



**2019-2020**

**MCA APPLICATION PACKAGE**



# ENROLMENT GUIDE / CHECKLIST

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- 1. **Visit our Campus** for a tour and meet with MCA's Director of Enrolment.
- 2. **Complete and submit** the MCA Application Package.
- 3. **Submit** last year's report cards for all terms and any report card(s) received in the current school year for all children.
- 4. **Submit** a Confidential School Report/Questionnaire (to be completed by the student's homeroom teacher or principal and sent directly to MCA by mail, fax or email).
- 5. **Book** an admissions assessment appointment.  
**Note:** Admissions assessments are for students entering grades 2 through 8. The cost is \$120.00 USD and is payable at the time of your child's admissions assessment appointment.
- 6. **Submit** a signed copy of our *MBBC & MCA Statement of Faith – Basic Beliefs*.

**ALL DOCUMENTATION CAN BE SUBMITTED BY EMAIL, FAX, OR IN PERSON.**

We require a minimum of a one-week processing time from the day your enrolment documentation is submitted. Enrolment is subject to the availability of classroom space and at the sole discretion of Mississauga Christian Academy. A conditional acceptance email will be provided with additional instructions, once steps 1 through 5 have been completed.



# APPLICATION FORM

## Junior Kindergarten to Grade Eight

**(Please attach a copy of the student's birth certificate or passport with this form)**

Student's Name: \_\_\_\_\_  
(Surname) (Given Names)

Primary Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
(Street) (Unit) (City) (Province) (Postal Code) (Country-if outside of Canada)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female \_\_\_\_\_  
(Year) / (Month) / (Day) (Grade in which student is applying for)

CONTACT INFO	Father <small>(Full Name)</small>	Mother <small>(Full Name)</small>	Legal Guardian <small>(Full Name) -If Applicable</small>	Family Physician
NAME				
EMPLOYER				
WORK PHONE NUMBER <small>Ext.</small>	<small>Ext.</small>	<small>Ext.</small>		
CELL NUMBER				
PRIMARY EMAIL <small>(monitored daily)</small>				
BUSINESS EMAIL				

Legal Custody:  Father  Mother  Both  Other

*(Provide a copy of legal documentation if only one parent or a legal guardian has custody – e.g. birth certificate, court order, separation agreement, divorce decree, etc.)*

Please indicate below the address of the parent who does **NOT** have custody, if applicable.

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Unit) (City) (Province) (Postal Code) (Country – if outside of Canada)

**Communication:**

General Information (Newsletters, events, etc.):  Both  Mother Only  Father Only  Legal Guardian(s)  
 Accounting Information (Receipts/Statements):  Both  Mother Only  Father Only  Legal Guardian(s)

Has your child ever been expelled or suspended from school?  Yes  No

Name and address of <b>PREVIOUS SCHOOL ATTENDED:</b>	<b>Phone &amp; Fax Numbers</b> of previous school attended: Phone _____ Fax _____
<b>HOW DID YOU HEAR ABOUT OUR SCHOOL?</b> <input type="checkbox"/> Referral <input type="checkbox"/> MCA website <input type="checkbox"/> Other, please specify _____	<b>REASON FOR APPLYING AT OUR SCHOOL:</b> _____ _____



# EMERGENCY & MEDICAL INFORMATION

Please attach a copy of the student's immunization records with this form

Student's Name: \_\_\_\_\_  
(Surname) (Given Names)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Health Card #: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
(Year) / (Month) / (Day)

Responsible adults to whom this child may be released to in the event of an emergency **when parent(s)/legal guardian(s) cannot be reached:**

(1) Legal Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (Unit) (City) (Province) (Postal Code)

(2) Legal Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (Unit) (City) (Province) (Postal Code)

**Medical Allergies:**

Allergy:	Allergic Reaction:	Plan of Action:

**\*NOTE:** Any Allergies that can cause **ANAPHYLACTIC SHOCK** must be accompanied by **FORM B** (Allergy Alert Emergency Plan) along with your child's photo, EpiPen or Allerject and **FORM A** (Administration of Prescribed Medication) before your child can start!

