



# PARENT'S HANDBOOK



## **Burlington Christian Academy**

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# INTRODUCTION

## Principal's Welcome

Dear Parents,

It is my pleasure to welcome you to Burlington Christian Academy. It is my goal to instill a deep desire among staff and students to be a community of love, joy and superb instruction.

We consider it an honour and a privilege to have parents entrust their children to our care and development. As we work together, we are confident that your child will thrive and flourish.

May our prayers and God's wisdom help to deliver our hopes and dreams.

*Heather Crossing* - Principal

## Mission Statement

That all BCA students may know Jesus Christ and share their faith, living it out daily as they become successful learners.

## *Statement of Commitments*

To promote its mission, Burlington Christian Academy pledges the following:

1. To employ qualified dedicated staff who have a genuine commitment to Jesus Christ and who model a Christ-like behaviour.
2. To enable students to internalize a Biblical worldview and to create opportunities for them to serve and act upon their faith in the local and global community.
3. To encourage parents, in partnership with the school, to be involved in, and responsible for, their child's education.
4. To utilize and refine teaching and learning strategies that challenge all students to achieve their individual potential.
5. To utilize excellent educational curricula, technology, and materials to maximize student learning.
6. To promote high levels of achievement in literacy and numeracy.
7. To demonstrate respect for the dignity and rights of each individual where acceptance and caring are actively fostered.
8. To ensure a safe, clean, and orderly school environment.
9. To provide opportunities beyond the classroom for students to participate and excel in the arts, athletics, and other areas of interest.
10. To encourage and support the education and professional growth of faculty.



## ***Statement of Faith***

The school began in 1975 with three teachers and 12 students at Park Avenue Church in the Aldershot community of Burlington. Founder Mary Sift, wife of Pastor Sift of Park Avenue Church, envisioned a school rooted in biblical thought, and since then school policies, classroom instruction, the education of thousands of students have been guided by this 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 – the 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 Affirmations***

Children thrive when school staff and parents work together on the basis of similar values. In addition to being familiar with the policies and procedures outlined in this Parent Handbook, parents of children enrolled at our school are expected to share in the following supportive statements:

- It is my expectation and privilege that my child(ren) will participate in all class activities, excursions and events organized by school staff.



- I will speak well of all BCA students, parents and staff in my discussions and interactions with persons in the school community and beyond.
- Should I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons directly involved. If necessary, I will bring the matter to the attention of the school Principal.
- It is my goal to be actively interested in my child's school work and be pleased to provide active support when requested.
- It is my goal that my child(ren) will be well groomed, appropriately attired and be sufficiently rested for each school day.
- It is my goal that my child(ren) attends school regularly and arrives on time for each school day. I will promptly report to the school my child's absence or late arrival.
- As requested, and if necessary, I will be supportive of school staff in dealing with disciplinary issues.
- I accept that the school has the authority to end my child's enrollment if the administration determines that continued schooling at BCA is not in the best interests of the school, the student or both.
- I will make restitution if my child(ren) were to cause willful damage to school property or property that belongs to other students.
- I will fulfill all of my financial obligations to the school on or before the due dates.

### ***Student Expectations***

As followers of Jesus, we strive for student to be respectful in all circumstances. It our goal that every student, from Junior Kindergarten to Grade 8, feel safe and secure. We trust that this list of promises will provide physical safety, academic safety, psychological safety and spiritual safety for every student throughout the school day.

- I will be respectful, cooperative and polite to all my fellow students.
- I will respect and obey all adults in a position of authority at BCA.
- I will respect school property and the property of others.
- 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 permitted by school staff.
- I will not bring to school any illegal substances, weapons, knives, drugs, alcohol, tobacco products, e-cigarettes, vaporizers, firecrackers, lighters, or matches.
- I will not lie, make obscene gestures, curse, use foul language, or use the name of God inappropriately.
- 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 has the authority to suspend or expel any student who fails to abide by these promise statements.



