



## ENROLLMENT PROCESS

### Step 1

- A. Read Handbook
- B. Bring the following to:  
Temple Christian Academy,  
12800 County Road 3570,  
Ada, OK 74820
  - a. Enrollment Form
  - b. Pastoral reference form
  - c. Standard of Conduct Form (12 years and up)
  - d. Record of Immunization Form (shots)
  - e. Birth Certificate
  - f. Completed application form

### Step 2

Schedule an appointment for both the student (12 years and up) and the parents to meet with the pastor and principal for an interview to determine if the student will be accepted. Call Temple Christian Academy at (580) 967 – 5888 to schedule an appointment.

### Step 3

If your child is accepted schedule an appointment for your child's diagnostic testing. This will determine his individualized plan of study. After testing is complete TCA will order the appropriate PACE's for your student. You will need to pay the registration/diagnostic test fee of \$50 at this time.

### Step 4

Pray and prepare for the upcoming school year.

## **Financial Policy**

It is essential to fully understand Temple Christian Academy's financial policies. If you are uncertain about any matter at all, please call the school immediately and do not hesitate on these matters. Everyone benefits when Christian school policies on collecting tuition are followed.

Tuition will be billed monthly over a 10 month period from August to May. Parents may also pay the full year's tuition up front if they desire. Tuition will be billed on the 1<sup>st</sup> of every month, and is due by the 15<sup>th</sup> of each month. If payment is not made by the 15<sup>th</sup>, a late fee of \$25 will be added on top of that month's tuition. If payment has still not been 7 days after the 21st, the student will be withdrawn from the school. There will also be a \$25 fee for any returned checks.

Payment may be made by check, cash, or online. There is a link on the church's website ([Adabaptist.com](http://Adabaptist.com)) where parents may pay their bill. Payments made to Temple Christian Academy are given in exchange for the service of academic instruction that is provided. As a result, tuition payments and fees are not tax deductible and all checks should be made payable to Temple Christian Academy.

### **Discounts**

Discounts are granted by approval of our Principal and Pastor. If you believe you qualify for one of the following discounts please reach out to Alec Radford. He will speak with our pastor on your behalf and see if you meet all the qualifications to receive the discount.

#### **Grace Discount**

The Grace Discount applies to any student which will not receive the benefits from the Parent's Choice Bill.

## **Tuition and Fees**

### **2025-2026 SCHOOL YEAR**

**Enrollment Fee (Non-Refundable):** \$50.00

**Tuition:** \$7500.00

### **Grace Discount**

The Grace Discount applies to any student which will not receive the benefits from the Parent's Choice Bill.

### **Tuition:**

Yearly Price \$ 3000.00

### **MONTHLY PAYMENT PLAN EXAMPLE FOR THE GRACE DISCOUNT:**

**(Payment plan is based on a 10 month school year from August to May)**

**Tuition** **\$ 300.00**

**Total \$ 300.00**

### **Additional Fees**

- Repeated Pace Fee \$5 (See academic policy)
- Late Pick Up Fee \$5 - \$15 (See arrival and dismissal policy)
- Property Damages Fee (To be assessed at time of incident)
- IOWA Standardized Testing \$45 - \$65

## **Application for Enrollment**

Students Name:

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_ Gender (Male or Female) \_\_\_\_\_

School in which currently enrolled \_\_\_\_\_

Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

How did you hear about our Academy? \_\_\_\_\_

Current grade or last grade completed \_\_\_\_\_ Has your child ever repeated a grade? \_\_\_\_\_ (NO) \_\_\_\_\_ (Yes) Which one or ones? \_\_\_\_\_

Has your child ever been expelled, suspended, or on probation? \_\_\_\_\_ (No) \_\_\_\_\_ (Yes) \_\_\_\_\_

If so, please explain

\_\_\_\_\_

What is your child's attitude toward school and teachers?

\_\_\_\_\_

What is his/her attitude toward correction/discipline?

\_\_\_\_\_

Does your child have any physical, emotional, or learning disabilities? \_\_\_\_\_ (No) \_\_\_\_\_ (Yes) If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Does your child take any regular prescribed medicine? \_\_\_\_\_ (No) \_\_\_\_\_ (Yes) If yes, please list

\_\_\_\_\_

### **Family Information**

Father's Name \_\_\_\_\_

Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_

Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Parents' Present Marital Status: Married \_\_\_\_\_ Separated \_\_\_\_\_ Remarried \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Other children still school age or younger:

Name \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the father received Christ as Savior? \_\_\_\_\_  
Has the mother received Christ as Savior? \_\_\_\_\_  
If yes, Please tell us your testimony (Parents Testimony)

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Has the Student received Christ as Savior? \_\_\_\_\_

Church presently attending \_\_\_\_\_

Address \_\_\_\_\_

Pastor \_\_\_\_\_ Phone \_\_\_\_\_

What is the parents' reason for selecting this school?

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#### **Photo Release**

**During the course of school activities, photographs and videos may be taken that would include your child's likeness. Occasionally, we may wish to include some of these pictures in promotional materials such as newsletter, school presentations, advertising materials, our Facebook page, etc. I understand that by signing this document, I also give consent to have my child included in these materials.**

\_\_\_\_\_  
(Parent Signature)

#### **Parent Statement**

- I appreciate the spiritual standards of the school and do not tolerate profanity, obscenity, bullying, dishonor to God or His Word, or disrespect of authority figures.
- **I agree that my family will faithfully attend a church that TCA considers of like faith.**
- I agree to support the high academic standards of this school and will encourage my child in the completion of any homework or assignments.
- I agree to support the high behavioral standards of this school and authorize the school to employ discipline, as it deems wise and expedient for the training of my child.
- I understand that my child will participate in academic and athletic activities both on and off school property, and I absolve Ada Baptist Temple and Temple Christian Academy of any liability to me or my child because of any injury incurred during these activities.

