



MCMINNVILLE
CHRISTIAN ACADEMY

REGISTRATION PACKET

2024 – 2025
School Year

www.IAMmca.org

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

Application Notes

- Registration for the 2024-2025 school year is now open. Please complete all areas of the registration packet.
- All students will be enrolled on a first come first serve basis. The *registration fee* must be paid in order to hold your child(ren's) spot.
- All preschool students must be potty-trained prior to entering school.
- 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: Amount ____ Cash ____ or Check # ____ Receipt # ____

Student name(s) _____

Grade(s) _____ Preschool: (circle) Mon. Tues. Wed. Thurs. Fri.

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: _____

Address: _____

City: _____ State: _____ Zip: _____

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: _____

Address: _____

City: _____ State: _____ Zip: _____

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; mobility challenges or behavioral challenges of which the school should be aware? If so, please describe on a separate sheet of paper.

Religious Information

MCA does not require parents/families to be Christian or attend church as part of the enrollment and acceptance process. We request these answers in order to understand each student's faith and religious background.

Name of student's church: _____

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

Does your family have a devotional time and pray together? If yes, please share: _____

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 Fee: (due at registration)

The registration fee holds your child's place at MCA for the 2024-2025 school year. Payment of the fee implies your intent to attend. The administration makes staff decisions and curriculum purchases based on this fee. The registration fee is non-refundable.

	<u>Regular</u>	<u>Early Registration (before May 1st, 2024)</u>
School Age:	\$400.00	\$360.00
Preschool:	\$200.00	\$160.00

Yearly Tuition Rates: Kindergarten - 8th Grade

	<u>Regular</u>	<u>Early Registration (before May 1st, 2024)</u>
1st Child	\$6,500	\$6,300
2nd Child	\$6,000	\$5,800
3rd Child	\$5,500	\$5,300
Each Additional Child	\$5,000	\$4,800

Yearly Tuition Rates: Preschool Recorded Program

AM Class 8:00 – 11:45am

5 Days a Week	\$5,000
4 Days a Week	\$4,200
3 Days a Week	\$3,400
2 Days a Week	\$2,600

Financial Aid/Tuition Assistance

We recognize the cost of private school tuition may be a barrier for families who wish to provide their children with Christ-centered education, especially if they wish to enroll more than one child. We would be happy to speak with you about any financial barriers to your child(ren) joining the MCA community. McMinnville Christian Academy offers reduced tuition (scholarship support) for families in need of tuition assistance. Families may apply for assistance any time during the year. Scholarships are awarded as the budget allows. MCA does not offer tuition assistance for preschool students. A financial aid packet can be picked up at the office of MCA or emailed upon request. Please review the terms of the financial aid packet for more details.

Paid in Full Discount

Families paying in full by the 1st day of school will receive a 3% discount. This discount does not apply to students receiving tuition assistance.

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



Registration & Tuition Agreement – Page 1

Parents or Guardians responsible for tuition:

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Children to attend McMinnville Christian Academy:

_____ Grade to Enter _____ Monthly Tuition _____ Reg. Fee _____

_____ Grade to Enter _____ Monthly Tuition _____ Reg. Fee _____

_____ Grade to Enter _____ Monthly Tuition _____ Reg. Fee _____

_____ Grade to Enter _____ Monthly Tuition _____ Reg. Fee _____

Total tuition & registration for 2024/25 school year \$ _____

Tuition Payment Options

McMinnville Christian Academy offers two tuition payment options; a 10-month payment plan or paid in full for the year. Families who choose the 10-month payment plan *must* enroll with our tuition management company. Monthly payment plans will have a one-time \$50 tuition management fee (per family). Families who choose to pay in full do not need to enroll with the management company.

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. *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 1st day of school, receive a 3% discount.

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

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, scholarships and other school administered programs.

Agreement

This agreement establishes a financial agreement between the parent(s) or guardian(s) listed and 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 tuition, their student(s) will be withdrawn from MCA unless special arrangements have been made with the administrator and 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 funds when tuition payments or payments/tuition amounts due at time of early withdrawal (noted above) are not paid.

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: _____

Name: _____

Signature: _____

Date: _____

Name: _____

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.

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.

Preschool classes are from 8:00 am – 11:45 am

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

Desired days:

____ **Monday**

____ **Tuesday**

____ **Wednesday**

____ **Thursday**

____ **Friday**

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____



MCMINNVILLE
CHRISTIAN ACADEMY

Request for Student Records

McMinnville Christian Academy
325 NW Baker Creek Road
McMinnville, OR 97128
Phone - (503) 472-6076
info@iammca.org

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: _____