

# REGISTRATION PACKET

## 2022 - 2023



**MCMINNVILLE**  
CHRISTIAN ACADEMY

[www.IAMmca.org](http://www.IAMmca.org)

Phone: (503)472-6076 Email: [info@IAMmca.org](mailto:info@IAMmca.org)

# Application Notes

- Registration for the 2022-2023 school year is now open, with initial admission consideration provided to current families through May 1st, and new families admitted in order of their completed application submission date.
- Please complete all areas of the registration packet.
- All students will be enrolled on a first come first serve basis. Registration Fee must be paid in order to hold your child(ren's) spot.  
**NOTE: All preschool students must be potty-trained prior to entering school.**
- An assessment must be scheduled for new students.
- McMinnville Christian Academy reserves the right to refuse any applicant based upon its policies and procedures.
- McMinnville Christian Academy will not accept any student who has been expelled from another school.
- McMinnville Christian Academy reserves the right to deny admission to any student that is over one academic year behind, or who has learning difficulties which it is not prepared to handle.

**Office Use Only**

Date Submitted: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ AM/PM Registration Paid: \$\_\_\_\_\_ Cash \_\_\_\_\_ or Check #\_\_\_\_\_

Preschool: (circle)      Mon.    Tues.    Wed.    Thurs.    Fri.    M-F                      AM    or    PM

# Household Information

## Primary Household

### Parent or Guardian:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

### Parent or Guardian: (In same household)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

## Household Information

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_

# Secondary Household (if applicable)

## Parent or Guardian:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

## Parent or Guardian: (In same household)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

## Household Information

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_

# Student Information

## Student Information - Student 1

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student Goes by: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_

Student is a member of (check all that apply): \_\_\_\_\_ Household 1 \_\_\_\_\_ Household 2

## Student Information - Student 2

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student Goes by: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_

Student is a member of (check all that apply): \_\_\_\_\_ Household 1 \_\_\_\_\_ Household 2

## Student Information - Student 3

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student Goes by: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_

Student is a member of (check all that apply): \_\_\_\_\_ Household 1 \_\_\_\_\_ Household 2

## Student Information - Student 4

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student Goes by: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade to Enter: \_\_\_\_\_

Student is a member of (check all that apply): \_\_\_\_\_ Household 1 \_\_\_\_\_ Household 2

# Family Information & Signatures

## Family Status

With whom does the student primarily reside? \_\_\_\_\_

Who has custody of the student? \_\_\_\_\_

Is there a parent of the child who the court system has forbidden from picking-up the child from school or seeing the child at school? \_\_\_\_\_

If so, please list and include details: \_\_\_\_\_

\_\_\_\_\_

Are there unusual factors in the student's life such as absence of father or mother; grandparents or others living in home; serious accidents or illnesses; physical handicaps of which the school should be aware? If so, please describe on a separate sheet of paper.

## Religious Information

Please note that if mother and/or father are not Christian and/or do not attend church, don't feel that your children will not be accepted. We request these answers in order to understand each student's religious background.

Church that student attends: \_\_\_\_\_

Is the parent(s) or guardian(s) of the student members of this church? \_\_\_\_\_

Does your family have a devotional time and pray together? \_\_\_\_\_

Who is the most influential person of faith in your student's life? \_\_\_\_\_

Is the student a believer in Jesus Christ? \_\_\_\_\_

## Agreement

I agree that the information provided in this application is correct. I understand that any falsification of information may result in my child's dismissal from McMinnville Christian Academy. I also understand that McMinnville Christian Academy is a religious organization which is seeking to bring children to Christ from a Protestant perspective. I also agree to support all of McMinnville Christian Academy's policies and procedures, outlined in the Student Handbook and other governing documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Registration & Tuition Schedule

## Registration Fees: (due at registration)

The registration fee holds your child's place at MCA for the 2022-2023 school year. Payment of the fees implies your intent to attend. The administration makes staff decisions and purchases based on this fee, and the fee is non-refundable.

	<u>Regular</u>	<u>Early Registration (before May 1st)</u>
Preschool:	\$200.00	\$135.00
School Age:	\$400.00	\$330.00

## Yearly Tuition Rates: Kindergarten - 8th Grade\*

1st Child	\$6,300.00
2nd Child	\$6,090.00
3rd Child	\$5,880.00
Each Additional Child	\$5,775.00

## Yearly Tuition Rates: Preschool Recorded Program\*

AM Class 8:00 – 11:00	PM Class 12:00 – 3:00
5 Days a Week	\$5,040.00
4 Days a Week	\$4,200.00
3 Days a Week	\$3,402.00
2 Days a Week	\$2,604.00

## Tuition Payment Options

McMinnville Christian Academy offers two tuition payment options; a 10-month payment plan, and full year payment. Every family who elects to pay by a monthly payment plan must enroll with our tuition management company. Monthly payment plans will have a \$5/month tuition management fee (per family). Families who choose to pay in full do not need to enroll with the management company. Families paying in full by August 1st will receive a 2% discount. Unless paying in full, no student will be considered enrolled until a payment plan is established. Any payments made by credit card will incur a 3% processing fee to cover our costs as a non-profit 501c3.

\*Families who enroll after the start of the year will receive a prorated tuition amount.

## Financial Aid

McMinnville Christian Academy offers financial aid to families who are in need (Kindergarten through 8<sup>th</sup> grade). Families may apply for this assistance any time during the year. Financial aid is awarded as funds are available. Financial aid packets are available on our website or in the office of McMinnville Christian Academy.