# SCHOOL PROCEDURES

## Daily Schedule

7:30	Extended Care Program begins
8:45	Entry for all students
8:50	Instruction time begins for all students
10:20	First recess – All students
10:35	Instruction commences
12:00	Lunch break
12:15	Outdoor recess begins
12:50	Instruction begins
2:00	Last recess – JK-Grade 5
2:15	Instruction begins – JK-Grade 5
3:30	Dismissal
3:45	Extended Care Program begins
6:00	Extended Care Program ends

## Attendance, Absences, and Lateness

Regular school attendance and punctuality are important for superb learning. We consider timeliness to school for students to be as important as timeliness to work for parents. Life and work patterns are established during the elementary school years.

Communication between home and school is important when absences occur. Please call or email the school office before 8:30 a.m. if your child will be absent or late. Voicemail can be left 24 hours a day.

Late students are expected to report to the office before going to class to have their attendance recorded. As required by law, all lateness will be recorded on your child's attendance record.

## Transportation: Safety on Arrival and Departure from School

The drop off and pick up zone is the area of the parking lot marked with large pylons. Please use this zone for dropping off and pick up only (drive through). Should you need to come into the school, please park your vehicle. The pylons mark the playground area in use for students and vehicles are not permitted to park in this area.



## Leaving Early

Parents are expected to report to the office when picking up students early from school. Office staff will contact the teacher and have the student sent down to the office. Parents are asked to wait at the office so as not to interrupt the class.

## Safe Departure

Please send authorization in writing if anyone other than the parent or legal guardian is going to pick up your child from school.

## Field Trips and Excursions

Field trips are arranged to enhance the curriculum and are part of the school program. Advanced notice of a trip will be sent home prior to the excursion date. Students are expected to follow the same code of conduct on trips as they do at school. There is an activity fee for students in JK-Grade 5 to cover the annual cost of field trips and related activities.

## Extended Care Program

We are pleased to offer families an extended care program where children are lovingly cared for. Extended Care hours are 7:30 a.m. – 8:30 a.m. and 3:45 p.m. – 6:00 p.m. The student is considered included as part of the Extended Care program when they are dropped off before 8:30 a.m. or picked up after 3:45 p.m. There are two pre-paid options for the Extended Care Program beginning in September 2019. Pre-payment can be made any time at the front office. The options per child are to opt in to the program and be invoiced, or purchase pre-paid 20-use Vouchers from the office. In an emergency, parents may feel confident to use our Before School and After School programs at no cost (it is presumed that ``emergencies`` would occur no more than three times per year and as always, your respect and honour of this system is always appreciated.)

# Communication and Involvement

## Communication with Families

Families receive a weekly newsletter via email called *Principal's Corner* where they can read about what's going on at the school, as well as be notified of upcoming events.

Teachers use Google Classroom as a platform to provide parents and students with up-to-date information about the classroom, including assignment requirements, deadlines, classroom news, and upcoming events. Google Classroom can also be utilized as a communication tool for students and teachers to connect regarding curriculum content or project guidelines as well as a vehicle for students to submit assignments electronically.



Each student is assigned a school email address that can be accessed by logging in through Gmail. Parents are able to request access to this account and can receive notifications when new information is posted, either through their own email address or by downloading the Google Classroom App.

## School Website and Social Media

You are a Difference Maker! Our social media presence reinforces the community presence that makes our school special by allowing our families to actively engage with each other at home while simultaneously spreading the word about BCA to the local community. Together we are a bright light to others as they learn about the work God is doing both in and through our school.

There are many ways that your involvement helps our content to circulate. Like or comment on a post, tag us in your own pictures, use our hashtags, share a post that we have created on your own accounts, and contribute to our page by submitting your own posts or writing a review. Your support is valued.

But it is not just about telling others about how wonderful our school is - we also use the accounts to communicate with our school community about upcoming events, news, classroom announcements, and school closures. Most importantly, these accounts are used to showcase pictures of your children hard at work throughout the day.