**MEDICAL CONDITIONS**  None OR  As follows:

**Plan of Action:** \_\_\_\_\_

(All medication to be administered by staff must be accompanied by **FORM A** (Administration of Prescribed Medication). Doctor's notes are required for all medication except fever reducers (i.e. Tylenol). **ASTHMA** medication, must be accompanied by **FORM C** (Student Asthma Management Plan). **FORMS A, B, and C** will be provided by the main office, upon review of the application form.

**History of communicable diseases & date i.e. chicken pox, 2010**  No  Yes (give details) \_\_\_\_\_

**Food restrictions**  No  Yes (give details – restriction, reason, response) \_\_\_\_\_

**Additional responsible adults to whom child may be released - non-emergency (LEGAL NAMES PLEASE): optional**

I hereby verify that the information provided is accurate to the best of my knowledge. I understand that it is my responsibility to update Mississauga Christian Academy of any changes *in writing* as they occur.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Parent/Legal Guardian



# POLICIES

Please INITIAL each policy in each box.

- MISSION:** The Mississauga Christian Academy is a Christian School, and is a part of the total Christian education and service ministries to the community of the Meadowvale Bible Baptist Church, Mississauga, Ontario. Teachers and workers, as part of the total staff of the Church ministries, have various talents and abilities. This includes a combination of assets such as training, experience, genuine love for children, and a commitment to Christian values.
- MORAL VALUES:** The board and staff of Mississauga Christian Academy (*hereinafter called "MCA"*) believe that the Bible is the inerrant Word of God and that it provides the behavioural and moral standards for our lives. Therefore, based upon our understanding of Biblical principles, we will teach our students:
  1. that the promotion of hatred of any individual or group is completely unacceptable,
  2. that human life begins at conception,
  3. that premarital sexual activity either heterosexual or homosexual (including but not limited to intercourse) is wrong, and
  4. that marriage is an exclusively heterosexual institution.
- PRIVACY:** MCA respects an individual's right to privacy. Personal information collected will be used for internal purposes only, with the exception of the requirement to share information as required by the laws of the Region of Peel, the Province of Ontario and the Government of Canada. Personal information will not be sold, rented, or lent to any person or other organization for commercial purposes.
- SUSPENSION, TERMINATION OF SERVICES:** It is understood, by both parents and students, that attendance at the Mississauga Christian Academy is not a right but a privilege. The school retains the right to enforce withdrawal of a student at any time, who, in the opinion of the school, should no longer attend for behavioural or if the account is not up to date. The school also retains the right to enforce withdrawal of a student, at any time, if the parent(s)/legal guardian(s) becomes abusive to another parent, child or staff member. The school has a 'zero' tolerance policy when it comes to bullying and abusive behaviour. The school retains the right to suspend any student whose tuition fees are not paid by the next tuition due date or if any monies are owed.
- FEES:** Payment of the application fee is due with the application form. Payment is to be made with a current dated cheque, certified cheque or money order. In addition, a completed EFT/PAD form with a void cheque or bank PAD form will be used for tuition fee payments from July to June. **Please note: The application fee is not refundable.**
- FINANCIAL INTEGRITY:** I verify that my family does not have any outstanding balances at any other private school(s) and I give MCA permission to verify such information. MCA reserves the right to reject application based on adverse financial information received from a previous school. The application fee is not refundable under those circumstances.
- PENALTY CHARGES:** All NSF/returned payments are due immediately and subject to a \$40.00 penalty. Payment to cover such items must be cash, certified cheque, or money order. A 2% late charge per month will be applied to ALL accounts overdue by ten (10) working days. **An up to date account has a balance of zero.**
- WITHDRAWAL:** Should withdrawal become necessary during the school year, a one month written notice, received before the 1<sup>st</sup> of the withdrawn month, is required. (i.e. If Last Day is Dec 31<sup>st</sup>, notice must be received by the Nov 30<sup>th</sup>. If notice is received on Dec 1<sup>st</sup>, then the Last Day is considered to be Jan 31<sup>st</sup>.) tuition will be calculated based on the number of months the student has been enrolled. Enrolment time includes the one month period of notice. Therefore, a one month written notice must be received before the 1<sup>st</sup> of the expected month of withdrawal.
- YEARLY INCOME TAX RECEIPTS:** One (1) receipt per family will be issued for tuition fees paid in excess of the notional educational cost calculated annually plus one (1) receipt for child care fees paid in excess of \$25.00 annually per family. Receipts will be addressed to the parent(s) using the primary address on the application form. Any reprint requested will be made for a fee of \$40.00 per receipt per calendar year.
- REQUESTS FOR DOCUMENTATION:** An upfront \$40.00 fee will be charged for each request by a parent/legal guardian for additional information concerning fees paid, attendance records, and a child's academic history (except for OSR). The parent/legal guardian making such request must be on record with MCA as having legal custody of the child. For 3<sup>rd</sup> party requests, the upfront fee must be accompanied by an original letter (emails will not be accepted) from the 3<sup>rd</sup> party requesting the information in question. A letter will not be provided by MCA unless the 3<sup>rd</sup> party letter is given at the time of the upfront \$40.00 deposit. Upon receipt of the \$40.00 and the 3<sup>rd</sup> party letter, MCA will provide the requested information in letter form addressed to the parent/legal guardian within 15 business days.
- REFUND:** I understand that payments for July and August tuition fees will not be processed if cancellation of this application is received, in writing, before June 1<sup>st</sup>. **IF THIS APPLICATION IS CANCELLED AFTER JUNE 1ST, I UNDERSTAND THAT PAYMENTS MADE FOR JULY AND AUGUST WILL BE PROCESSED ARE NOT REFUNDABLE.**

