



RCHA FAMILY AGREEMENT

We want to thank you for joining with us to make this school year a success for students. Here are some important details you need to know. Please read to the end for a list of paperwork to be printed, signed, and brought with you to Parent Teacher Orientation on August 28, 2019.

Hours

1. We meet Wednesdays, September 4, 2019 to April 15, 2019 from 9:30am – 3:20pm.
2. Students must leave campus by 3:30 pm. Failure to pick up students by 3:30 pm will result in a \$15 fine, charged to the family.
3. Closings due to bad weather or unforeseen reasons will be posted on our **Remind App** and *Royse City Homeschool Academy Group* (Facebook page).

Facilities

1. Parents and students are required in to **Sign In** and **Sign Out** for the day.
2. To respect our host facility, please no running in the hallways. Loose glitter and live animals (except service animals) are not allowed in the building.
3. Clean Facility: Please help us keep the facility clean by disposing of trash.
4. Indoor Play Area: The indoor play area will be used for the nursery only, for ages 3 & under.
5. Outdoor Playground: 7 and under only.
6. Elevator: The elevator is not to be used as there are no classes being held upstairs.
7. Lost and Found: Please label all jackets, lunch boxes, cups, and backpacks. Check the table near the front desk for missing items each week. RCHA is not responsible for lost or stolen items.
8. Gym toys only may be brought to Co-Op. Toys that imitate weaponry are not allowed.

Parent/Student Commitment

1. **Parents and teachers should communicate any concerns they have to one another.** Teachers or parents may request assistance from our director(s) in settling a student/teacher situation only **after** speaking to one another.
2. Extreme or repeated disciplinary situations will be referred to director(s) and could result in expulsion or dismissal. Teachers have the option to dismiss a student for continuing behavioral problems. No drop fees will be assessed for dismissal for behavioral situations.
3. Parents of students who have repeated behavior issues may be required to remain on campus

Code of Conduct

1. Mutual respect and thoughtfulness for our host facility and one another is honoring to the Lord. Please act in such a way that Christ would approve your words, appearance, and actions. Please encourage one another and strive for unity, discretion, and peace.
2. Avoid any action considered disrespectful, offensive, immoral, intimidating, or rude.
3. Parents are responsible for their children's behavior to ensure they are following this code of conduct.
4. Disciplinary documentation forms must be filled out for any offenses listed below:
 - Obscene Language or Actions
 - Drugs, Alcohol, or Tobacco
 - Weapons



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- Public displays of affection
- Fighting or Aggressive Behavior
- Bullying
- Theft or Vandalism
- Making Threats
- Sexual Harassment or other Inappropriate Sexual Behavior
- Any Potential Life-Threatening Behavior

All incidents involving these offenses will be looked into and will result in discipline up to and including expulsion.

Dress Code

1. Parents and students agree to follow a general rule of modest and conservative dress.
2. The director(s) reserves the right to determine whether a student's dress is appropriate for campus.

Illness

1. In the event of an emergency, RCHA will attempt to contact parents immediately. If parents cannot be reached, information on the Medical Consent form signed by the parents will be followed. If necessary, students will be treated by emergency responders at parent's expense.
2. Students must be symptom free including free of fever, vomiting, and diarrhea for 24 hours before attending class.
3. Parents agree to contact director(s) if their child has had a highly contagious disease such as MRSA, Meningitis, Strep, Flu, etc. so Families with compromised immune systems can be notified.

Photography

1. Parents agree by attendance of classes and events, that their student(s) and their own photographs may be used for RCHA purposes.

Service Hour

1. All parents are required to serve a minimum of one hour per week as volunteer service. Families may choose to buy-out their service hour in lieu of serving their hour if they pay the buy-out fee of \$400, per year, per family.
2. Parents must find their own replacements in the event they are unable to fulfill their service hour. Please find your replacement within the RCHA community.
3. Parents who miss their service hour without finding a replacement will be assessed a penalty fee of \$20 for each occurrence.
4. Opportunities are available for families to serve in paid service hour positions. Please contact the Service Hour Coordinator for assistance with paid service hour positions. These are buy-out hours and payment from the parent who missed their service hour. Volunteer Service Hour Coordinator: JulieLockway@hotmail.com or 949-929-5754.

Cell Phones

1. Cell phones may only be used by students in the classroom with teacher approval.



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2. Parents will be notified, by the teacher, if your child's phone is taken up during class.

Classroom:

1. Parents, please get prior approval from the teacher to sit in on classes.

Registration

1. Class age requirements are listed in the course descriptions. Any exceptions to the listed age requirement must receive prior approval from the teacher.
2. Class changes (Adds / Drops)
 - a. Each family's registration commitment is for the entire 2018-2019 school term unless specified in the Course Catalog.
 - b. All changes are handled by director(s).
 - c. Families agree to pay the designated drop fees for students that withdraw prior to the end of the school term.
3. Non-Refundable Fees: All registration fees and class supply fees are non-refundable.
4. We will notify you of cancelled classes on our **Remind App** and **Royse City Homeschool Academy Group** Facebook page. Make up days are factored into the calendar for cancelled classes.
5. Registration and Tuition Fees
 - a. An annual registration fee of \$150 is required per family. Registration will be submitted through PayPal or check at the time of registration.
 - b. A class supply fee is required per class per student per semester at the time of registration. Fall semester is due upon registration and Spring semester supply fee collected in November. All class supply fees are paid directly to the teacher or turned into the Treasurer at the Collection Desk.
 - c. All families must submit Family Agreement and a Medical release form.
6. Special Needs & Health Issues: RCHA does not wish to discriminate against children with learning differences or health issues; however, we do not have trained individuals on campus to address their specific needs. Out of consideration to our teachers and other students in the class, RCHA requires parents to inform us in advance of any learning differences or health issues a child may have. This will enable us to help the parent and teacher assess whether the student would benefit from the class.

Tuition

1. Drop Fees and Deadlines:
 - a. Wednesday, September 25 by 2:00pm - NO tuition penalty.
 - b. Thursday, September 26 through The End of School Year - 100% remainder of monthly fees.Teachers depend on you for their livelihood and keeping your commitment to them.
2. Late Tuition:
 - a. Tuition paid later than the 1st Wednesday of the month will result in \$10 late fee (per class), to be paid directly to teacher/s.



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3. NSF Payments:
 - a. NSF fees for returned class supply fees or tuition checks are the responsibility of the offending family.
 - b. All NSF payments will be assessed a late fee of \$10, and any bank charges will also be applied.
 - c. If you have an NSF at any time, all future payments must be made in cash.



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I have read and agree to follow the Family Agreement Form.

Signed: _____ Date: _____

Statement of Faith:

I, _____, do hereby agree to promote and uphold traditional Biblical values and morals at all school classes, functions, and activities during the 2018-2019 School Year.

Signed: _____ Date: _____

PLEASE SIGN AND RETURN these FORMS to RCHA:

- Family Agreement Form
- Medical Consent Form
- Release of Liability and General Agreement



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Please print out and sign FORMS to bring to Parent Teacher Orientation on August 28, 2019, 11:30 pm – 12:30 pm at Fellowship Church, 900 Pullen St., Royse City, Texas 75189

We are looking forward to serving your students and watching as they learn and grow.