



# Screven Christian Academy

## Student Enrollment Information Sheet

### 2022-2023

#### Mission Statement

The mission of Screven Christian Academy is to assist Christian parents by providing students an academically excellent and Christ-centered education for the life-long service to Christ.

**Child(ren) to be Enrolled:**

	Full Name	Date of Birth	Grade Level 2022-2023 Term
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**County of Residence:** \_\_\_\_\_ **Public School child would attend:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

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

*\*Correspondence at SCA is handled via email.*

**Mother's Name:** \_\_\_\_\_ **Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

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

*\*Correspondence at SCA is handled via email.*

**In case of emergency and you cannot be contacted, please list someone we can contact:**

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

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

**Please circle the volunteer projects that capture your interest:**

Fall Festival   Wildcat 5k Run   Wildcat Gala   Athletic Gym/Field Maintenance  
Carpentry   Painting   Electrical Work   Plumbing   Other: \_\_\_\_\_

**I am interested in joining the:**   \_\_\_\_\_ Athletic Boosters   \_\_\_\_\_ PTO

**SCA likes to have grandparents involved. Please provide the following information:**

**Grandparents' Names:** \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

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

**Grandparents' Names:** \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

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

**Grandparents' Names:** \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

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

**Grandparents' Names:** \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

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

**How did you hear about us?**

Website    Newspaper    Facebook    Friend    Other    Returning Student

Who can we thank for referring you? (New Student's Only) \_\_\_\_\_



## Screven Christian Academy

### FACTS

### 2022-2023

**FACTS**, our Student/Parent Information System, is available for parent use. Parents are able to log on to FACTS and check for homework information, attendance and grades for their children as well as pay tuition, load money for lunch, pay incidental bills, and communicate with teachers. Please furnish the email address you would prefer to be used for communication purposes through FACTS. An email address is imperative as this is how you will receive your username and password to log into the system. Please print **CLEARLY** your email address on this form. (New Families Only)

Email #1: Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Email #2: Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*ALL families (new and returning) MUST have an account set up for the **2022-2023** school year with FACTS, our tuition management service, before a student is considered enrolled. A payment plan MUST be set up by the parent for tuition payments through the FACTS account by April 1, 2022. EVERY family will be required to pay tuition through facts this year. The office will no longer accept tuition payments.

Below are the instructions to create a FACTS Family Portal if you are a **NEW** Family.

1. In Chrome, Firefox, Safari, or Internet Explorer, go to [FACTSmgt.com](https://FACTSmgt.com) and click on Parent Login, then select FACTS Family Online.
2. Type the School's District Code: **scr-ga**
3. Click Create New Family Portal Account.
4. Type your email address and click Create Account. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours. (If you receive an error message such as email not found, please notify me and I can see what email address we have for you in the system.)
5. Select the Click to Create your Family Portal Login link.
6. A web browser displays your Name and FACTS Person ID.
7. Type a User Name, Password, and Confirm your password.
8. Click Save User Name and/or Password.
9. A message in **green** will display at the top of the browser, "**User Name/Password successfully updated.**"
10. Then close this page and return to the [FACTSmgt.com](https://FACTSmgt.com) and login.

How to Set up Payment Plan for **NEW** and **RETURNING** Families

1. Login to your FACTS Family Portal
2. Click on the Financial Tab
3. Under Financial Links, Click on "Set Up a Payment Plan"
4. Make sure the School Year is set to 2022-2023.

FACTS charges a yearly service fee of \$50 for the monthly payment option or \$20 for Pay in Full and Semi-Annual payment options. Once an account has been set up through FACTS tuition management, FACTS payment due dates may not be changed.



**Screven Christian Academy**  
**After School Care and Permissions Granted**  
**2022-2023**

SCA offers After School Care for students in Pre-K through 6<sup>th</sup> grade until 5:30pm. These charges can be billed with tuition or separately each month and paid via FACTS.

The fee for After School Care is either a contracted monthly fee or Drop-In per day. The contracted monthly fee is \$100 for the first student and \$80 for each additional student (If this option is chosen, it is non-negotiable and will be billed for the entire school year.) The Drop-In rate is \$7.00 per day/per student.

Please Check Boxes Accordingly:

- No After School Care Needed
- After School Care Needed for \_\_\_\_ Student(s)

If you chose the second option, which of the following will you need?

