



## Orientation

Dear Parents,

**Welcome to Faith Christian Academy!** We are so excited to partner with you in your child's education. These simple orientation instructions should help you understand how our 1-12 grade program works and what to expect for this school year. **Please visit our website to watch the orientation videos for more information on each of these topics.**

### Monthly Assignments

**One assignment will be issued to each student during the first week of each month.** Each assignment will consist of 6-8 subjects. Please refer to the **Assignment Plan** for specific issue dates and due dates. The student will have one month to complete each assignment and turn it in by the due date. The student needs to use a pencil and complete each book in their entirety. Assignments that are 60 days overdue will automatically place the student as dis-enrolled. Please remember that assignments will only be issued during the first week of each month. Assignments will not be issued prior to the first week of the month.

### Daily Goals

Each student is required to complete daily goals. The official school days are Mondays-Thursdays. When the assignments are issued, a **Daily Goal Chart** will also be given to the student where the student can plan and track their required daily goals in each subject. Each school day, the student will start by setting their goals for that day. Then they will complete their goals in each subject. As a parent, it will be your responsibility to check their daily goals to see if they are in fact completing the required work. The student must turn in their goal chart with their assignment at the due date.

### Monthly Tuition

Tuition is due on the 15<sup>th</sup> of each month. You can pay by logging into your parent portal on our website. You can also pay by calling in a payment. Or you can pay by coming into our office during office hours. Late payments will incur a \$25 late fee. Payments that are 60 days overdue will automatically place the student as dis-enrolled.

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## **Tutoring**

If at any time your child needs additional tutoring, please text, or call the school office to schedule a one-on-one tutoring session at the school office with one of our teachers.

## **Online Parent Portal**

To view your child's assignments, due dates, grades, and to make payments, please visit the website [www.FaithChristianAcademyFCA.com](http://www.FaithChristianAcademyFCA.com), tap on Login, then fill in the login information. The school ID is 3161. Your username and password will be emailed to you within one week of enrollment.

## **Office Hours**

Our normal office hours are **Monday-Thursday, 10am-2pm**. Please refer to the school calendar for holidays and special events that may affect our office hours.

## **Communication**

To contact us, the preferred way is **through texting**. We will be able to reply almost immediately. You may also call us if you prefer.

**Text or Call:  
575-887-0556**