I have carefully read the above policies and thus enrol my child with my full recognition and acceptance of such policies. I understand that upon signing, I accept sole responsibility for payment of all tuition fees and other fees associated with my child's education at the Mississauga Christian Academy. I also agree to pay all late/returned cheque/NSF charges in connection with my child's account.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian's Name

\_\_\_\_\_  
Signature of Parent/Legal Guardian



# CONSENT AND STATEMENT OF CO-OPERATION

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## AMBULANCE

I hereby give permission for an ambulance to be called in case of an emergency, understanding that I must meet the ambulance at the hospital in order for treatment to proceed.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Legal Guardian

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## AREA WALKS & FIELD TRIPS

I hereby give permission to have my child taken out of the school from time to time for reasons such as field trips in the walking vicinity, for walks through the Meadowvale community neighbourhood, and group times that may be conducive to themes or the education of the child. Any trip that requires a different mode of transportation will be made known to me by way of a special permission slip. This consent form is primarily for walks and visits in the immediate area.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Legal Guardian

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## PHOTOGRAPHY

- I hereby give permission to have my child's photo taken for educational, decorative or promotional purposes by Mississauga Christian Academy (*hereinafter called "MCA"*). This may include: *classrooms, year books, hallways, school events, the MCA website, the MCA Facebook Page, brochures/pamphlets, email blasts, other social media, etc...*
- I do not give permission to have my child's photo taken, except as required for his/her student records.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Legal Guardian

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## SWIMMING (Grade 1 to 5) AND SKATING (JK to Grade 8)

I hereby give consent for my child to leave the school property to attend skating and swimming classes as part of his/her physical education program. I understand that swimming and skating are compulsory unless medical documentation is submitted to the school.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Legal Guardian

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## STATEMENT OF CO-OPERATION

As a parent/legal guardian, I will fully co-operate with MCA by supporting the school's policies and endeavor to teach, model and maintain high Christian standards consistent with the school's mission and vision as determined by the board. By submitting this application form for an elementary grade, it is my desire to have my child attend MCA and I take full responsibility for payment of all related costs.

I further agree to uphold all safety policies of MCA including entering and exiting the building through the main entrance doors only. I understand the fire route is for emergency vehicles only and I will park my vehicle in the designated areas for parking when I drop off or pick up my child(ren). I understand my cooperation in these areas will allow MCA to keep costs in line by not having to hire additional staff to supervise exit doors and parking lot areas. I will also inform the office *in writing* of any changes to my address and any other information as it occurs.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Legal Guardian



# EFT-ELECTRONIC FUNDS TRANSFER/ PAD-PRE-AUTHORIZED DEBIT AGREEMENT FORM

## Authorization Agreement For Use with Tuition and Before and After School Care Fees

By completing this form, I/we authorize Mississauga Christian Academy (MCA)/Meadowvale Bible Baptist Church (MBBC) and the financial institution designated to debit the bank account specified below for all charges under my/our Tuition Agreement or with Mississauga Christian Academy. The amount of these variable charges will be debited to my/our bank account on or after \_\_\_\_\_ (Date of 1st EFT Payment).

