

# Registration Packet



*“BUT THOSE THAT HOPE IN THE LORD” ISAIAH 40:31*

## **Welcome to Faith Christian Academy!**

1710 Government Street, Ocean Springs, MS 39564

Phone: (228) 215-1873

Fax: (228) 215-1873 | Attention: C. McKelvey

Website: <https://www.faithchristiancenteros.com/academy>

School Hours: 7:30 am – 4:30 pm

School Director: Caprice McKelvey | [c.mckelvey.fcadirector@gmail.com](mailto:c.mckelvey.fcadirector@gmail.com)



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## FCA Tuition and Fees:

### Tuition:

- Kindergarten (K-4- K-5)

Enrollment Paid Monthly \$325.00

Enrollment Paid in Full \$3,900.00

- Primary (Grades 1<sup>st</sup> –8<sup>th</sup>)

Enrollment Paid Monthly \$375.00

Enrollment Paid in Full \$4,500.00

- Secondary (Grades 9<sup>th</sup>– 12<sup>th</sup>)

Enrollment Paid Monthly \$395.00

Enrollment Paid in Full \$4740.00

### Fees:

- Non-refundable Enrollment/Application Fee \$50.00 Per Application Submitted (max \$150.00)
- Curriculum Fee K4/K5 \$195.00
- Curriculum Fee 1<sup>st</sup> – 8<sup>th</sup> \$225.00
- Curriculum Fee 9<sup>th</sup> – 12<sup>th</sup> Based on Transcript
- Student Field Trip/Exploration Fee \$75.00 due September 15<sup>th</sup>
- School Supplies \$55.00 due July 15<sup>th</sup>
- Middle and High School Labs \$75.00 due August 15<sup>th</sup>
- Activity Fee\*\* - monthly \$35.00 Per Student due on the 15<sup>th</sup> of each month

\*\*This cost includes our music and P.E. programs within the community. \*\*

\*\*\* All fees are subject to change due to events and participants. \*\*\*



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## Tuition Policy

Tuition may be paid in full annually or monthly. Tuition is based on a 12-month school year. **(Annual tuition discount: 5% off total tuition is only applicable if paid before June 30<sup>th</sup>.)** The first payment is due June 1<sup>st</sup>, and the last is due July 1<sup>st</sup>. There is **NO** tuition reduction for holidays, school breaks, sicknesses, absences, natural disasters, or pandemics. Tuition remains the same each month. Monthly tuition is due and payable on the 10<sup>th</sup> of each month. Tuition may be paid in cash, by check, or Omella (when available). A need-based scholarship fund is available for students. Contact the School Director or see the website for more information. **Tuition is discounted 15% for the 2<sup>nd</sup> sibling and 25% discount for any additional siblings of the 1<sup>st</sup> enrolled student.**

- Current students are continuously enrolled until graduation as long as both the student and family remain in good standing. The parent or guardian is responsible for the annual tuition beginning on June 1st. Discounts are given to families with more than one student, and to those who choose the annual payment option.
- Tuition refunds and/or waivers of financial responsibility for the remaining tuition due will be made only if the family is moving out of the area (50+ miles). Withdrawals between June 1 and August 1, tuition refunds will be prorated based on the withdrawal date.
- Families enrolling during the school year will pay prorated tuition based on the number of days in school.
- The school reserves the right to deny a student's attendance for payments of more than thirty (30) days of delinquency. Payment plans must be maintained in active status or student attendance will be affected.
- An application fee is assessed for each new applicant. This fee is refundable only if a student is denied admission by the school or placed in a waiting pool. Returning students are assessed an annual enrollment fee through a tuition deposit.
- In the event of withdrawal, the balance of outstanding fees and tuition must be paid before clearance is given to other schools in the transfer of transcripts/record



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## FCA Extended Care Options:

- Before Care is available from 7:00 am – 8:00 am  
Daily Drop-In \$10.00    Monthly Payment \$60.00    Annual Total \$720.00
- After Care is available from 3:00 pm – 5:30 pm  
Daily Drop-In \$20.00    Monthly Payment \$180.00    Annual Total \$2,160.00

## Late Payments:

If payment is not received by the 10th of each month, an additional late charge of \$15.00 will be added to tuition. If payment has not been received by the 20th of the month, an additional 25% fee will be added to the monthly tuition. Failure to pay tuition and fees promptly may jeopardize your student's enrollment.

Faith Christian Academy (FCA) reserves the right to revoke the monthly tuition payment option in cases of repeated late monthly payments.

## School Hours:

Parents should have students in the building between 7:30 am 7:45 am. Dismissal for K-4 through 5<sup>th</sup> Grade is 3:00 pm. Dismissal for 6<sup>th</sup> Grade through 12<sup>th</sup> Grade is at 3:30 pm. Chapel begins **PROMPTLY** 8:05 am.

## Tardiness:

Tardiness negatively impacts the day for your student and potentially the community. Please be on time. The doors are locked at 8:00 am to secure the property.



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## Required Student Records/Documents

Please provide all documents and required records to complete your child's enrollment into FCA for the 2024-2025 school year.

- Immunization Records (MS Form 121) / Immunization Exemption Form
- Copy of Birth Certificate
- Transcripts (7<sup>th</sup>- 12<sup>th</sup>)
- Previous Year Grades
- Attendance Records
- Disciplinary Records
- Standardized Test Results
- Official Withdraw Form
- Social Security Card
- IEP/ISP if Applicable

Options to send in the requested paperwork include E-mail, fax, or in-person upon request. Please take clear pictures of any paperwork with all print legible, and all 4 corners fully extended and visible in the image.