### ***BCA Social Media Accounts***

Our social media platforms and hash tags are:

Facebook: [www.facebook.com/burlingtonchristianacademy](http://www.facebook.com/burlingtonchristianacademy)

Instagram: [www.instagram.com/burlingtonchristianacademy](http://www.instagram.com/burlingtonchristianacademy)

Twitter: [www.twitter.com/bca1975](http://www.twitter.com/bca1975)

Hashtags: #onlyatbca #bca #burlingtonchristianacademy #bcaschool

If you happen to take any pictures of school events throughout the year, please share them on one of our social media accounts or email to: [pictures@bcaschool.ca](mailto:pictures@bcaschool.ca)

## Volunteering

Parents and family members are encouraged to help in the classrooms, participate on committees, as well as assist with extracurricular activities. You may also be asked to assist with driving on class trips.

Volunteers will follow the conditions that relate to security and confidentiality of personal information consistent with the *Freedom of Information and Protection of Privacy Act*. Information gained regarding BCA students is to remain confidential. It is understood that all



volunteers will work under the direction of a staff member. ***It is mandatory that those wishing to volunteer provide a criminal background check, including vulnerable sector screening.***

## Academic and Special Programs

The following Ministry guidelines are in use at BCA. When planning student expectations, assessing and evaluating students, teachers will use these documents:

- Growing Success
- The Ontario Curriculum
- Kindergarten Program
- Language
- French
- Mathematics
- Science and Technology
- The Arts
- Social Studies Grades 1-6
- History and Geography Grades 7-8
- Health and Physical Education

The expectations identified for each grade describe the knowledge and skills that students are expected to develop as the classroom learning progresses and demonstrate in their class work, tests and other activities for which their achievement is assessed. Teachers use their professional judgement to decide which instructional practice will best foster the expected learning. The complete curriculum is available at the Ministry of Education and Training's website at [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

## Junior Signature Program

For students in Grades 3-5, signature programming is incorporated into our curriculum. Doing so advances the connections your child makes to the curriculum standards through a threepronged 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 two periods each week and will be comprised of mixed grade groups. Throughout the year, students will have the opportunity to learn from skilled instructors in their field of expertise as it relates to physical education, healthy living, the arts, and social studies, science, language arts, and mathematics. The cost of this program is already included in your annual tuition fee and registration to a specific program is not required as the rotations allow Grades 3-5 students to experience all three components in a given year.

### ***Physical Education and Healthy Living***

In Athletics and Healthy Living, students will develop strategies and techniques needed to live a balanced, healthy lifestyle. Students will learn about muscle groups, how they act, 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 brains to function at their peak, bodies need to move.

### ***Dramatic Arts***

Drama is integral to child development. It builds confidence, develops concentration, improves language skills 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 for every student.

### ***Curriculum Enhancement Through Experiential Learning***

Our goal is to transform wonder into knowledge through a collaborative approach to curriculum-based projects. This program incorporates science, technology, social studies, math, language arts and media literacy. We seek to foster a love of learning by bringing it to life through experimentation and by challenging students to think outside the box.

## **Senior Signature Program**

Since 2008, BCA has been pleased to offer our renowned Signature Programs to our Grade 6-8 students.

The Ontario ministry requirements are used as a launching pad to deliver these exceptional programs. The Senior Signature Programs assist students as they gain self-awareness of their giftedness from God in a meaningful and relevant way and begin to think critically of the world around them in a manner that will enrich all levels and types of learning. In all of the programs, our desire is to honour God through our talents.

A catalogue of the Senior Signature Programs will be issued for each year and parents submit their choices using the **Program Choices Form** for each of their children.

Students may choose programs from each the following streams:

### ***Experiential Learning (EdVenture)***

A program through which students develop knowledge, skills, and values from direct experiences outside a traditional classroom. This stream encompasses a variety of project



based activities in the areas of science, technology, social studies, math, language arts, and media literacy as well as incorporating service learning and leadership opportunities.

### ***Music and Theatre Arts (Curtain Call)***

A musical theatre program that teaches valuable acting skills and techniques while increasing comfort performing in front of others. This program provides a unique opportunity for students to grow not only as actors/singers, but as individuals. Students in this stream also work on increasing vocal ability, refining body language, boosting confidence, understanding how to relate to and work collaboratively with others, nurturing presentation and interview skills, and developing artistic, practical, and critical thinking skills.

