



Faith Christian Academy
1710 Government Street
PO Box 1497
Ocean Springs, MS 39564
(228) 215- 1873

<https://www.faithchristiancenteros.com/academy>

Required Student Records/Documents

Please provide all documents and required records to complete your child's enrollment into FCA for the 2025-2026 school year.

- Immunization Records (MS Form 121) / Immunization Exemption Form
- Copy of Birth Certificate
- Transcripts (7th- 12th)
- Previous Year Grades
- Attendance Records
- Disciplinary Records
- Standardized Test Results
- Official Withdraw Form
- Social Security Card
- IEP/ISP if Applicable

Options to send in the requested paperwork include E-mail, fax, or in-person upon request. Please take clear pictures of any paperwork with all print legible, and all 4 corners fully extended and visible in the image.

Caprice McKelvey

School Director

Faith Christian Academy

c.mckelvey.fcadirector@gmail.com

Fax: (228) 215-1873



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Snacks:

- Students will need an am/pm snack.
- No drinks at snack time; they will use their water bottles.
- Students will be able to purchase snacks: 50¢ each.

Lunches:

- All students must have their lunchboxes labeled. (No Exceptions)
 - Children will not be allowed to share food, unless they bring enough for all students.
 - Microwaves are available for hot food.

On days students forget their lunches or days of rush 😊 ,
they will be able to purchase a lunch for \$5.00.

PB&J, chips, snack & drink.

We will have pizza & lemonade on Fridays.

(Fee \$5.00 per child)

All students are required to have a reusable, labeled water bottle.



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FCA Placement Policy

- Any student applying who has not attended Faith Christian Academy the prior school year will need to set up an appointment for a placement assessment.
 - Our goal is to place students in the grade level and environment where they can achieve success and thrive.
 - FCA reserves the right to determine the placement of a student in the grade level deemed most appropriate for behavior and educational ability.
 - Placements will be discussed with parents once determined by FCA staff.
- A student's previous placement will NOT determine where the student will be placed here at FCA.
- School experience and staff evaluations of the student will assist in determining the student's placement.
- FCA offers several options for growth and learning. Please note that being placed in a specific environment does not mean there isn't the option for advanced placement in the future.

We aim to support the students and be with them as they learn and flourish; to encourage and build on the unique strengths of each student's ability.



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Faith Christian Academy Contacts

Main Office Phone/Fax: (228) 215-1973

Fax: Attention: C. McKelvey

School Director/Principal: Caprice McKelvey

E-mail: c.mckelvey.fcadirector@gmail.com

Pastor/President of Board: Allen Medlock

E-mail: allen777@ymail.com

Pickup/Drop-off Information

- 6th- 12th can be dropped off no earlier than 7:30 am.
- K4 - 5th can be dropped off no earlier than 7:45 am.
- Early care available: 7:00 am drop-off. (See attached)
- Students not in the Chapel by 8:05 am will be considered tardy and require a tardy pass from the office.
- Pickup/Drop-off is at the side door.

Dismissal Schedule

- 6th- 12th Grade pickup at 3:30 pm.
- K4th - 5th Grade pickup at 3:00 pm.
- Aftercare is available until 5:30 pm. (See attached)

All non-students will be asked for a state ID for the security of our students and staff before admission into the school.

Picture ID is a MUST.



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Absence Procedures:

- Please let us know if your child is going to be absent.
 - You may do so by calling the office at (228) 215-1873
 - You may also do so by E-mail: c.mckelvey.fcadirector@gmail.com
- Any student absent consecutively for 3 or more days without prior consent from FCA Director, needs to have a doctor's excuse upon returning to school.
- Students must be in class for at least 60% of the days a class is offered to receive credit.
- Students will receive **make-up work upon next school day and will have 3 school days to complete all missed assignments**, unless other arrangements have been made by the school director and teacher.
- Upon school closure, we will follow the Jackson County school closures for weather or state of emergency procedures, but if Harrison County school district is closed, we will monitor for possible closure to keep all our students safe. FCA will send out a text for weather or state of emergency procedures.

Look at our FCA calendar for school events, flex schedules, and holidays. We will also send out a newsletter to update you on FCA news.

Social Media Pages:

Follow us on Facebook

<https://www.facebook.com/FaithChristianAcademyOS>

to stay in the loop on all school happenings!

Please like and comment on posts to increase our algorithm.