- I understand that attendance at this school is a privilege and not a right. I understand that the school reserves the right to dismiss any child whose attitude or actions are not in keeping with the spirit of the institution or whose parents and family fail to attend a church of like faith regularly and accept their responsibility to this educational ministry. TCA is a private school and reserves the right to dismiss any child if the staff deems it necessary for any reason.

- I give TCA permission to call my pastor at anytime and confirm your attendance and spirit towards church.

- **I have read the financial policy and understand that I must abide by it or my child(ren) will no longer be able to attend Temple Christian Academy.**

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Father's Signature	Date	Mother's Signature	Date
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Note: This application must be filled out completely before it can be processed. The registration fee, as stated on the Financial Information Form, must accompany this application and is not refundable.



## Pastoral Reference Form

### APPLICANT INFORMATION

First Names of Parents/Guardians \_\_\_\_\_  
Last Name of Parents/Guardians \_\_\_\_\_  
Child's Name \_\_\_\_\_

### PASTOR'S INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Church Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
E-mail \_\_\_\_\_ Church Website \_\_\_\_\_

**THIS FORM IS COMPLETELY CONFIDENTIAL BETWEEN THE PASTOR (YOU) AND THE SCHOOL ADMINISTRATION. IN ORDER TO MAINTAIN THE HIGH LEVEL OF CHRISTIAN CHARACTER THAT WE DESIRE IN OUR SCHOOL PLEASE BE COMPLETELY HONEST AND OPEN ABOUT ANY ISSUES YOU MAY FORSEE ABOUT THE STUDENT YOU ARE RECOMMENDING. THANK YOU**

### REFERENCE INFORMATION

How long have you known the Family? \_\_\_\_\_  
How well do you know the Family? \_\_\_\_ Slightly \_\_\_\_ Casually \_\_\_\_ Well \_\_\_\_ Very Well  
How long has this family attended your church? \_\_\_\_\_  
How would you describe the applicant's commitment and involvement in church:  
\_\_\_\_ Attends regularly, and is very involved with church activities. ( Rarely misses services/activities)  
\_\_\_\_ Attends regularly, but occasionally participates in church activities. (Misses 1-2 services/activities a month)  
\_\_\_\_ Irregular in attendance. (Misses 1-2 services/activities each week)  
\_\_\_\_ Unfaithful in attendance (Misses most of the services but will show up maybe 1 time a month)  
Are there any factors that we should be aware of that might hinder their enrollment at Temple Christian Academy?

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Would you recommend this applicant to be enrolled at Temple Christian Academy?

- \_\_\_\_ Highly recommend  
\_\_\_\_ Recommend  
\_\_\_\_ Recommended, but with reservations  
\_\_\_\_ Not recommended

PASTOR'S SIGNATURE

I hereby certify that all information herein is accurate and true to the best of my knowledge and authorize TCA to call me for more information if needed.

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

Once completed please return to: Temple Christian Academy, 12800 County Road 3570, Ada OK 74820



# Student's Standard of Conduct Form

(To be completed by the student each year, before registration, ONLY by students who will be age 12 years or older during the current school year)

Student's Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Present Grade \_\_\_\_\_

**In an attempt to have a school that glorifies the Lord, we thereby deem it necessary to require this form. I Corinthians 10:31**

The student's attitude, conversation and behavior reflect the character or the institution from which he derives his training, both home and school. We do believe if students would obey His Word, the Bible, then no other standard would be necessary.

However, we know that sinful nature of fallen man leads each of us to stray from the path that God has set before us. Therefore, we have established this standard of conduct to promote Godly living.

Do you attend church regularly and faithfully? \_\_\_\_\_ If so, where? \_\_\_\_\_

Are you a Christian? \_\_\_\_\_ If yes, please write on the back of this paper how and when you were saved.

Do you accept the Bible as God's Word and submit yourself to its principles as a final authority?

Do you sincerely pledge allegiance to the Christian and American flags and the Bible? \_\_\_\_\_

Have you ever smoked? \_\_\_\_\_ Drank alcoholic beverages? \_\_\_\_\_ Used drugs of any kind? \_\_\_\_\_

Have you ever committed self harm or attempted suicide? \_\_\_\_\_ Have you ever engaged in any sexual sin? (pornography, homosexuality, or any type of fornication) \_\_\_\_\_

If so, please explain

\_\_\_\_\_  
\_\_\_\_\_

Have you ever run away from home? \_\_\_\_\_ If so, please explain

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been in trouble with the law, arrested, etc.? \_\_\_\_\_ If yes, explain

\_\_\_\_\_  
\_\_\_\_\_

Do you want to attend this school? \_\_\_\_\_ Why?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

As a student of Temple Christian Academy, I pledge to uphold the school's standards against cheating, swearing, smoking, gambling, ungodly dancing, drinking alcoholic beverages, using or talking favorably about drugs, listening to ungodly music, watching ungodly videos or television, showing signs or talking favorably about homosexuality, fornication and using indecent language. \_\_\_\_\_ **(Student Initial)** I will act in a very orderly and respectful manner, and will maintain Christian standards in courtesy, kindness, morality, and honesty. \_\_\_\_\_ **(Student Initial)** I will strive to be of unquestionable character in dress conduct, and other regulations expected of each student enrolled in this Christian school while I am a student attending the school and will not give the impression to students, parents, or faculty that I am not in harmony with the goals, aims, and standards of this Christian school. \_\_\_\_\_ **(Student Initial)**. I will accept the leadership and authority of the principal, teachers, and other staff of TCA. **I have read the Parent-Student Handbook and will agree to keep all school rules and respect authority without being critical or looking for fault.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.