

Student Last Name: \_\_\_\_\_  
Student First Name: \_\_\_\_\_  
Applying for Grade: \_\_\_\_\_

# Enrollment Application Packet

## Rebecca Creek Christian Academy



### Our Mission

Our mission is to reach young souls for Christ, to EDUCATE them by imparting academic excellence with a Biblical worldview, to EDIFY them to grow and excel in their personal relationship with Christ, and to EQUIP them to live their lives for the Lord.

### Policy of Non-Discrimination

Within the context of its theological convictions and mission, Rebecca Creek Christian Academy admits students of any race, color, national and ethnic origin and sex (biological sex of man or woman as defined in Genesis 1:26-27) to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin, and sex (biological sex of man or woman as defined in Genesis 1:26-27) in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

11755 Highway 281 N., Spring Branch, TX 78070  
(830) 885-3948

Website: [www.rccatrailblazers.com](http://www.rccatrailblazers.com)

Email: [trailblazers@rebeccacreek.org](mailto:trailblazers@rebeccacreek.org)

# Application Submission

To begin the admissions process, the RCCA Application Packet must be completed in its entirety for each student seeking admission to Rebecca Creek Christian Academy.

Please print the packet, fill it out, and return with appropriate attachments to [trailblazers@rebeccacreek.org](mailto:trailblazers@rebeccacreek.org) or mail/deliver to Rebecca Creek Baptist Church, 11755 Highway 281 N., Spring Branch, TX 78070.

**DO NOT LEAVE ANY BLANKS and ANSWER ALL QUESTIONS PLEASE**

## A completed enrollment application consists of the following:

- Admissions Philosophy & Prospective Family Questionnaire (included in this packet)
- Application for Admission (included in this packet)
- Parental Agreement - last page of Parent/Student Handbook – (included in this packet)
- Records Request/Release filled out (included in this packet)
- Parent Questionnaire for K4/5 **OR** 1<sup>st</sup>-5<sup>th</sup> (included in this packet)
- Copy of Student Birth Certificate
- Copies of student's educational records
  - Most recent report card copies from current or last year **OR** transcript
  - Standardized test scores
- Tuition Assistance Application (If applying for assistance, please submit with the enrollment application at the same time.)

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## Admissions Procedures

1. **Enrollment Application Packet** (includes all listed items above) completed and submitted.
2. **Parent/Student Interview** will be initiated and scheduled by RCCA when the Enrollment Application Packet has been received and reviewed.
  - a. Both parents/guardians and student must attend the interview.
  - b. An entrance exam may be required and administered to accurately determine your child's grade level and academic strengths and weaknesses.
3. **Final Acceptance** is provided by written notification. RCCA will send an email with next steps and paperwork required to complete the admissions process. The following must be received within 10 days of acceptance to ensure the student's place on the class roster.
  - a. Enrollment Fee
  - b. Immunization Records (or exemption)
  - c. New Student Medical Forms
  - d. Annual Family Tuition Worksheet
  - e. If divorced or separated, most recent copy of court documents that define custody and visitation rights.
  - f. Photo/Video Release Form signed
  - g. After School Care application submitted with \$50/child enrollment fee

## Admissions Philosophy

Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. We have adopted an admissions policy that opens Rebecca Creek Christian Academy for families:

- Who desire a distinctively Christian education for their children,
- Who agree to be supportive of our faith, philosophy, objectives, standards of education, and religious mission,
- Whose children meet our enrollment standards.

RCCA reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to adhere to its policies. It must always be understood that attendance at RCCA is a privilege and not a right. If at any time a student's conduct, academic progress, or cooperation with RCCA administration is not in keeping with the school's policies and/or Statement of Faith, the School Board reserves the right to take disciplinary action, up to and including dismissal from RCCA.

## Prospective Family Questionnaire

The questions below are designed to help parents decide if RCCA is a good fit for their child and their family. Some parents desire a private school for their child; however, they do not fully understand the concept of a Christian education. The following questions may assist parents with this decision.

