

Burlington Christian Academy



2018-2019 Registration Package

Burlington Christian Academy
521 North Service Road
Burlington ON L7P 5C3

905-639-7364
www.onlyatbca.com
office@onlyatbccs.com



ADMISSION PROCEDURES CHECKLIST

To complete the application process, it is important that you carefully follow this checklist.

Registration will not be accepted and is not complete until all forms and payments are received. An incomplete registration package will not be accepted; it will be returned to you.

Checklist for families new to BCA:

- Interview with the Principal
- Copy of the most recent Report Card
- Copy of any assessments, IEPs, etc. as applicable
- Proof of birth, i.e., Birth Certificate (we will make copies)
- Child(ren)'s immunization record (we will make copies)

Forms to Submit:

- Parent Information
- Student Information
- Payment Form
- Parent Payment Agreement
- Photography Permission Form
- Parent & Student Policy Agreements
- Payor's PAD Agreement (if needed)

Payments to Submit to BCA:

- Payor's PAD Agreement for withdrawal from bank account for monthly payments **OR**
- One cheque dated May 1, 2018 for full payment option **OR**
- Posted-dated cheques for the semi-annual payment option (May 1, 2018 and November 1, 2018) **AND**
- Capital fee (one-time fee, non-refundable, eligible for donation receipt)

Office staff will check your registration package when you arrive to ensure all items have been received.

PARENT INFORMATION

Children live primarily with: both parents father mother other _____

Custody Agreement (copy required)

*if parents do not live together, list both parent's contact information so that both receive school related information, including report cards. *If a Custody Agreement is in place, a copy is required so that BCA can adhere to the Agreement. If no agreement is in place, BCA is not able to comply with parent requests.*

Child's Last Name:			
Address/City/Postal Code:			
	Father	Mother	Step-Parent/Guardian/Other - to contact for child(ren)
Last Name if different than above:			
Parent Names:			
Home phone:			
Cell:			
Work:			
Email address:			
Occupation:			
Employer:			

PLEASE NOTE that home address, email address and home phone number will be published in the BCA Family Directory unless you specifically indicate otherwise. If no home number, the mother's cell will be listed; if no mother's cell, the father's cell will be listed.

Church Information: I would like information about churches in the area Yes No

Church Name: _____

Church Address/City/Postal Code: _____

STUDENT INFORMATION

Student's Last Name:

First Name	Grade for 2018-19	Birth date (M/D/Y)	Health Card #	Please list any IEP, Assessment Testing, i.e., Psych Ed., Any identified learning concerns

Please attach copies of any documents regarding items you checked off above. Has any tutoring, inside or outside of school, been received? Please give details:

Emergency Contact Information

***At least 1 name and contact numbers MUST be given in case of emergency.*

As BCA does not have medical personnel on site, a child needs to be picked up right away when ill or for other medical situations. In the event of an illness or emergency, every attempt will be made to contact the child(ren)'s parent(s). This information will be photocopied and used in the extended care program and for school trips.

Primary Contact (other than parents)

Name: _____

Relationship to family: _____

Home #: _____ cell # _____

Second Contact (other than parents)

Name: _____

Relationship to family: _____

Home #: _____ cell # _____

STUDENT INFORMATION Continued

Medical Information

Doctor's Name: _____ Phone#: _____

Student Name	Allergy	Anaphylactic allergy <i>*if yes, please provide BCA with an epi-pen and have the student carry one as well.</i>

The only medications that will be administered by school personnel will be those which are accompanied by the *BCA Medication Administration Form* signed and dated by a parent or legal guardian. Prescribed medications are to be in a Pharmacy dispensation bottle. It is the responsibility of the parent(s)/guardian(s) to advise the school of any change in the above information.

In case of Emergency – parents please sign

I understand that in the case of an illness or emergency, every attempt will be made to contact me and the listed emergency contacts. If no one can be reached and responsible school personnel determine that immediate medical attention is warranted, I give permission for responsible school personnel to arrange for my child to be transported to a hospital for emergency medical or surgical treatment. I understand that any expenses incurred for such transportation/treatment is my responsibility.