I/we waive any and all requirements for pre-notification of debiting, including, without limitation, pre-notification of any changes in the amount of the EFT/PAD due to an adjustment of tuition rates and before and/or after school care fees.

Further, I agree not to hold MCA/MBBC responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement assumes enrolment until grade 8 graduation unless or until MCA/MBBC receives a written notice of cancellation from me or my financial institution. This notification must be received at least ten (10) days before the next debit is scheduled at the address provided.

I/we have certain recourse rights if any debit does not comply with this EFT/PAD agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this EFT/PAD agreement. To obtain more information on my/our rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

## Personal Information

Name (s): \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Student Name (s): \_\_\_\_\_

<b>Tuition Fee Amount - 12 month payment plan</b> (July to June)	<b>Frequency - monthly</b> (choose date)	1 <sup>st</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/>
<b>Tuition Fee Amount - 10 month payment plan</b> (July, September to May)	<b>Frequency - monthly</b> (choose date)	1 <sup>st</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/>
<b>Before/After School Care Fee Amount - 10 month</b> (September to June)	<b>Frequency - monthly</b> (choose date)	1 <sup>st</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/>

Type of Service: **Personal**

## Account Information

Please attach a Void Cheque or Completed PAD (Pre-authorized Debit) Form when you return this form.

## Signature

Authorized Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_





# FEE SCHEDULE

The following is the MCA Fee Schedule for the 2019-2020 academic school year.  
 The MCA school year calendar will be provided prior to the start of the school.  
 Hours of Instruction are 9:00 am to 3:30 pm.

TUITION FOR JUNIOR KINDERGARTEN TO GRADE 8 - \$12,540		
Option 1 – CDN Students	1 Payment Lump Sum	\$12,289
Option 2 – CDN Students	2 Payment Lump Sum	\$6,207 per payment
Option 3 – CDN Students	10 Month Payment Plan	\$1,254
Option 4 – CDN Students	12 Month Payment Plan	\$1,045
Sibling Discounts (Discount will be applied to the full tuition rate)	10% for the second sibling	15% for subsequent siblings
International Students	1 Payment Lump Sum	\$17,850

**Option 1** is accepted with a post-dated cheque, dated July 1<sup>st</sup>, 2019, or money order only and is due at the time of application. If this application is received after July 1<sup>st</sup>, 2019, then a current-dated cheque is due at the time of application.

**Option 2** is accepted with 2 post-dated cheques, dated July 1<sup>st</sup>, 2019 and December 1<sup>st</sup>, 2019, or money order only and are due at the time of application. If this application is received after July 1<sup>st</sup>, 2019, then a current-dated cheque is due at the time of application for the first payment, along with a second post-dated cheque, dated December 1<sup>st</sup>, 2019.

**Options 3 and 4** are accepted by EFT/PAD only. The EFT/PAD authorization form & void cheque or pre-authorized bank form are due at the time of application. Each payment covers a percentage of the total tuition for the year – not a period of time. **Payments made in July and August are non-refundable and are due on the day of application, if this application is received after July 1, 2019.**

Please make cheque(s) or money order(s) payable to MCA.  
 Please refer to our withdrawal policy for our guidelines on refunds.

OTHER FEES	
Application Fee:	\$275 per child   \$400 per family   \$100 per international student

BEFORE/AFTER CARE	TIMING	1 <sup>st</sup> Child	2 Children	3 + Children
Before School – Monthly	7:00 am to 8:30 am	\$111	\$194	\$250
After School – Monthly	4:00 pm to 6:00 pm	\$167	\$291	\$374
As Needed	7:00 am to 8:30 am 4:00 pm to 6:00 pm	\$3.50 per ½ hour Billed to the closest ½ hour		
After Hour Charges	Beginning at 6:01 pm	\$20.00, plus \$10.00 for every additional 15 minute period after 6:15 pm.		

**Uniforms** are mandatory during the school year and are available for purchase from McCarthy Uniforms, [www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca). Please see our uniform requirements page for our uniform policy.

**Hot Lunches, Pizza Day Lunches and Overnight Trips** are optional. Order forms for hot lunches and pizza days will be made available to you. Forms for overnight trips will be sent home by the teacher prior to the date of the event. Due dates will be outlined on these forms.