- Yes  No In John 3:3 Jesus said to Nicodemus, "Verily, verily, I say unto thee, except a man be born again, he cannot see the kingdom of God." Is at least one parent/guardian of the student a born-again Christian?
- Yes  No Do you, as a parent feel that you are personally responsible before God for the spiritual training of your child?
- Yes  No Do you understand that a knowledge of the Bible is necessary in building the kind of character you desire for your child?
- Yes  No Do you understand that your child will be taught that the Bible is the infallible, inspired Word of God?
- Yes  No Do you understand that your child's curriculum is biblically integrated and that they will be taught God's plan of salvation?
- Yes  No Do you understand that we will encourage your child to have a personal relationship with Jesus Christ?
- Yes  No Are you willing to encourage your child in their daily walk with Christ?
- Yes  No Do you understand that one of RCCA's goals is to help disciple your child so that they will become a committed Christian?
- Yes  No Are you willing to cooperate and encourage your child to attain his/her highest possible level of academic achievement?
- Yes  No Will you be willing to consult and cooperate with the teacher in your child's educational endeavors?
- Yes  No Will you support the teacher in matters of discipline and follow the Matthew 18 principle with the teacher if there is a concern?
- Yes  No Will you prayerfully support RCCA by giving of your time and financial resources whenever possible?
- Yes  No Rebecca Creek Christian Academy's financial obligations cannot be met if tuition is not paid. Will you make sure payment is made on time each month and keep your account current?
- Yes  No If no openings are available at this time, would you like to be placed on a waiting list?

**If you have any hesitations about these questions, PLEASE make note of your uncertainty so that it can be discussed during your interview.**

# Application for Admissions

## Student Information

Applying for Grade: \_\_\_\_\_ For School year: \_\_\_\_\_ / \_\_\_\_\_

Student's Name: \_\_\_\_\_ Goes by: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Student Cell #: \_\_\_\_\_ Student Email: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
Month/Day/Year

Gender: Male  Female  Ethnicity: \_\_\_\_\_

Has student been saved, per biblical instruction given in Romans 10:9-13?  Yes  No  
(Not a requirement for enrollment.)

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### Parents are:

Married  Not Married  Separated  Legally Divorced  Mother Deceased  Father Deceased

### Father/Guardian #1

Father/Stepfather/Guardian Name: \_\_\_\_\_

Father Cell #: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

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

### Mother/Guardian #2

Mother/Stepmother/Guardian Name: \_\_\_\_\_

Mother Cell #: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

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



## Child Lives With:

Please list **ALL** persons living in the home with the child and their relationship to the child:

Name	Relationship to Child
_____	_____
_____	_____
_____	_____
_____	_____

## Child Custody

*(Certified copies of legal documents should accompany this application.)*

If parents are divorced or separated, who has legal custody of the child? \_\_\_\_\_

Is either parent forbidden by court order from having equal access to the child or the school records? Yes No

If yes, name of parent who may not have access: \_\_\_\_\_

*(Written documentation is required prior to enrollment.)*

If child does not live with both father and mother, please indicate with whom the child lives:

Mother only    Father only    Mother & Stepfather    Father & Stepmother    Guardian

Step-parent's Name whom child resides: \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

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

Home Church: \_\_\_\_\_



## Emergency Contact & Authorized Pickup Information

*Persons who are permitted to pick-up and/or to be notified in case of illness or accident other than parents or legal guardians already listed.*

Name:  
Relationship to child:  
Phone #:  
Email:

Emergency Contact  Authorized to Pick Up

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Name:  
Relationship to child:  
Phone #:  
Email:

Emergency Contact  Authorized to Pick Up

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**Please note:** For your child's safety, individuals picking up your child will be required to show the issued purple RCCA placard. Without the purple placard, they will be required to sign your child out in the administrative office (purple door) after showing proof of identification.

## Academic Information

*Please list all schools the applicant has attended (include home schooling).*

Name of School	Address	Grades
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for leaving last school attended:

Has any grade been repeated? If yes, which one(s)?

Has your child ever been suspended, expelled, or asked to leave any school?  Yes  No

If yes, please explain:

## Church Involvement & Testimony

Students and families do not have to be of a certain Christian denomination to be accepted at RCCA, however, because our goal is to fill RCCA with strong Christian families, faithfully attending a sound Bible teaching church as a family is a vital part of the child's education and is strongly recommended.