### **Caprice McKelvey**

School Director

Faith Christian Academy

[c.mckelvey.fcadirector@gmail.com](mailto:c.mckelvey.fcadirector@gmail.com)

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## Snacks:

- Students will need an am/pm snack.
- No drinks at snack time, water will be provided.
- Students will be able to purchase snacks.

## Lunches:

- All students must have their lunchboxes labeled. (No Exceptions)
  - Microwaves are available for hot food.

For a fee: Students will be able to have a sack lunch.

PB&J, chips, snack & drink.

We will have pizza on Fridays.

(Fee will be announced)

***All students will need a reusable labeled water bottle.***



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## **FCA Placement Policy**

- Any student applying who has not attended Faith Christian Academy the prior school year will take a placement assessment.
  - Our goal is to place students in the grade level and environment where they can achieve success and thrive.
  - FCA reserves the right to determine the placement of a student in the grade level deemed most appropriate for behavior and educational ability.
    - Placements will be discussed with parents once determined by FCA staff.
- A student's previous placement will NOT determine where the student will be placed here at FCA.
- School experience and staff evaluations of the student will assist in determining the student's placement.
- FCA offers several options for growth and learning. Please note that being placed in a specific environment does not mean there isn't the option for advanced placement in the future.

**We aim to support the students and be with them as they learn and flourish. To encourage and build on the unique strengths of each student's ability.**



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## Faith Christian Academy Contacts

**Main Office Phone/Fax: (228) 215-1973**

**Fax:** Attention: C. McKelvey

**School Director/Principal:** Caprice McKelvey

**E-mail:** c.mckelvey.fcadirector@gmail.com

**Pastor/President of Board:** Allen Medlock

**E-mail:** allen777@ymail.com

## Pickup/Drop-off Information

- 7<sup>th</sup>- 12<sup>th</sup> can be dropped off no earlier than 7:30 am.
- 1<sup>st</sup>- 6<sup>th</sup> can be dropped off no earlier than 7:45 am.
- K4/K5 can be dropped off no earlier than 8:00 am.
- Early care available: 7:00 am drop-off.
- Students not in the Chapel by 8:15 am will be considered tardy and require a tardy pass from the office.  
(K4/K5 classroom by 8:10 am)
- Pickup/Drop-off is at the side door.

## Dismissal Schedule

- 7<sup>th</sup>- 12<sup>th</sup> Grade pickup at 3:30 pm.
- 1<sup>st</sup>- 6<sup>th</sup> Grade pickup at 3:15 pm.
- K4/K5 pickup at 2:15 pm.
- Aftercare is available until 5:30 pm.

**Parents/guardians will be asked security questions before admission into the school.**

**Picture ID is a MUST.**





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## Absence Procedures:

- Please let us know if your child is going to be absent.
  - You may do so by calling the office at (228) 215-1873
  - You may also do so by E-mail: [c.mckelvey.fcadirector@gmail.com](mailto:c.mckelvey.fcadirector@gmail.com)
- Please turn any doctor's note(s) promptly into the front office.
- Students must be in class for at least 60% of the days a class is offered to receive credit.
- Upon school closure, we will follow the Jackson County school closures for weather or state of emergency procedures.

**Please see FCA calendar for school events, flex schedules, and holidays.**

## Social Media Pages

*Follow us on Facebook*

<https://www.facebook.com/FaithChristianAcademyOS>

*to stay in the loop on all school happenings!*



## FCA 2024/25 Academic Calendar

### July 2024

15-19	Staff Workdays
22	7 <sup>th</sup> – 12 <sup>th</sup> First Day of School
24	1 <sup>st</sup> – 6 <sup>th</sup> First Day of School
26	K4-K5 First Day of School
26-27	Mississippi Tax-Free Days

### August

22	Progress Reports (1 <sup>st</sup> Term)
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### September

2	Labor Day
17-19	Exams (1 <sup>st</sup> Term)
23	End of 1 <sup>st</sup> term (45 days)

### October

4	Staff Workday
7-11	Fall Break – 1 <sup>st</sup> Intercession Break
18	Report Cards – 1 <sup>st</sup> term

### November

1-2	Peter Anderson Art Fest (Fund Raiser)
3	Daylight Savings Time Ends
7	Progress Reports (2 <sup>nd</sup> term)
21	Thanksgiving Feast
22	Students – 60% Day
25-29	Thanksgiving Break

### December

10 - 12	Exams (2 <sup>nd</sup> Term)
13	End of 2 <sup>nd</sup> Term (45 days)
17	Christmas Program
18	Student 60% Day
19-20	2 <sup>nd</sup> Intercession Break
23-3 (Jan.)	Christmas Break



## FCA 2024/25 Academic Calendar

### January 2025

3	Staff Workday
6	Begin 3 <sup>rd</sup> term
9	Report Cards – 2 <sup>nd</sup> term
20	Rev. Dr. M. L. King, Jr.

### February

13	Progress Reports (3 <sup>rd</sup> term)
17-19	Winter Break (3 <sup>rd</sup> Intercession Break)
19	Staff Workday

### March

3-7	4 <sup>th</sup> Intercession Break
9	Daylight Savings Time Begins
10-12	Exams (3 <sup>rd</sup> term)
20	End of 3 <sup>rd</sup> term (45 days)

### April

18	Students 60% Day
20	Resurrection Day/Easter
21-25	Easter/Spring Break

### May

1	Progress Reports
20-22	Exams (4 <sup>th</sup> term)
23	Student 60% Day
26	Memorial Day
30	End 4 <sup>th</sup> term (45 days)

### June

4	Report Cards End-of-Year Party
5	Graduation Ceremony
9-13	Staff Workdays
16-27	Office/FCA Closed