- Yearly Contract
- Drop-In

**\*Consent to Photograph or Make Audiovisual Recordings**

I hereby give my consent to be photographed or videotaped for use on school website, news reports, displays, etc. without compensation. I understand I may rescind this authorization in writing at any time.

List Name(s) of Student(s) and grade level:

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**Field Trip Permission Form**

I hereby give permission for my child(ren) to attend Field Trips with his/her class. I understand information will be provided for each Field Trip by the classroom teacher as they occur.

List Name(s) of Student(s) and grade level:

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**Signature of Parent/Guardian**

**Date**



# Screven Christian Academy

## Permissions Granted

### Internet and Technology Safety Policy for Students

Screven Christian Academy (SCA) technology is to be used responsibly, efficiently, ethically and legally.

Internet access will be provided for students for the purpose of instruction, accessing information, conducting research, and communicating with others as part of a specific curriculum. Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. Student access to the Internet will be provided only to students who have agreed to act in a considerate and responsible manner by signing, and having their parent(s), guardian(s) or caregiver(s) co-sign this Internet and Technology Safety Policy for Students.

Internet access requires responsibility on the part of students and staff. Staff members do not control the content of information available on the Internet. In fact, some of the information available on the Internet is controversial, offensive and/or inaccurate. SCA does not condone the use of such material. Students must have a specific information objective and search strategies in mind before they will be allowed to use Internet resources.

High school students must be under on-site supervision when they are on the Internet in school. On-site supervision means the staff member responsible for the student(s) is physically present in the room in which the network is being accessed or utilized by the student(s). Elementary and middle school students must be directly supervised by staff when they are using the Internet in school. Direct supervision is defined as the staff member responsible for the student(s) has direct eye contact (physically or electronically) with the students' computer screen.

SCA uses hardware and software to provide **technology protection measures that identify and block or filter Internet access to prohibited materials** (specifically visual depictions of obscenity, child pornography and materials deemed harmful to minors). SCA realizes that no technology protection measure is 100% fail proof. If a student finds that he or she has accessed an objectionable Internet site, the user is expected to exit the site immediately and notify the teacher, library media specialist or supervisor.

SCA reserves the right to monitor and access all student Internet and technology activities and communications, as well as inspect any data residing on school equipment and networks.

#### **Instruction**

Unacceptable behaviors include but are not necessarily limited to the following:

- Sending, accessing or displaying pornography or other offensive and inappropriate materials
- Using obscene language
- Harassing, insulting or attacking others
- Loading software on school owned computers
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' files or work
- Copying or using someone else's work without permission
- Intentionally wasting limited resources
- Using the school's network for commercial or profitable purposes
- Using the school's network for any illegal purposes
- Portraying themselves as representatives of SCA. Using the school's network to access chat services or other forms of personal communication, or subscribe to listservs or personal newsgroups that are not related to the curriculum or education
- Using the school's network to access or download music for personal use
- Using the school's network to access auction sites for personal use
- Accessing the school's hardware, software or networks without authorization, including hacking and other unlawful activities
- Disclosing, using or disseminating personal identification information regarding current or former students, other minors, or staff members without permission

**Consequences**

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

**Minimum Consequences**

- The student’s parents will be contacted
- The student will be given limited access to school telecommunications equipment, networks and services
- The student will be denied access to school telecommunications equipment, networks and services
- The student will be banned from bringing any software or data disks to school
- The student will be required to pay for all property damage
- The Internet Service Provider will be notified
- The student will receive in school suspension
- The student will receive out-of-school suspension

**Maximum Consequences**

- The student will be denied access to all school owned computer equipment, networks, and services
- The appropriate law enforcement agencies will be notified
- The student will be recommended for expulsion

**Internet and Technology Safety Policy for Students**

As the parent/legal guardian or caregiver of the minor student below, I grant permission for my child to use the Internet and technology during the course of his/her education at SCA. I understand that my child will be subject to the school rules and policies that govern the use of computers, computer networks and Internet access.

**To be Signed by the Parent/Guardian**

Parent’s or Guardian’s Name (please print) \_\_\_\_\_

Parent’s or Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be Signed by the Student(s)**

I hereby agree to comply with the above stated policy and utilize the Internet in a responsible manner, honoring all relevant restrictions and laws. (Print student(s) name(s). Student(s) is to sign. Parent/Guardian is to sign and date.)

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*