We currently have a church home:  Yes  No

Name of Church: \_\_\_\_\_

RCCA requires at least one parent or legal guardian express a personal, saving (born-again) faith and relationship with Jesus Christ as described in John 3:3 and Romans 10:9, to enroll their children. Please provide a brief testimony of your salvation and be prepared to discuss during the interview process: \_\_\_\_\_

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## Medical Conditions

Does your child have any medical conditions we need to be aware of?  Yes  No

If yes, please explain:

Has your child ever had diagnostic testing?  Yes  No

If yes, please explain:

Has your child been prescribed any behavior modification drugs?  Yes  No

If yes, please explain:

Explain any special medical or physical information or instructions that the school should be aware of:

## Application Factors/Referral to RCCA

**Factors influencing your application to RCCA. (Please check all that apply)**

- Size of School  Biblical Worldview  Prior school no longer a good fit  Private Education  
 Proximity  Affordability  Other:

**How did you hear about our school?**

- Internet search  Community Impact  Church  Social Media  Other

Referred by Current Family:

# RCCA Statement of Faith

**God's Truth can be found in the pages of Scripture.** We believe that the Word of God is the only sure foundation upon which to build your child's life. That is why we make no apology for taking a strong Biblical stand, seeking to help you ensure that the Word of God is the reliable guide your child will hold to all the days of his/her life. We believe the Bible is clear in its teaching on many vital subjects. We believe in the verbal, plenary inspiration, and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, God's plan and purpose for the ages, and how to live this life victoriously. The King James Version of the Bible is the sole translation used at Rebecca Creek Christian Academy.

**God the Father, God the Son, and God the Holy Spirit.** We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ. We believe that salvation is by grace plus nothing and minus nothing. The conditions for salvation are repentance and faith. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. Justification is an eternal relationship that can never be broken. We believe in the visible, personal, and premillennial return of Jesus Christ. We believe in the ever-lasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

**Creation of Man/Woman.** We believe that God wonderfully and immutably created each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

**Marriage, Gender, and Sexuality.** We believe that 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).

We believe that God intended 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). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, trans-genderism, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Rebecca Creek Christian Academy, and to provide a biblical role model to the Rebecca Creek Baptist Church families and the community, it is imperative that all students and families who attend and personnel employed by Rebecca Creek Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this statement on marriage, gender and sexuality (Matthew 6:16; Philippians 2:14-16; 1 Thessalonians 5:22).

**Forgiveness, Redemption, Restoration.** We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Rebecca Creek Christian Academy.

For a more complete understanding of our church/school doctrines, please see our church website, [www.rebeccacreek.org](http://www.rebeccacreek.org).



# Parent/Student Handbook

Please read and understand the Parent/Student Handbook found on our website such that you are able to sign the following Parental Agreement in full agreement and without mental reservation.

## **PARENTAL AGREEMENT (of Parent/Student Handbook)**

### **Standard of Character & Conduct Acknowledgment**

I have read and understand the standards of Character & Conduct of Rebecca Creek Christian Academy and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of these standards of conduct.

### **Biblical Philosophy & Statement of Faith**

I have read and understand the Mission, Educational Philosophy, Core Values, and Statement of Faith of Rebecca Creek Christian Academy, and subscribe to them without reservation.

### **Parent/Guardian Commitment**

- I realize that from time-to-time children take issue with actions, and they are prone to criticize statements out of context. This being normal for children, I pledge that if this should such occur, I will not support the criticism but instead, I will correct my child, support the school personnel, and request full details from the teacher when I have a question concerning the incident. I will take the Matthew 18 approach to biblical reconciliation in all matters.
- As a supportive parent of RCCA, I realize that gossip will not be tolerated with other staff, teachers or parents.
- I will pray for the staff and ministry, cooperate with them in discipline, and seek to accept their judgment in all such matters.
- I will lay a spiritual foundation through Godly example in the home and will support the spiritual training of the school.
- I will help to follow through with any assignments or notices to be signed.
- I will see that my child arrives at school on time, dressed in the proper uniform, and will send written excuses for any absences or tardies.
- I will cooperate in training my child to respect school property and will pay for irregular abuse of the same.
- I will seek to attend and support parent functions.
- I have read the Parent & Student Handbook of Rebecca Creek Christian Academy and understand and accept the objectives, disciplinary rules, dress code and other policies set forth by RCCA.
- I realize that attending RCCA is a privilege. It is my intention to support the decisions of and the discipline of the school administration.
- I understand that receipt of this application packet does not guarantee admission to RCCA as this is subject not only to space available but also to the RCCA policies, procedures, and guidelines. We further understand and acknowledge that continued enrollment of my/our child, if admitted to RCCA, shall be subject to the payment of all fees and tuition, and our student's compliance with the code of conduct and the policies established by RCCA.