Father/Guardian's Signature Date

Mother/Guardian's Signature Date

If transferring from another school:

Start date at BCA other than September 4, 2018: _____

Name of school: _____

School Principal: _____

Address/City/Postal Code: _____

Country (if outside Canada): _____

STUDENT INFORMATION Continued

Transportation Information:

Who will be picking up child(ren): Father Mother Other

Other people who have permission to pick up child(ren) – Name(s) and relationship:

Grandparent’s Contact Information:

We would like to contact your child(ren)’s Grandparents for special events, such as Grandparent’s Day. If you would like your parent(s) to receive such information, please complete below.

Last Name: _____

First Name(s): _____

Address/City/Postal Code: _____

Email: _____

Last Name: _____

First Name(s): _____

Address/City/Postal Code: _____

Email: _____

Extended Care Program:

Extended Care Fees - Flat Rate	1 child	2 children	3+ children
Morning session: 7:30-8:30 a.m.	\$5	\$10	\$15
Afternoon session: 3:45-6:00 p.m.	\$10	\$15	\$20

***PLEASE NOTE:** Families will be emailed monthly invoices and late fees will be applied.

Tuition Refunds

Should you request a refund of tuition at any time in the year; a calculation will be made to the end of the month following the month in which a student departs BCA. For example, if a student departs in November, tuition will be prorated to the end of December, and a refund will be provided for months after December. The exception is where an Income Tax Receipt has been issued for the amount paid (generally issued in March of each year), in which case no refund will be available for fees paid and represented on the Income Tax Receipt. Capital fees are non-refundable.

Income Tax Reporting

Income tax receipts for tuition will be provided to families every March. A portion of tuition paid may qualify for a charitable donation and child care expenses. The precise amounts will depend on the secular cost of education as determined by the province of Ontario. If you have any questions regarding your statement once you receive it, do not hesitate to contact our bookkeeper.

ANCILLARY FEES

Student Activity Fee

The student activity fee includes costs for class trips and school events. The fees cover the cost of busing, admission, and related costs for each activity.

PHOTOGRAPHY PERMISSION FORM

Do we have your permission to use your child(ren) for promotional imaging and media related activities to be used in, but not limited to, newspapers, website, videos, and consumer displays/shows?

**student’s full name might be required*

Yes No

Do we have your permission to use your child(ren)’s photo in internal products such as the weekly Principal’s Corner, the BCA Newsletter, Yearbook and internal slideshows.

**student’s full name would not appear with their photo*

Yes No

_____	_____	_____	_____
Father/Guardian’s Signature	Date	Mother/Guardian’s Signature	Date

FINANCIAL ASSISTANCE

For those families applying for financial assistance at Burlington Christian Academy, we will once again utilize the online service of ISM’s Financial Aid for School Tuition (FAST) to process applications for temporary financial assistance. FAST will be the standard submission format for all applications and no financial assistance will be awarded without a completed FAST application. Applications for temporary tuition assistance through FAST for the 2018-19 school year will be open **March 1 2018**.

Already used by thousands of schools like ours, FAST provides a need-based financial aid analysis service, which includes a recommendation of what a family should reasonably contribute toward tuition. All information you provide to FAST is kept confidential. The Finance Committee who makes awards based on next year's budget reviews the FAST recommendations. If you applied last year, we need to remind you that you must reapply each year.

For your application with FAST, you must provide tax information as part of your application. We prefer last year's tax documentation, but FAST will accept the tax documentation from the year before as an alternative. You will receive your response letter by email within 5-8 business days after the submission of your tax documentation. It is up to you to submit your application with FAST early enough to allow enough time for FAST to process your application, and for you to make a decision and complete the Registration Package properly before the school's registration submission deadline.