*Note: financial aid is not available for preschool.*





# Registration & Tuition Agreement – Page 1

Parent or Guardian responsible for tuition:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Children to attend McMinnville Christian Academy:

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Monthly Tuition \_\_\_\_\_

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Monthly Tuition \_\_\_\_\_

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Monthly Tuition \_\_\_\_\_

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Monthly Tuition \_\_\_\_\_

Total Tuition \$ \_\_\_\_\_

## **Tuition Payment Options**

McMinnville Christian Academy offers two tuition payment options; a 10-month payment plan, and full year payment. Every family who elects to pay by a monthly payment plan must enroll with our tuition management company. Monthly payment plans will have a \$5/month tuition management fee (per family). Families who choose to pay in full do not need to enroll with the management company. Families paying in full by August 1st will receive a 2% discount. Unless paying in full, no student will be considered enrolled until a payment plan is established. Any payments made by credit card will incur a 3% processing fee to cover our costs as a non-profit 501c3.

\*Families who enroll after the start of the year will receive a prorated tuition amount.

## **Payment Plan Selection (Please Select One)**

\_\_\_\_\_ Pay in full by August 1<sup>st</sup>, receive a 2% discount.

\_\_\_\_\_ Monthly Payment Plan (Must be enrolled with the tuition management company before first day of attendance)

\*\$50 Tuition Management Fee must be paid before first tuition payment is due or the total will be divided and added to each month's tuition payment. This fee will not be prorated if enrolled after the start of the year.

**(MUST COMPLETE BOTH SIDES OF THIS TUITION AGREEMENT FORM)**

# Registration & Tuition Agreement – Page 2

## Non-Discrimination Policy

McMinnville Christian Academy does not discriminate on the basis of race, color, gender, and national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan program, and athletic and other school administered programs.

## Agreement

This agreement establishes a financial agreement between the parent(s) or guardian(s) listed and the McMinnville Christian Academy. The parent(s) or guardian(s) will be responsible to pay tuition and fees in full to McMinnville Christian Academy according to the Registration and Tuition Schedule and this agreement.

## Late Entry Tuition

If your student enters the school year after the first day of school, your total tuition will be prorated according to the first day in which your student enters class. McMinnville Christian Academy will calculate the tuition by calculating the percentage of days that your student will be enrolled. Then the school will apply the percentage to the total tuition for a full year student in order to establish your partial year student tuition.

## Withdrawal

We will honor withdrawals upon “life changing” events, such as loss of job, moving, death in the family, etc. Any tuition discount will be forfeited. If your student does not complete the entire year, your total tuition will be prorated according to the quarter in which the last day that your student is in class. According to the school calendar, if the last day is in:

- The first quarter you will be responsible for 25% of the yearly tuition.
- The second quarter you will be responsible for 50% of the yearly tuition.
- The third quarter you will be responsible for 75% of the yearly tuition.
- The fourth quarter you will be responsible for 100% of the yearly tuition.

## Past Due Accounts

Should parents fall more than 30 days behind in paying their bill, their student(s) will be withdrawn from MCA unless special arrangements have been made with the School Board. If parents have an unpaid bill at the end of the school year, their student(s) will be ineligible to attend MCA the next school year until the bill has been paid in full. Should parents withdraw their child from MCA during the year, they will be responsible for any balance remaining. MCA may use an outside agency to collect any funds when scheduled payments are not made.

## Arbitration of Disputes

For the purpose of resolving disputes, matters of disagreement, and adjudication of financial issues, the principles established in I Corinthians 6:1-8 and Matthew 18:15-17 shall be followed. Parents enter into this contract agreeing to use binding arbitration approved by the McMinnville Christian Academy School Board.

I have read and agree to abide by this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Preschool Preferences

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

We are a Preschool Recorded Program which means that we provide primarily educational care for preschool age children for less than 4 hours per day.

Note: Our birthday cutoff for enrolling a student is the first day of school. If your child was born later than September, please contact the school to determine what grade level is appropriate for your child.

**Additionally, preschool students must be potty-trained prior to the beginning of the school year.**

Preschool preferences will be filled according to the order in which people turn in all registration forms and pay registration fees.

Preschool Preference: If you have a child or children entering a preschool class, please indicate your preference on the number of days they will attend per week, which days those will be, and if they will be attending AM or PM classes.

AM Classes are from 8:00 am – 11:00 am

PM Classes are from 12:00 pm – 3:00 pm

How many days per week:     **2 Days**     **3 Days**     **4 Days**     **5 Days**

Desired days:

\_\_\_\_ **Monday**

\_\_\_\_ **Tuesday**

\_\_\_\_ **Wednesday**

\_\_\_\_ **Thursday**

\_\_\_\_ **Friday**

\_\_\_\_ AM Class    **OR**    \_\_\_\_ PM Class

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Request for Student Records

McMinnville Christian Academy  
325 NW Baker Creek Road  
McMinnville, OR 97128  
Phone - (503) 472-6076  
Fax - (503) 434-5543

Name of Releasing School: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby give permission for all of my student(s) listed below to be sent to:

McMinnville Christian Academy  
325 NW Baker Creek Road  
McMinnville, OR 97128

Student's Name (Last, First, Middle)	Grade Level

I have been notified of my right to receive a copy of my student's records, to review the records and to have a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates my student's rights or privacy, or other rights.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Personnel Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_



# Enrollment Checklist

**The following items must be completed in order for your student to be completely registered for school:**

- Paid Registration Fee
- Signed Registration and Tuition Agreement
- Completed Request for Student Records Form (if applicable)
- Tuition Payment Arrangement
- Completed Enrollment Authorization
- Preschool Preference Form (if applicable)
- Immunization Records **submitted to office (by Sept. 1<sup>st</sup>)**