### ***Sports Program (ALPA: Advanced Level Programming in Athletics)***

A stream geared for students who love sports and possess a strong commitment and desire to play sports. Students receive advanced level training, coaching, and mentoring. The program focuses on sport specific training, athleticism, healthy living, and fitness. Options include: ice hockey, golf, basketball, volleyball, soccer, swimming, and more.

## **School Of The Arts (SOTA)**

Welcome to the world of music lessons at BCA! SOTA provides a limited number of private half hour music lessons, all of which take place during the school day. Our SOTA teachers work 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 encourage the God-given gifts in your child. Students have the opportunity to play in chapels, for class presentations, and participate in Royal Conservatory exams. 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.

## **Special Education**

BCA seeks to provide all students with opportunities to achieve success in their educational programs. Whenever possible, students with Individual Education Plans (IEPs) will be accommodated in the regular classroom. Students who need alternate programming or alternate educational settings will receive instruction through the Special Education Department. A team approach is used in program planning and modification for a student's IEP. This plan contains specific objectives and an outline of educational services that meet the



needs of the exceptional student. If staff identify that a student has exceptional needs, their family will be encouraged to have a psycho-educational assessment done. This will allow the Special Education team to create the IEP, and ensure that the student receives appropriate accommodations and services.

Each year, parents are to discuss their preferences with the Principal and then submit their choices using the **Program Choices Form** for each of their children.

## Educational Therapy

This individualized program allows each student to learn at their 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.

## 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, 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.



## Policies

### Internet Policy

It is the goal of Burlington Christian Academy to provide a world-class education to all students. The Internet is a powerful tool to support superb learning. Our technical team has made every reasonable effort to ensure the Internet is used responsibly. BCA reserves the right to monitor network use, monitor files and file space. Students and parents should not expect their use of the Internet to remain private.

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. We thank our parents for encouraging their children to be respectful of themselves and others whenever they use this tool to advance their learning.

### Electronic Policy

Cell phones and personal audio devices are not to be used during school time and must be turned off. Cell phones must remain out of sight during school hours unless permission has been given by a teacher. If confiscated by the teacher/supervisor, they may be recovered by the student at the end of the day from the teacher. At a second removal, the parent/guardian of the student must pick up the phone at the end of the school day. Students may use their cell phone after school to call if permission is given by a teacher.

### Uniform Policy

The following items can be purchased from our uniform provider, DGN Kilters (<https://dgnkilters.com/school/burlington-christian-academy/>).

#### *Tops JK-8*

- **All** tops worn must be crested
- Short sleeve golf shirt
- Long sleeve golf shirt
- Performance hoody
- Cardigan
- Full zip sweater

#### *Girls JK-8*

- Navy skort
- Navy walking shorts
- Navy pants
- Girls tights – navy or black

**Note:** Leggings are not considered pants by BCA and should not be worn as uniform pants.



### ***JK-3 Girls***

- Navy crested tunic

### ***Boys JK-8***

- Navy pants (if non DGN, must be dark navy, not faded blue)
- Navy walking shorts (if non DGN, must be dark navy, not faded blue)

### ***Gym Uniform (Grades 3-8)***

- Crested grey performance t-shirt
- Navy fight shorts or ATC profit shorts

### ***Footwear and Socks***

#### *Socks/Leotards*

- Navy, white or black ankle socks when wearing running shoes
- Navy or black socks or leotards (single colour) can be worn with skorts or tunics
- Girls may wear footed navy or black tights with a skort or tunic. If the tights are not footed then they must wear matching socks to cover the bottom of the tights, to look like footed tights

#### *Footwear*

- Shoes should be solid black, navy or dark coloured, with no colourful symbols/stripes or other markings. No boots or high-top shoes should be worn indoors
- Shoelaces should be dark coloured as well
- For gym classes, any proper non-marking soled running shoe can be worn, in any colour. It is important that students have proper running shoes that can be tied (laced/velcroed) securely to avoid injury

### ***Casual Day Dress***

#### *Dress will:*

- Honour and glorify the Lord
- Reflect modesty
- Not be a distraction to the learning environment
- Not advertise/promote alcohol, drugs, sex, or offensive material
- Tank top straps must be at least three fingers width (lasagna, not spaghetti width)



## Health and Safety

### *Illness Guidelines*

How do you decide whether to send your child to school or keep them home? If a child is sick, they should not be at school. Out of respect for their fellow students and the staff, sick children should not be at the school. Before returning to school, if your child is diagnosed with a contagious disease, such as strep throat, the child should be on prescribed antibiotics for a minimum of 24 hours. Your respect and cooperation is deeply appreciated.

