

THE ACADEMY CHRISTIAN SCHOOL

A Ministry of Chapel Creek Fellowship | Providing Christ-Centered Care and Education

ENROLLMENT PROCESS & APPLICATION INSTRUCTIONS

Fort Worth Campus (6 weeks–12 years) | Springtown Campus (6 weeks–5 years) | Updated April 2026

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Thank you for choosing The Academy Christian School! We are honored by your interest and look forward to partnering with your family. The Academy is a Christ-centered early childhood program serving children ages 6 weeks through 12 years at our Fort Worth Campus and 6 weeks through 5 years at our Springtown Campus. We are licensed by the Texas Health and Human Services Commission and are an active Texas Rising Star participant. Below is our complete enrollment process from first contact to your child's first day.

1 FIRST CONTACT

Call us: Fort Worth 817-246-1448 | Springtown 817-438-6324

Email us: debbie@academychristianschool.com

Visit our website: www.academychristianschool.com

Find us on Facebook or Instagram

★ A staff member will respond within one business day to answer your questions and help schedule your tour.

2 TOUR

Tours are available Monday–Friday during operating hours.

Schedule your tour online at www.academychristianschool.com, by phone, or by email.

Complete the Tour Request & Inquiry Form (available on our website or at the front office).

Meet our campus director, teachers, and staff.

See the classrooms, outdoor areas, and facilities firsthand.

Ask questions about our curriculum, faith-based program, and daily schedule.

★ After your tour, if you wish to proceed, you can fill out an Enrollment Application online, we can send you an Enrollment Application through email, or you may pick up an Enrollment Application at the office (please call first so we can have it ready).

3 APPLICATION

Complete the Child Enrollment Application online at www.academychristianschool.com

— applications submitted through our website go directly to our team.

Printed applications are also available at the front office of either campus or by request.

No fee is required to submit an application.

Applications are reviewed based on availability for your child's age group and campus.

★ You will be notified of acceptance or waitlist status within 1–3 business days.

4 ACCEPTANCE & FEE

Upon acceptance you will receive a written confirmation from the Executive Director. To

secure your child's enrollment, the non-refundable Enrollment Fee must be paid:

• First child: \$165 | Each additional child: \$110

Payment is processed through Brightwheel — our secure childcare management app.

You will receive an invitation to create your Brightwheel account at this time.

★ Your child's spot is NOT secured until the enrollment fee is received.

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ENROLLMENT PACKET

After acceptance and fee payment you will receive access to the full Enrollment Packet through Brightwheel. All documents must be completed and signed BEFORE your child's first day.

Required documents include:

- Family Handbook (download, read & keep a copy)
- Family Handbook Acknowledgment & Agreement (signed)
- Tuition Agreement (signed)
- Emergency Contact & Authorized Pick-Up Form
- Child Health History Form
- Activity Permission Form (sunscreen, water play, field trips)
- Photo & Media Release Authorization
- Family Information & Goals Form (Texas Rising Star requirement)
- Transportation Permission Form (Fort Worth, school-age only)
- Child Custody & Court Order Acknowledgment
- Infant Feeding Schedule (infants only)
- Guidance & Discipline Policy Acknowledgment
- Center Specific Information Acknowledgment

6

HEALTH RECORDS

Upload the following to your Brightwheel profile or deliver copies to the Campus Director before your child's first day:

- Current Immunization Records (required by Texas Minimum Standards)
 - Physician's Health Statement / Physical Exam (completed within past year)
 - Any court orders, custody agreements, or restraining orders (if applicable)
 - Any physician orders for special medical needs or medications
- ★ Documents must remain current. It is the parent's responsibility to provide updated records whenever changes occur.

7

TUITION SETUP

All tuition is processed through Brightwheel via auto-draft.

Set up your ACH bank transfer, debit card, or credit card in your Brightwheel account. Tuition is due weekly, every Monday, and is based on enrollment — not attendance. (You may request bi-weekly or monthly)

First tuition payment is due the Monday before or on your child's first day.

- ★ See the Tuition Agreement for the full rate schedule and payment policies.

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8 ORIENTATION

Before your child's first day you will have the opportunity to:

- Meet your child's assigned teacher
- Visit the classroom and find your child's cubby
- Ask any remaining questions about the daily routine
- Discuss any specific needs, allergies, or special considerations
- ★ Download and set up the Brightwheel app on your phone before the first day.

9 FIRST DAY!

Arrive during your scheduled drop-off window. (Doors lock at 8:30am and no admittance after 8:30am without prior notification)

You will need your 4-digit Brightwheel PIN to sign your child in.

All authorized pick-up persons must also have their assigned PIN.

Daily updates, photos, and communications will come through Brightwheel.

★ Our team is here for you every step of the way. We are so honored to be a part of your child's journey!

■ **Important: Submission of the enrollment application does not guarantee enrollment.** Enrollment is confirmed only upon written acceptance from the Executive Director, payment of the non-refundable enrollment fee, and completion of all required enrollment documents before the child's first day of attendance. Questions? Contact us — we are happy to help guide you through every step!

CONTACT US TO SCHEDULE YOUR TOUR TODAY

Fort Worth: 817-246-1448 • Springtown: 817-438-6324 • debbie@academychristianschool.com • www.academychristianschool.com