We believe that this process will serve our School community fairly and well. We encourage you to work with FAST to ensure they have a complete view of your financial situation; there are opportunities to express your unique circumstance and we encourage you to be concise, thorough, and clear.

To start the process, please do the following:

- Go to the School's website at www.onlyatbca.com
- Click into Admissions section and choose the "Tuition and Fees" page.
- Click on the "FAST" Logo.
- Click 'Start Application' to begin.

The application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application and go back to it at another time. FAST has a 24/7/365 helpline available should you have any questions, which can be reached by calling 1-877-326-FAST (3278). Please do not call the school with questions.

The charge for the application is **\$41.00 USD** and to be paid by credit card (Visa, MasterCard or American Express) after all sections have been completed. After completing the online application, you will be required to scan or mail your tax documents (Federal taxes including all schedules and T4's to FAST for verification purposes. If you are able to download and install their scanning software, you can submit your scans online. Otherwise, you will mail your copies to: Independent School Management, Attn: FAST Processing Center
1316 N. Union Street Wilmington, DE 19806

PARENT AND STUDENT POLICY AGREEMENTS

*The policies referred to are found in pages following

1. Parent Code of Conduct

I have read the policies referred to and I agree to abide by the following school policies/guidelines which are detailed in the Parent Handbook. I also understand that our child(ren) may be assigned a school login, password and/or email account and that they will be held accountable for using these in a manner appropriate for a Burlington Christian Academy student.

Father/Guardian's Signature Date Mother/Guardian's Signature Date

2. Student Code of Conduct **Please note: ALL students, JK-8, must sign this Policy*
I/We have reviewed the Student Code of Conduct with my child(ren) and he/she/they agree to abide by it.

Father/Guardian's Signature Date Mother/Guardian's Signature Date

Student Signature Date Student Signature Date

Student Signature Date Student Signature Date

3. BCA Statement of Faith

I have read Burlington Christian Academy's Statement of Faith, and consent to my child(ren) being taught using materials based on these statements.

Father/Guardian's Signature Date Mother/Guardian's Signature Date

4. Parent AND Student Agreement to Internet Acceptable Use Policy **Please note ALL students, JK-8, must sign this Policy*

Student: As a school user of the Internet, I have read the Internet Acceptable Use policy and agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Parent: As the parent of the pupil signing above, I have read the Internet Acceptable Use policy and I grant permission for my son or daughter to use the Internet within school. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept a shared responsibility with the school for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Father/Guardian's Signature Date Mother/Guardian's Signature Date

Student Signature Date Student Signature Date

Student Signature Date Student Signature Date

BCA's STATEMENT OF FAITH

- We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*II Timothy 3:15; II Peter 1:21*).
- We believe that there is one God, eternally existent in three persons – Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
- We believe in the deity of Christ (*John 10:33*), His virgin birth (*Matthew 1:23; Luke 1:35*), His sinless life (*Hebrews 4:15; 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*), His resurrection (*John 11:25; I Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
- We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, and that persons are justified by grace through faith alone in the atoning blood of Christ (*John 3:16-21; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*).
- We believe in the resurrection of the saved unto eternal life, and of the lost unto judgment (*John 5:28-29*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

PARENT CODE OF CONDUCT

I have read the policies referred to and I agree to abide by the following school policies/guidelines which are detailed in the Parent Handbook. I also understand that our child(ren) may be assigned a school login, password and/or email account and that they will be held accountable for using these in a manner appropriate for a Burlington Christian Academy student.

- I agree to have our child(ren)'s Ontario School Record (OSR) transferred to BCA.
- I agree to allow our child(ren) to participate in any school activities/class or sporting trips at or away from school. We will not hold the school responsible for any accidents, illness or injuries of any nature.
- I will strive to build up the school in my discussions and interactions with persons in the school community.
- If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved and will bring the matter to the attention of the school Principal.
- I will show an active interest in my child's school work and progress.
- I will help my child be neat, appropriately dressed and prepared for school.
- I will ensure that my child attends school regularly and on time.
- I will promptly report to the school my child's absence or late arrival.
- I will assist school staff in dealing with disciplinary issues.
- I agree to support the Administration in any disciplinary action necessary for our children.

