  
OTHER SOCIAL MEDIA OR GAMING PLATFORM, ETC.

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

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



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## **Waiver of Liability Relating: Coronavirus/COVID-19 or Any Other Variant:**

On March 11, 2020, The World Health Organization declared the novel coronavirus, COVID-19, a pandemic. COVID-19 is highly contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people over the past several months. **Ridge Manor Christian Academy** (the "Ministry") has put precautions in place to reduce the spread of COVID-19 or any other Variant; however, the Ministry **cannot guarantee** that you or your family, including your child(ren), will not become exposed to, or infected with COVID-19 or any other Variant. Further, because of the number of individuals involved in attending school or any other activity school related and the fact that many infected individuals appear to be asymptomatic, **attending the above activities could increase** you and your child(ren)'s risk of contracting COVID-19 or any other Variant.

By signing this waiver, I acknowledge the contagious nature of COVID-19 or any other Variant and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 or any other Variant. I also acknowledge that by attending school or any other school related activities, such exposure or infection may result in personal injury, illness, disability, and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 or any other Variant at school or any other school related activities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Ministry employees, contractors, volunteers, members, and participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense of any kind that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Ministry or participation in school or any other school activity ("claims"). On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless the Ministry, its employees, agents, and representatives, of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Ministry, its employees, agents, and representatives, whether a COVID-19 or any other Variant infection occurs before, during, or after, participation in any program.

Student's Name: \_\_\_\_\_

## **Bottom portion to be notarized by a certified Notary for the above Waiver of Liability relating to Covid-19 & Variants:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**State of Florida**  
County of: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, this record was signed before me by

\_\_\_\_\_  
Notary Signature \_\_\_\_\_

Notary Public Signature Commissioned in \_\_\_\_\_ County.

Notary Stamp:



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## **Release of Liability Form 2023 – 2024 School Year:**

### **Permission to be Picked Up and Dropped Off School Van/Charter Bus/Staff's Personal Vehicle:**

This form is to be used as a permission slip to ride in the school van/charter bus/staff's personal vehicle for the 2023 – 2024 school year. By signing this form parents/guardians are acknowledging that Anchor of Our Soul Ministries/Ridge Manor Christian Academy/staff members and the Charter Company and its staff are not responsible or liable. By signing this form parents/guardians understand that they are waiving all rights to a lawsuit or to hold Anchor of Our Soul Ministries or any other ministry under them responsible. **Parent/Guardian Initial** \_\_\_\_\_

### **Food Consumption:**

At times during the 2023 – 2024 school year, teachers will use food to enhance a classroom lesson, celebrate holidays or birthdays, or host a potluck. Due to the number of allergies among students, we need to know whether your child may have food that is provided in class. Or if your child cannot participate in classroom/school celebrations/curriculum food activities. **Parent/Guardian Initial** \_\_\_\_\_

\_\_\_\_\_ My child MAY participate in all food related celebrations.

\_\_\_\_\_ My child MAY NOT participate in all food related celebrations.

### **Student Injury Waiver:**

I acknowledge that participation in extracurricular activities may involve risk of injury or illness. I hereby release and promise to indemnify, defend, and hold harmless Anchor of Our Soul Ministries/Ridge Manor Christian Academy and its Administrators, teachers, staff, and physical director for any injury or illness to my child arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury or illness arises out of the negligence of the activity sponsor, the participant, or otherwise. **Parent/Guardian Initial** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

### **Bottom portion to be notarized by a certified Notary for the above Release of Liability:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**State of Florida**  
County of: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, this record was signed before me by \_\_\_\_\_

Notary Signature \_\_\_\_\_  
Notary Public Signature Commissioned in \_\_\_\_\_ County.  
Notary Stamp: \_\_\_\_\_



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## STATEMENT OF FAITH

### Anchor of Our Soul Ministries/Ridge Manor Christian Academy

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe 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 and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe 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 condemnation (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 2:26-28). We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18). We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).
7. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).
8. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. Anchor of Our Soul Ministries/Ridge Manor Christian Academy/Board of Directors holds final interpretive authority on biblical meaning and application about faith, doctrine, policy, practice, and discipline.

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

**Bottom portion to be notarized by a certified Notary for the above Statement of Faith:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of Florida  
County of: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, this record was signed before me by \_\_\_\_\_

Notary Signature \_\_\_\_\_  
Notary Public Signature Commissioned in \_\_\_\_\_ County.  
Notary Stamp: \_\_\_\_\_