



**MCA APPLICATION PACKAGE
FOR DOMESTIC STUDENTS**



ENROLMENT GUIDE/CHECKLIST

- 1. **Meet** with MCA's Director of Enrolment in-person, by phone, or video call. (Campus tours will be scheduled with the Director of Enrolment).
- 2. **MCA for a Day!** Coordinate a date with the Director of Enrolment for your child to visit MCA for a full school.
- 3. **Complete and submit** the following:
 - A) MCA Application Package.
 - B) 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).
 - C) A signed copy of our *MBBC & MCA Statement of Faith – Basic Beliefs*.
 - D) Report cards for all terms of the last school year and any report card(s) received in the current school year for all children must be submitted.
- 4. **Book** an admissions assessment appointment with the Director of Enrolment. Please note the following:
 - Admissions assessments are for students entering grades 1 through 8. Students will be assessed on Math and Language skills at their current grade level.

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 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 4 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>		
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 PREVIOUS SCHOOL ATTENDED: _____ _____	Phone & Fax Numbers of previous school attended: Phone _____ Fax _____
HOW DID YOU HEAR ABOUT OUR SCHOOL? _____ Referral _____ MCA website _____ Google Family who referred you: _____ Other, please specify: _____	REASON FOR APPLYING AT OUR SCHOOL: _____ _____ _____



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

Parent/Legal Guardian's Name

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. MCA Teachers are committed to prepare and inspire students to be courageous leaders, as well as encourage them to be creative and compassionate global citizens who take action true to biblical values.
- STATEMENT OF CORE FAMILY PRINCIPLES:** All members of the board, administration and staff of Meadowvale Bible Baptist Church and Mississauga Christian Academy (*hereinafter called "MCA"*) believe that the Bible is the Word of God and without error in all its teachings. It provides the behavioural and moral standards for our lives and because of our understanding of Biblical principles in both the Old and New Testaments, our church and school will teach our students these Core Family Principles:
 1. That it is unacceptable for Christians to teach hatred against any group or individual. (Matthew 22:37-39; 1 Corinthians 13:4-7)
 2. That human life begins at conception and that an unborn child at any stage of development is fully human and should be treated as such. (Psalms 139:13-16; Jeremiah 1:5)
 3. That extramarital sexual intimacy, heterosexual, or homosexual, including but not limited to intercourse, is morally wrong. (Leviticus 18:20,22; 20:13; Exodus 20:14; Romans 1:24-27; 1 Corinthians 6:9,10; 1 Thessalonians 4:3)
 4. That marriage is an exclusively heterosexual institution. (Genesis 1:27; 2:24; Matthew 19:3-6)
- PRIVACY:** MCA respects an individual's right to privacy. Personal information collected will be used for internal purposes only, except for 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 at the time of application. Payment is to be made via current dated cheque, cash, debit, credit card or e-transfer at e-transfer@mcalearn.com. 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 the 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 completed by e-transfer at e-transfer@mcalearn.com. 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 1st of the withdrawn month, is required. (i.e. If Last Day is Dec 31st, notice must be received by the Nov 30th. If notice is received on Dec 1st, then the Last Day is considered to be Jan 31st.) 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 1st 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 childcare fees paid. 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 3rd party requests, the upfront fee must be accompanied by an original letter (emails will not be accepted) from the 3rd party requesting the information in question. A letter will not be provided by MCA unless the 3rd party letter is given at the time of the upfront \$40.00 deposit. Upon receipt of the \$40.00 and the 3rd 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 1st. **IF THIS APPLICATION IS CANCELLED AFTER JUNE 1ST, I UNDERSTAND THAT PAYMENTS MADE FOR JULY AND AUGUST WILL BE PROCESSED.** Monthly tuition payments for July and August are non-refundable. Lump sum tuition payments received in July and August will be credited based on a prorated calculation. The prorated calculation is the total tuition payment due for the year, divided by 10 months, multiplied by the number of months passed when the notice of withdrawal is received. (Note: If notice is received on August 1st, then the number of months passed equal to 2). For refunds after August 31st, please refer to the WITHDRAWAL policy.

I have carefully read the above policies and thus enrol my child with my full recognition and acceptance of such policies. I understand that in addition to the policies provided in this application package, a Parent/Student Handbook will be provided and will need to be signed. I acknowledge sole responsibility for payment of all tuition fees and other fees associated with my child's education at the Mississauga Christian Academy.