Parent/Guardian #1 \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian #2 \_\_\_\_\_ Date \_\_\_\_\_



### RCCA Records Request / Release Authorization

The following portion should be completed by the applicant's parent/guardian.

Student Name:	_____
Date of Birth:	_____
Last School Attended:	_____
School Address:	_____ _____
School Phone:	_____
School Email:	_____
Date of Request:	_____

-----**REGISTRAR USE ONLY**-----

The student named above is applying for admission to Rebecca Creek Christian Academy. Please forward copies of the following information via email as soon as possible so that we may properly place this child.

- Transcripts (8<sup>th</sup> – 12<sup>th</sup> grade)
- Report Cards
- Discipline Records
- Medical Records
- Birth Certificate
- Standardized Test Results
- Attendance Records
- Psychological or cognitive / academic testing (if any)
- Withdrawal Form and grades (mid-year enrollment)

**REBECCA CREEK CHRISTIAN ACADEMY**  
11755 Highway 281 N., Spring Branch, TX 78070  
(830) 885-3948

[www.rccatrailblazers.com](http://www.rccatrailblazers.com)  
[trailblazers@rebeccacreek.org](mailto:trailblazers@rebeccacreek.org)



# REBECCA CREEK CHRISTIAN ACADEMY

## Parent Questionnaire (K4-K5)

**Parents: Knowing your child's academic, physical, and social history will help us better serve them. Please complete this information and return with your enrollment application.**

**Student's Name:** \_\_\_\_\_ **K4 or K5** \_\_\_\_\_

Separates from parents easily.

Excellent  Average  Weak  Poor  Comments:

Recognizes and respects the authority of others.

Excellent  Average  Weak  Poor  Comments:

Exercises self-control.

Excellent  Average  Weak  Poor  Comments:

Plays well with others.

Excellent  Average  Weak  Poor  Comments:

Manages bathroom needs (buttons, zippers, etc.)

Excellent  Average  Weak  Poor  Comments:

Pays attention and follows adult directions.

Excellent  Average  Weak  Poor  Comments:

Speaks in complete sentences.

Excellent  Average  Weak  Poor  Comments:

Identifies letters of the alphabet.

Excellent  Average  Weak  Poor  Comments:

Please check all that your child has used correctly:  scissors  colored pencils  crayons  markers

Please list 5 words that describe your child's personality and character:

What is your child's favorite active activity?

What is your child's favorite passive activity?

How does your child respond to new situations?

Please include any pertinent information that would help RCCA better serve your child.



# REBECCA CREEK CHRISTIAN ACADEMY

## Parent Questionnaire (1<sup>st</sup>-5<sup>th</sup> grade)

**Parents: Knowing your child's academic, physical, and social history will help us better serve them. Please complete this information and return with your enrollment application.**

**Applicant's Name:** \_\_\_\_\_ **Applying to Grade:** \_\_\_\_\_

Please list 3 words that describe your child's personality and character:

How does your child respond to correction from authority other than you?

How would you rate your child's work habits?  Poor  Average  Good

How would you rate your child's organizational skills?  Poor  Average  Good

What learning style best describes your child:  visual  auditory  kinesthetic (hands on)  not sure

In what academic areas does your child excel?

In what academic areas does your child struggle (if any)?

Does your child have any professionally identified learning difficulties? If yes, please describe and be prepared to discuss these difficulties during the interview.

List any hobbies or community activities that your child participates or volunteers in:

Please include any pertinent information that would help us better serve your child:

# Financial Information Sheet

## Tuition and Fees Schedule

Annual Enrollment Fee <b>Non-Refundable</b>	Annual Tuition	<b>Plan A</b> Paid in Full On or Before August 1	<b>Plan B</b> 2 installments Aug 1 & Jan 1	<b>Plan C</b> 12 Month Plan 1 <sup>st</sup> of each month <b>July 1 thru June 1</b>
\$500	\$8,100	\$8,100	\$4,050 Aug 1 \$4,050 Jan 1	\$675/month

## Multiple-Child Discounts

RCCA offers a **family discount** to those with multiple children enrolled in the school year. The first student is charged the full tuition rate. Each additional child receives a 5% discount off tuition only.

## Billing Schedule/Delinquent Accounts Policy

- All tuition payments are due on the first of the month.
- No statements will be sent as a reminder.
- A payment plan will be set up in your Parent Portal of Quickschools depending on the payment plan chosen in the Family Tuition Schedule that you can reference as often as you desire.
- Payments can be made via bank draft or credit card and set up automatically on the Parent Portal of Quickschools, or check/cash can be dropped off in person when tuition is due on the 1<sup>st</sup> of each month.

