



ENROLLMENT PROCESS

Step 1

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

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.

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 1st of every month, and is due by the 15th of each month. If payment is not made by the 15th, 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 If payment has still not been 7 days after the 21st, the student will be withdrawn from the school.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) 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 Tax Credit.

Tuition and Fees

2026-2027 SCHOOL YEAR

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) _____
Email _____

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)

Has the Student received Christ as Savior? _____

Church presently attending _____

Address _____

Pastor _____ Phone _____

What is the parents' reason for selecting this school?

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.**

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.

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 single 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.

ACKNOWLEDGMENT OF SECURITY SURVEILLANCE AND VIDEO RETENTION POLICY

Temple Christian Academy is committed to maintaining a safe and secure environment for its students, staff, families, and visitors. To assist in maintaining campus safety, security cameras and other surveillance equipment may be used in and around school facilities, including common areas, hallways, entrances, exits, outdoor areas, and other appropriate locations. Cameras may record video and, where applicable, audio.

By signing below, I acknowledge and understand that my student may be recorded while on school property or while participating in school-sponsored activities in areas where security surveillance is in use.

Security recordings are maintained for safety, security, investigative, and administrative purposes. In accordance with the school's established retention procedures, routine surveillance footage is generally retained for **up to sixty (60) days** and may then be automatically overwritten or permanently deleted, unless the recording has been identified and preserved in connection with an incident, investigation, disciplinary matter, legal obligation, or other legitimate school purpose.

If a parent or legal guardian believes that surveillance footage may relate to a specific incident involving their student, the parent or legal guardian must submit a request to the school **within sixty (60) days of the date of the incident**. Requests should include, to the extent possible, the student's name, the date and approximate time of the incident, the location, and a brief description of the incident so that the school may reasonably attempt to locate and preserve any relevant footage.

I understand that:

1. **The school cannot guarantee that requested footage will be available** if it has already been overwritten, deleted, corrupted, was not captured, or cannot reasonably be located.
2. **A request for footage does not guarantee that a copy of the recording will be provided.** Depending on the circumstances, the school may review the footage internally or permit inspection or otherwise provide information regarding its contents, consistent with applicable law and school policy.
3. Certain surveillance recordings may contain images or personally identifiable information relating to other students. Any access to, inspection of, use of, or disclosure of such recordings will be handled in accordance with applicable privacy laws, including FERPA when applicable, and the school's policies.

4. Surveillance recordings may be retained beyond the normal sixty-day period when necessary for a school investigation, disciplinary proceeding, legal matter, safety concern, or other legitimate purpose.
5. The existence of security cameras and surveillance equipment does not guarantee that every incident will be recorded or that footage will be available for every location or time period.

By signing below, I acknowledge that I have read and understand the Temple Christian Academy Security Surveillance and Video Retention Policy. I understand that it is my responsibility to notify the school as soon as reasonably possible, and in no event later than sixty (60) days after an incident, if I believe surveillance footage relating to my student should be reviewed or preserved.

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Date: _____