Date

Parent/Legal Guardian's Name

Signature of Parent/Legal Guardian



CONSENT AND STATEMENT OF CO-OPERATION

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

AREA WALKS, FIELD TRIPS & PROGRAM ACTIVITIES

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 compulsory and/or conducive to the education program of my 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 is primarily for walks, visits and programming in the immediate area. I understand that medical documentation is required to be submitted to the school, if my child is unable to participate in a compulsory activity.

Date

Signature of Parent/Legal Guardian

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

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. 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 read and review the *MCA Parent and Student Handbook*, which outlines all policies, guidelines and procedures associated with my child's education at Mississauga Christian Academy.

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.

Personal Information

Name (s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Student Name (s): _____

Tuition Fee Amount: 1 Lump sum payment plan (July)	Frequency - yearly (choose date)	1 st <input type="checkbox"/>	15 th <input type="checkbox"/>
Tuition Fee Amount: 2 Lump sum payments plan (July and/or December)	Frequency - yearly (choose date)	1 st <input type="checkbox"/>	15 th <input type="checkbox"/>
Tuition Fee Amount: 10-month payment plan – August to May (August to May)	Frequency - monthly (choose date)	1 st <input type="checkbox"/>	15 th <input type="checkbox"/>
Tuition Fee Amount: 11-month payment plan (August to June)	Frequency - monthly (choose date)	1 st <input type="checkbox"/>	15 th <input type="checkbox"/>
Tuition Fee Amount: 12-month payment plan (July to June)	Frequency - monthly (choose date)	1 st <input type="checkbox"/>	15 th <input type="checkbox"/>
Before/After School Care Fee Amount - 10 month (September to June)	Frequency - monthly (choose date)	1 st <input type="checkbox"/>	15 th <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 2023-2024 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 JK TO GRADE 8		1 Child	2 Children	3 Children	4+ Children
Base Tuition Rate	Full Year	\$16,062.20	\$30,518.18	\$34,918.18	\$38,768.18
Option 1 – CDN	1 Payment Lump Sum	\$15,741.96	\$29,907.82	\$34,219.82	\$37,992.82
Option 2 – CDN	2 Payment Lump Sum	\$7,950.79 per payment	\$15,106.50 per payment	\$17,284.50 per payment	\$19,190.25 per payment
Option 3 – CDN (August 2023 to May 2024)	10-Month Payment Plan	\$1,606.22	\$3,051.82	\$3,491.82	\$3,876.82
Option 4 – CDN (August 2023 to June 2024)	11-Month Payment Plan	\$1,460.20	\$2,774.38	\$3,174.38	\$3,524.38
Option 5 – CDN (July 2023 to June 2024)	12-Month Payment Plan	\$1,338.52	\$2,543.18	\$2,909.85	\$3,230.68

Option 1 is accepted by e-transfer, EFT/PAD or post-dated cheque. The e-transfer must be received by or the post-dated cheque must be dated for, **July 1st or July 15th, 2023**. EFT/PAD require a void cheque or bank PAD form and will be processed on **July 1st or July 15th, 2023**. If this application is received after July 1st, 2023, then the lump sum payment is due at the time of application.

Option 2 is accepted by e-transfer, EFT/PAD or post-dated cheques. The e-transfer must be received by or the post-dated cheque must be dated for, **July 1st or July 15th, 2023 and December 1st or December 15th, 2023**. EFT/PAD require a void cheque or bank PAD form and will be processed on July 1st or July 15th, 2023 and December 1st or December 15th, 2023. If this application is received after July 1st, 2023, then the first lump sum payment is due at the time of application. The second lump sum payment is to be received by e-transfer on or by post-dated cheque, dated December 1st or December 15th, 2023. EFT/PAD will also be processed on December 1st or December 15th, 2023.

Option 3, 4 and 5 will be processed by EFT/PAD ONLY. The MCA EFT/PAD authorization form & void cheque or PAD 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.

Please send e-transfers to: e-transfer@mcalearn.com.
 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:		\$500 per child		
BEFORE/AFTER CARE	TIMING	1 Child	2 Children	3 + Children
Before School – Monthly	7:00 am to 8:30 am	\$141.90	\$248.60	\$320.10
After School – Monthly	3:45 pm to 6:00 pm	\$214.50	\$372.90	\$482.90
As Needed	7:00 am to 8:30 am 3:45 pm to 6:00 pm	\$4.50 per ½ hour Billed to the closest ½ hour ensure		
After Hour Charges	Beginning at 6:01 pm	\$25.00, plus \$12.00 for every additional 15-minute period after 6:15 pm.		

Uniforms are mandatory during the school year and are available for purchase from InSchoolwear, www.inschoolwear.com. 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 and information for overnight trips will be sent home, in advance, by the teacher.