- I accept the school reserves the right, at the discretion of the administrator(s), to remove a student from the school whose parents continually fail to support the administrator(s), teachers, and staff.
- My child(ren) will make restitution for any damage they cause to property.
- I will fulfill all of my financial obligations to the school on or before the dates due.

STUDENT CODE OF CONDUCT

- I will be respectful, cooperative and polite to all students at BCA and obey all adults in a position of authority at BCA.
- I will respect school property and the property of others at all times.
- I will comply with the school Uniform Policy
- I will come to school prepared, on time and ready to learn.
- I will refrain from bringing anything to school that may compromise the safety of others.
- I will follow the established rules and take responsibility for my own actions.
- I will remain on school property at all times unless arrangements have been made through the office.
- I will not bring to school, or use any illegal substances, weapons (including knives), alcohol, tobacco products, firecrackers, lighters, or matches while I am at school or on any school trip.
- I will not lie, make obscene gestures, curse, use foul language, or use the name of God inappropriately while I am at school or on any school trip.
- I will refrain from fighting, rough play, and any other inappropriate physical contact while I am at school or on any school trip.
- I understand that the school reserves the right to suspend or expel any student who fails to abide by the Student Code of Conduct.

INTERNET ACCEPTABLE USE POLICY

It is the goal of Burlington Christian Academy to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. Through the Internet, students can access data from colleges and universities, scientific research facilities, government resources and many other informative sites throughout the world. While there is an enormous amount of useful and valuable information available, access brings with it the potential for misuse and abuse due to the global nature of the Internet and the lack of effective control over its content.

Our Technical Team at BCA has made every reasonable effort to ensure the Internet is used responsibly by setting up parental controls and safety nets. BCA will take every reasonable step to control access to inappropriate material. We expect all students to use the Internet in an appropriate and responsible manner for educational purposes only. Access to the Internet is a privilege offered to the students at the discretion of the administrators, teachers and staff at BCA. While at school, students may only log on using the school's Internet account, and may not use personal or home accounts.

BCA's account is to be used for educational purposes only, including research for school projects and intellectual inquiry. Students are not to transmit, receive, submit, publish or otherwise access

information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, sexually oriented, or illegal. Game playing is prohibited. Hacking [any attempt to gain prohibited access to or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses] will not be tolerated. Students are expected to conform to accepted social behavior in their use of the Internet ("netiquette"). Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students must immediately notify a teacher if a security problem is discovered. Inappropriate behavior on the part of any student while using BCA's Internet account will result in the loss of Internet access privileges. Additional disciplinary action may be added and under appropriate circumstances, law enforcement officials may be notified.

BCA reserves the right to log network use, monitor files and file space, thus students should not expect their use to remain private. BCA reserves the right to modify these guidelines at any time.

At BCA we are going to offer students supervised access to the Internet. As part of our policy to allow use of the Internet, all students must now obtain parental permission. Both they and you must sign the appropriate form as evidence of your approval and their acceptance of the school rules on this matter.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

ADDITIONAL PROGRAM INFORMATION

Jr Signature Programs Grades 2-5

For students in Grades 2-5, signature programming is incorporated into our curriculum. Doing so advances the connections your child makes to the curriculum standards through a three-pronged approach of advanced instruction in the areas of active living, expression through the arts, and experiential education. The Ontario ministry requirements are used as a launching pad to deliver these exceptional programs.

This innovative program will occur in 12-week cycles for 2 periods each week and will be comprised of mixed grade groups. Throughout the year, students will have the opportunity to learn from passionate instructors in their field of expertise as it relates to the following curriculum subjects: physical education and healthy living, the arts, and social studies, science, language arts, and mathematics. Please note that the cost of this program is already included in your annual tuition fee and that registration to a specific program is not required as the rotations will allow students in Grades 2-5 to experience all three components in a given year. Below is a more detailed overview of each subject area.