To help parents keep up regular payments, to prevent occurrence of insurmountable past due balances, and to enable RCCA to meet its financial obligations in a responsible fashion, the following delinquent account process has been established:

- 10 days past due: The account is considered delinquent and a late fee of \$25 will be assessed each month the account remains past due.
- 30 days past due: The account will receive a phone call from the administration office.
- 60 days past due: Students may be suspended, and student records held until the account is made current.
- Returned Check or NSF charges to the school by the bank will result in a \$30 fee.

## Tuition Assistance

- Rebecca Creek Christian Academy offers tuition assistance up to \$1000 per child and \$1250/family.
- Currently enrolled/returning students: Application deadline is 5 PM, January 31 and must be turned in with your Re-Enrollment application packet.
- New students: February 1 thru March 15 at 5 PM for consideration for the fall semester

## After School Care

### Fees

- \$50/child, one-time enrollment fee (non-refundable)
- \$125 bi-weekly (every 2 weeks)/child
- No charge for week-long holidays (Spring Break, Thanksgiving, Christmas)

### Payment Policy

- Payment for ASC use will be due on the 1st of each month.
- Any students not picked up by 6pm will be charged \$15/hour, or any part thereof.
- If an unenrolled child has not been picked up by 3:20pm from the carline, they will be sent to ASC and charged \$15/hour. After the child has utilized ASC three times, they will be required to enroll, pay enrollment fees and ASC bi-weekly rates.

**ALL ACCOUNTS MUST BE PAID IN FULL TO RECEIVE TRANSCRIPTS OR STUDENT RECORDS.**

# Rebecca Creek Christian Academy

## Tuition Assistance Policy

### PURPOSE

Rebecca Creek Christian Academy Scholarship was established in 2024 to provide tuition assistance to families that desire to pursue a Christian education for their child/children but need financial assistance to help with tuition costs.

The Rebecca Creek Christian Academy Scholarship is managed by Rebecca Creek Baptist Church.

### CRITERIA

To qualify for tuition assistance, the following criteria must be met:

- Student/s accepted and to be enrolled at Rebecca Creek Christian Academy for a minimum of one school year.
- As part of the review process, applicants may be asked to participate in an in-person interview with school board members and the Head of Schools.
- Demonstrate the need for financial assistance.

### TUITION ASSISTANCE APPLICATION DEADLINE LINE

Current/Returning students: 5 PM, January 31 deadline

New students: 5 PM, February 1 thru March 15 deadline for consideration for the fall semester

### PROCESS

- Requests must be made by the person requesting tuition assistance.
- Requests should be mailed or emailed to the RCCA secretary, who will then forward the request to the Head of Schools (HOS).
  - [trailblazers@rebeccacreek.org](mailto:trailblazers@rebeccacreek.org)
  - Rebecca Creek Christian Academy  
11755 Highway 281 N.  
Spring Branch, TX 78070
- All requests will be reviewed by the RCCA School Board.
- The HOS will provide the board with the assistance request within 3 business days of receipt.
- The board will determine the amount of the assistance to be approved.
- The board will then notify the HOS of their determination, who will in turn notify the requester.
- The amount approved will be credited to the requester's tuition balance.

# RCCA Tuition Assistance Application

Please fill out the form below. You will be contacted after your request has been reviewed. Your application will be processed as soon as possible.

## **FAMILY INFORMATION** Please print

Applicant's Name \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

## **Household Members**

Name	Relationship	Date of Birth (month/year)

## **Employment Information**

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Spouse's Employer (if applicable) \_\_\_\_\_

## **Additional Information:**

- Are you a member of Rebecca Creek Baptist Church (RCBC)?      Yes      No
- Home church if not a member of RCBC? \_\_\_\_\_
- Have you received assistance from any other church or organization?      Yes      No
  - If yes, whom? \_\_\_\_\_
  - Amount and/or type of assistance? \_\_\_\_\_
- How many children will attend RCCA? \_\_\_\_\_
- How much would you be able to afford each month for tuition? Our current tuition rate is \$675 per month for 12 months (\$8,100 annually). \_\_\_\_\_

Please explain and list below the specific criteria and reason for requesting tuition assistance. Use additional sheets if necessary.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use Only:**

Approved Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_