### *Common Pediculosis (Head Lice)*

Anyone can get head lice and young children who play closely together are susceptible. It is recommended that parents check their children regularly for itching and the presence of small whitish nits (eggs) fastened tightly on the hair shaft near the scalp, and report any occurrences to the Principal. Parents will be notified if anyone in their child's classroom has reported head lice. If you have any questions about head lice, contact the Healthy Kids Line (905) 546-3596.

### *Medication*

Please administer medication at home whenever possible. No medication (including acetaminophen) will be given to a student without parents' permission. If a prescription medication is required to be dispensed at school, please contact our office for a Medication Form. When medication must be administered by school personnel, it will be kept at the office. Permission for a student to self-administer any medication should be brought to the attention of the teacher.

### *Life Threatening Allergies*

BCA is a peanut/nut sensitive school. If touched or eaten, foods that contain even a small amount of nuts may be life threatening to students with allergies. We ask that students not bring any food products that contain peanut or nut products in their lunches.

If your child has an allergy and requires medication to be administered in case of an incident, please contact the office. A Medication Form needs to be completed and will be kept with the medication in a central location accessible to staff.

### *Medical Emergency*

School staff trained in First Aid will attend to most scrapes and cuts. More serious injuries will be reported to the parents. If necessary, Emergency Services will be called. It is the responsibility of parents to provide up-to-date emergency contact information on the Student Information Form included in the **Registration Form**. If during the year, any of the information changes, please inform the school office.

### ***Immunization***

The *Immunization of School Pupils Act* requires that all children be immunized against Hepatitis, diphtheria, tetanus, polio, measles, mumps, and rubella, unless exempted. Halton Public Health works with BCA to offer the required immunization clinics. Parents are informed when it is time for student immunization.

### ***Fire Drills/Emergency Evacuation/Lockdown***

Fire drills are conducted three times during the fall and three times during the spring. Lockdown drills will be conducted twice a year. Detailed plans for fire drills, lockdowns, and emergency evacuations are shared with all staff. The fire plan is posted in every room and will be taught to students before the first fire drill and reinforced throughout the year. A lockdown plan is also shared with staff and students.

### ***Adults In The School***

It is the policy of BCA that all visitors check in with the office staff before entering the school. Visitors are required to sign the guest book before entering any other part of the building.

## **GENERAL INFORMATION**

### **School Closure Policy**

If the school is closed for any reason, families will be contacted by email and the closure will be posted on our social media sites. The goals of this policy are to balance the risks associated with travel for each of the participants with the desire to maximize the instructional time for our students.

BCA will be closed when any one of the following three area Halton schools are closed: Glenview Public School, Aldershot Elementary School or Central Public School.

- If the above schools are not closed but the School Principal deems it prudent to close BCA, the School Principal may decide to close the school. It is understood that the decision to close was based on weather information that was predicted to result in seriously hazardous driving conditions for the BCA community.
- Even when the school is open and the weather may be in some question, it is always the responsibility of the parent to decide whether it is safe to take their child to school for that particular day. The discretion for safety associated with transportation for a child is the sole responsibility of the parent or guardian.





## Lost and Found

Parents are advised to clearly label all clothing items, lunch containers and footwear so we can help locate their owner if lost. Parents should check the lost and found from time to time if items are missing. Small items (e.g. watches) will be kept at the office. Unclaimed contents will be donated to charity at Christmas, March Break, and end of the school year.

## Lunch Program

### *Monday to Thursday*

BCA offers the convenience for parents to order a healthy, nut-free lunch meal made in a licensed kitchen for their child(ren) through Axxis Catering. If you are interested in ordering hot lunch for your child(ren), please follow these steps:

1. Visit <https://bca.hotlunches.net> in a browser.
2. Click **Click here to register**.
3. Use the Access Code BCHL to begin creating your account. Complete the registration form and click **Register Now**.
4. Under the Students menu:
  - a) Add your child's name and homeroom.
  - b) Order the specific meals for your choice of days.
5. Click **Save**.

