

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 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 1st of every month, and is due by 3:30pm on the 15th of each month. If payment is not made by 3:30pm on 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 If payment has still not been 7 days after the 15th, the student will be withdrawn from the school.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 Bill.

Tuition and Fees

2024 - 2025 SCHOOL YEAR

Enrollment Fee (Non-Refundable):	\$100.00
Curriculum:	\$630.00
Tuition:	\$4950.00
Tech Fee:	\$200.00
Activities Fee:	\$270.00
Standardized Testing Fee:	\$100.00
Uniform Fee:	\$250.00

Fall Total: \$3300

Spring Total: \$3200

Grace Discount

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

Registration Fee (Non-Refundable):

Paid at time of application \$ 50.00

Curriculum:

If paid by June 1st (15% discount) \$ 300.00

If paid monthly on a 10 month plan \$ 35.00

Repeat-ed PACES (as needed) \$ 5.00

* Additional curriculum may be required depending on the students grades and needs.

Tuition:

Annually per student **K-12th grade** \$ 2500.00

If paid monthly on a 10 month plan \$ 250.00

Misc:

Paid monthly on a 10 month plan \$ 15.00

(This covers Insurance, Furniture, Materials, Computer, Internet. Ect..)

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

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

Curriculum \$ 35.00

Tuition \$ 250.00

Misc \$ 15.00

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
- Initial Diagnostic Testing \$25 (If student does not enroll)

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)

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, 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

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 yearly, before registration, 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? _____

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

Have you ever committed self harm or attempted suicide? _____

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?

Students are expected to abide by these standards of conduct throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with this school's ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

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 _____

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.
- ___ Attends regularly, but occasionally participates in church activities.
- ___ Irregular in attendance.

Are there any factors that we should be aware of that might hinder their enrollment at Temple Christian Academy?

- 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.
Signature _____ Date _____

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