OPERATING GUIDELINES FOR
RIDGECREST CHRISTIAN SCHOOL

Recognizing the desire of many Christians to educate their children in a home environment, it is the desire of the membership of Ridgecrest Baptist Church for this ministry to offer support, encouragement, and accountability to home school families.

1. Ridgecrest Christian School will be under the authority of the Pastor, and the supervision of an Administrator and the Ridgecrest Christian School Board of Directors. The Administrator shall be a current or former homeschooling parent and a member of Ridgecrest Baptist Church. The Ridgecrest Christian School Board of Directors shall be members of Ridgecrest Baptist Church comprised by a majority of homeschooling parents.

2. Membership

First Time Applicants: A family wishing to enroll in Ridgecrest Christian School shall follow the registration application procedures in order to be considered for enrollment. Application packets may be picked up at the church office or accessed online.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- A completed RCS Parent/Teacher Application
- RCS Signature Page signed by both parents
- A letter from your pastor on church letterhead stating that your family is a member in good standing from a local evangelical church.
- Student Enrollment Form(s)
- Family Enrollment Form
- Membership form and fee for Home School Legal Defense Association or HSLDA number.
- Application fee ($25 separate check. Non-refundable.)
- Registration fee ($75 non-refundable after acceptance. Can be included with the tuition check.)
- One of the following Tuition Fee Options:

Plan A (Early Open Enrollment)
Due Date: April 29 (***This option is available for the month of April only.)***
Total Annual Cost: $280/family
Payment Procedure: $280 to be paid upon enrollment and no later than April 29 by check or money order. (Cash not accepted.)

Plan B (Open Enrollment)
Due Date: (***This option is available until the date of the June orientation meeting)***
Total Annual Cost: $300/family
Payment Procedure: $300 to be paid upon enrollment and no later than the date of the June orientation meeting by check or money order. (Cash not accepted.)

Plan C (Post-Orientation Meeting) ***Enrollment accepted by INTERVIEW ONLY***
Due Date: Date of Enrollment (***This option is available after Orientation until December 31)***
Total Annual Cost: $330/family
Payment Procedure: $330 to be paid upon enrollment by check or money order. (Cash not accepted.)

Re-enrollment for Current Members must include the following:

- Family Re-Enrollment form must be filled out on RCS website (HSL*DA member number and expiration date must be provided on form.)* Families that have not submitted the online reenrollment form nor paid the appropriate tuition by May 31 will be withdrawn.
- Reenrollment Tuition:
  Due Date: March 31 (**This option is available March 1 – March 31 only**)
  Total Annual Cost: $265/family
  Payment Procedure: $265 to be paid upon reenrollment and no later than March 31 by check, money order, or credit card. (Cash not accepted.) Reenrollment tuition submitted after March 31 will follow the open enrollment tuition options as stated in the first-time applicant's section.
- A Student and Church Enrollment Form on file by the time a student is 6 years of age. (Please contact the office if you need these forms.)

3. Families withdrawing from RCS on or before August 31st will receive a 50% refund of their tuition only. Registration and Application fees are non-refundable. No refunds will be made after September 1st.

4. Upon acceptance, each family will set up an account with **HomeschoolReporting.com** and **rcsdothan.org.**

5. Grades and attendance reports are due **January 15th and June 15th** of each school year. The length of the school term is set at 175 days.

6. Each teacher (parent) may decide upon the choice of a curriculum and must provide curriculum titles on HSRO by the August Parent Meeting. *The affiliation with a church school indicates that Christian beliefs are important; therefore, the Ridgecrest Christian School teachers will teach from a Christian perspective recognizing the Bible as our authority.*

7. Accepted enrollment into Ridgecrest Christian School includes the following mandatory meetings:
   - *New Family Orientation for parents of all new applicants (held during summer)*
   - *August Kick-Off Meeting for both parents (Always the 3rd Thursday in August)*

8. Ridgecrest Christian School does not discriminate on the basis of race, color, or national origin in its educational policies, admissions policies, scholarships and loan programs, and athletic or other school-administered programs. However, because RCS is a distinctly Christian organization, the administration reserves the right to discriminate in areas of religious beliefs and affiliations.

9. RCS Policy on Operational Guidelines Accountability:
   When a family has not . . .

   A . . . attended the mandatory parent meeting(s) or acquired an excused absence: (excused absences require an advanced two-week written notice and approval by the RCS Board of Directors. Email will be accepted as an official form of notification.)

   - Family will be put on probation.

   B . . . attended subsequent parent meetings

   - Family will be dismissed from RCS and local school board notified.

   C . . . reported grades/attendance within seven days of due date:

   - A $25 late reporting fee will be applied to the family's tuition account.

   D . . . reported grades/attendance for two marking periods

   * Family will be dismissed from RCS and the local school board notified.