### *Fridays*

Fridays are Pizza lunch day. Order forms are distributed in September. Proceeds go to assist in paying for Grade 8 graduation and other special school programs.

### *Snacks (Popcorn and Juice Boxes)*

Available Monday to Friday, popcorn and juice boxes are sold during recess times, subject to availability, with proceeds going to above noted areas.

## Financial Assistance



In an effort to make Christian education available to all those who seek it, BCA has a Bursary program designed to help those families who would benefit from receiving financial assistance. The school has adopted a confidential and fair approach to providing bursaries through the use of an independent, third-party online financial service, [FAST \(Financial Aid for School Tuition\)](#). FAST will gather information from you and provide a recommendation to BCA as to the level of assistance that is appropriate in your circumstances.

The recommendation from FAST is then reviewed by BCA's Finance Staff who will decide on the amount of the bursary to be awarded based on available bursary funds.

Once you have submitted your completed **Registration Form** to the school, please click on the link to begin your application process for financial assistance. There is a \$25(USD) fee associated with the application. The amount of your award will be sent to you within ten days of successful submission of all required documents. We trust you will experience the process to be confidential, thorough, fair and timely.

If you have any questions, please contact the school's Administrative Assistant, Mrs. Diana St. John at [office@bcaschool.ca](mailto:office@bcaschool.ca)

## Refund Policy

Should there be a need for a reduction of services, a calculation will be made to determine the appropriate amount. When a student leaves during the school year, the refund calculation will be based on the end of the month following the month in which a student departs BCA. All refunds are subject to a 20% administrative charge. The capital levy is not refundable.

## Income Tax Charitable Receipts

Income tax charitable receipts for tuition will be provided to families every March. A portion of tuition and childcare expenses qualify for a charitable donation. The precise amount will depend on the secular cost of education as determined by the province of Ontario.



## FAMILY AND STUDENT ADMISSIONS PROCESS

### New Family or Student Admissions Process

Please contact the administration to schedule your appointment with the Principal. Please bring to the appointment:

- A copy of the most recent Report Card (if applicable),
- A copy of any professional learning assessments (if applicable), AND • Any psycho-educational assessments or current IEP (if applicable).

You can use the checklist to ensure that everything is completed. Your registration application will not be accepted until all forms and payments are received.

- Interview with the Principal
- Copy of the most recent Report Card (if applicable)
- Copy of any professional learning assessments (if applicable)
- Copy of Child(ren)'s Birth Certificate
- Copy of Child(ren)'s Immunization Record
- Completed **Registration Form**
- Pre-Authorized Payment Agreement (PAD)** (if applicable)
- One cheque for the Capital Levy (for new families only)
- One Tuition cheque dated for May 1, 2019 **OR** Two Tuition cheques dated for May 1, 2019 and November 1, 2019)
- One GIFTS cheque \$750 dated May 31, 2020

### Returning Students Admissions Process

All current BCA students, with the exception of our graduates, will be automatically enrolled for the subsequent school year. Parents will be required to provide the school with a completed **Senior Program Selection Form** to declare what programs are preferred for the subsequent school year on or before the required date specified on the form.

Tuition rates with their due dates for the following year are posted on the **Fees and Payment Options Form**. Families will be sent an invoice that details the Fees and Payments by email. Unless notified otherwise (before the date specified in the **Registration Form**), Burlington Christian Academy will apply the same payment plan for the family as was previously requested. For families who have preauthorized debit (PAD) in place, the new rates and fees will be applied as per the invoice starting May 1st. If paying by cheque, please submit the cheque or cheques to the Finance Office prior to May 1st.



## Departing Student Process

For students departing Burlington Christian Academy before graduation, the parents or legal guardians must complete, sign, and submit a **Withdrawal Form** to the school prior to May 1<sup>st</sup>. All withdrawals will be subject to the Tuition Refund policy.