Physical Education and Healthy Living

When students are participating in Athletics and Healthy Living, they will develop the strategies and techniques needed to live a balanced, healthy lifestyle. Students will learn about muscle groups, how they act and react, and how to train them properly within the context of sport. They will also experience the nutritional and educational benefits to exercise and energy recovery which will lead to boosted mental capacity throughout the rest of their school day. The latest research shows that for your brain to function at its peak, your body needs to move.

Dramatic Arts

Drama is integral to child development. It builds confidence, develops concentration ability, improves language and communication skills, encourages children to co-operate, increases emotional intelligence, assists physical development, fosters creative problem solving, and nurtures friendships. This program will not only ensure your child is receiving a high-quality education in the Arts, but it will also help them to make more meaningful connections to the world around them. Drama education expands upon BCA's philosophy of holistic development and education for child.

Sr Signature Programs Grades 6-8

At Burlington Christian Academy, students in Grade 6-8 experience our unique sports, music and theatre arts and STEAM (Science, Technology, Engineering, Arts and Math) programs. These programs are targeted to adolescent interests and follow the Ontario Ministry of Education Guidelines. The programs are called ALPA (Advanced Level Programming for Athletics), Curtain Call (music and theatre arts) and EdVenture (STEAM). These engaging programs give students an opportunity to learn outside the traditional classroom and are a highlight of the Grade 6-8 years at BCA. An information package is available at the Front Office.

Special Education Programs

Educational Therapy

This individualized program allows each student to learn at his/her own pace yet be challenged to develop core academic skills and higher order thinking skills. The therapy sessions are full of activities that stimulate and activate the executive functions of the brain. National Institute for Learning Development (NILD) Educational Therapy® treats the underlying causes of learning difficulties rather than simply treating the symptoms. The goal of NILD Educational Therapy® is to help students develop the tools of independent learning in the classroom which then transcends into all areas of their lives.

Students are taught by an Educational Therapist, who is trained specifically in NILD methodology. Additional benefits to having educational therapy at BCA include having it as part of the school day and a cooperative relationship between classroom teacher and therapist.

Cost: \$7,000.00 supplement to base tuition cost.

Search & Teach

Search & Teach is an enrichment program for children from kindergarten through grade two. This program is two-fold: it helps identify potential learning difficulties and then sets up an

intervention program to address those issues. Through *Search and Teach*, children gain confidence and experience learning success, opening the door to a bright future!

SEARCH is a test which helps identify possible learning difficulties and weaknesses in neuropsychological skills basic to reading and language arts programs.

TEACH is a program based on the results of the Search test. It uses instructional methods, including fifty-five task cards, to help a child to develop academic skills and experience success in reading and language arts programs. The tasks are grouped in five clusters which include: visual, visual-motor, auditory, body-image, and intermodal skills. This intervention can include groups of children or individual sessions meeting three to four times a week.

Cost: \$3,500.00 supplement to base tuition cost.

School of the Arts (SOTA)

Welcome to the world of music lessons at Burlington Christian Academy! SOTA at Burlington Christian Academy provides a limited number of private half hour music lessons, all of which take place during the school day. Our SOTA Director works with your child's classroom teacher to determine the best time for their lesson, based on academic needs and student/family wishes.

There is a variety of instrument lessons available, including vocal, piano, violin, drums, electric guitar, bass guitar, flute, saxophone, clarinet and theory. Lesson teachers are enthusiastic, experienced professionals who are dedicated to encouraging the musical God-given gifts in your child. Students have the opportunity to play in chapels, for class presentations, and participate in Royal Conservatory exams if desired. All students participate in our grand recital at the end of the year. Our students have successfully auditioned for community bands such as the Hamilton Rising Stars Jazz Band and Burlington Teen Tour Band.