



# FOUNDATION CHRISTIAN ACADEMY

## Enrollment Checklist

*A Step-by-Step Guide to Successfully Enrolling Your Student at FCA*

### 1. Complete the Application Form

- Visit our website at [www.foundationca.org](http://www.foundationca.org) to fill out the online application form.

### 2. Pay the Registration Fee

- Submit the required registration fee via the FACTS Management portal or by visiting our office.

### 3. Set Up Your FACTS Management Profile

- Log in to [FACTS Management](#) and create your profile to manage tuition payments.

### 4. Select a Tuition Payment Plan

- Choose from one of our four payment options:
  - One-time payment: Full tuition paid in August
  - Bi-annual payments: 50% in August and 50% in January
  - 10-month plan (\$420 per month)
  - 12-month plan (\$350 per month)

### 5. Submit Curriculum Payment

- Ensure curriculum payment is made by the due date:
  - Kindergarten: \$195
  - 1st through 6th Grade: \$350

### 6. Review the Student Handbook and Dress Code

- Familiarize yourself with our policies and guidelines to prepare for the school year.

### 7. Attend Orientation and Open House

- Join us for the Open House on August 8 at 6pm at Journey Church, located at 1320 College Avenue, Normal, IL, to meet staff and teachers and learn more about the school environment.

### 8. Stay Updated

- Follow us on social media and check your email regularly for important updates and announcements.

### 9. Prepare for the First Day of School

- Ensure your child has all necessary school supplies and is ready for the first full day on August 15.

If you have any questions or need assistance, please contact our office at (309) 663-7233.  
We're excited to welcome your family to Foundation Christian Academy!