



2010 2011

REGISTRATION PACKAGE

Please download and complete all registration forms
and return with all tuition cheques to the BCA office
by Wednesday, March 31st @ 4:00 p.m.

Packages received after that date are subject to a \$ 400.00 Registration Fee

Burlington Christian Academy
521 North Service Road
Burlington, ON
L7P 5C3
905.639.7364

www.onlyatbca.com

office@onlyatbca.com

BURLINGTON CHRISTIAN ACADEMY



Dear Parents;

2009/10 has been a great year for Burlington Christian Academy – enrollment has increased to 160 students and the ALPA, EdVenture, Discovery and Leap programs have all exceeded our expectations in both enrollment and commitment by students and teachers.

We particularly praise the Lord for a talented, dedicated and caring staff. The programs that make BCA such an exciting place to learn would not happen without them.

Registration for 2010/11 is fast approaching. As you are aware we are a charitable organization and as such, revenues roughly have to match expenses. In anticipating next year's budget, we feel that we are able to hold all of our special programs to a no fee increase and our base tuition to a modest two percent increase.

This year, to help us better budget for 2010/11 and determine class sizes, the board of directors is asking all parents to register their children by Wednesday, March 31st, 2010.

We envision an exciting year coming up and are busy planning for long term growth. The Lord has blessed us greatly and for this we give Him thanks. We are trusting in Him, and are anxious to see what the future holds for Burlington Christian Academy.

Blessings,

Gord McNeice
Principal



2010 2011

ADMISSION PROCEDURES CHECKLIST

To understand and complete the application process, it is important that you carefully follow this checklist. An application will only be accepted when all necessary forms and tuition payments are received.

FOR FAMILIES NEW TO BURLINGTON CHRISTIAN ACADEMY :

- Be sure that you have had an interview with the Principal
- Include a copy of the most recent Report Card(s)
- Birth Certificate
For new students entering either Junior or Senior Kindergarten (we will make copies)
- \$1,000.00 "Capital Fee" (One time fee, non refundable, full receiptable)

FOR ALL FAMILIES:

- \$400.00 Registration Fee** (non refundable), for registrations accepted after 4:00 P.M. March 31st
- Registration Form (2 pages)
- Tuition Form
 - Complete and sign, indicating your method of tuition payment
 - Attach tuition payment cheque(s) (if applicable)
- All Tuition Cheques (12, 2 or 1)
- Automatic Bank Withdrawal (ABW) Form **** Separate Form to be Downloaded ****
 - Complete (if applicable) and attach a cheque marked "VOID"
- Review Uniform Policy and Information on Senior Programming
- Signed Statement of Faith Form
- Signed Parent Code of Conduct Form
- Signed Student Code of Conduct Form
- Student Medical Information Form
 - one form for each child being enrolled
- Extended Care Program Form
 - Complete if applicable
- Signed Internet Acceptable Use policy (return 2nd page of the document)

Office staff will check your registration package when you arrive to ensure all items have been received
We cannot accept incomplete registration packages.

2010/2011 School Year (2% Increase and Projected Tax Refund)

ANNUAL PAYMENT (DUE MAY 1ST, 2010)

Description	Annual	Payments	Projected Tax Refund	Net Cost
One 3 day JK Child (M, W, F) 5 day JK will also be offered if we have sufficient numbers Full day rate applies	6,080.00	6,080.00	1,302.46	4,777.54
One full-day Child	9,730.00	9,730.00	2,907.62	6,822.38
One full-day and one 3 day JK	13,120.00	13,120.00	3,024.89	10,095.11
Two full-day Children	14,320.00	14,320.00	3,554.64	10,765.36
Family Maximum (3 or more children)	16,490.00	16,490.00	3,135.59	13,354.41

SEMI ANNUAL PAYMENTS (DUE MAY 1ST, 2010 AND JAN 1ST 2011)

Description	Annual	Payments	Projected Tax Refund	Net Cost
One 3 day JK Child 5 day JK will also be offered if we have sufficient numbers Full day rate applies	6,207.52	3,103.76	1,358.38	4,849.14
One full-day Child	9,931.03	4,965.51	2,996.30	6,934.73
One full-day and one 3 day JK	13,394.64	6,697.32	3,145.47	10,249.17
Two full-day Children	14,619.15	7,309.58	3,686.11	10,933.04
Family Maximum (3 or more children)	16,833.26	8,416.63	3,286.70	13,546.56

12 MONTHLY PAYMENTS BEGINNING MAY 1ST, 2010

Description	Annual	Payments	Projected Tax Refund	Net Cost
One 3 day JK Child 5 day JK will also be offered if we have sufficient numbers Full day rate applies	6,334.20	527.85	1,386.40	4,947.80
One full-day Child	10,133.70	844.48	3,025.00	7,108.70
One full-day and one 3 day JK	13,668.00	1,139.00	3,201.70	10,466.30
Two full-day Children	14,917.50	1,243.13	3,742.50	11,175.00
Family Maximum (3 or more children)	17,176.80	1,431.40	3,370.50	13,806.30

ALPA (no increase) - Grades 6-8

2,500.00

Due May 1, 2010

edVenture (no increase) - Grades 6-8

600.00

Due May 1, 2010

Discovery (no increase)

5,000.00

Due May 1, 2010

LEAP (no increase)

1,500.00

Due May 1, 2010



2010 2011

REGISTRATION FORM

Family Name(s): _____

Address: _____ Home Phone: _____

City: _____ Postal Code: _____

Email Address (needed for weekly communications) _____

Father/Guardian's Name: _____ Bus. Phone: _____

Employer: _____ Cell Phone: _____

Usual Days/Hrs Worked: _____ Marital Status: _____

Mother/Guardian's Name: _____ Bus. Phone: _____

Employer: _____ Cell Phone: _____

Usual Days/Hrs Worked: _____ Marital Status: _____

My/our child(ren) live(s) with: _____
(both parents, mother, father, guardian, grandparents, etc.)

PLEASE NOTE: If you do not wish to have personal information (ie. address, phone, email) printed in our school family directory, please mark that information with an asterisk (*).

Child(ren)'s First & Last Names (please list <u>all</u> children)	Date of Birth (Month/Day/Year)	Grade Sept 2010	Last School Attended (if applicable)	Please register this child for 2010-2011
				YES NO
				YES NO
				YES NO
				YES NO

JK Students must be 4 years old by Dec 31st of the school year SK Students must be 5 years old by Dec 31st of the school year

Date Received	Office Notes	Tuition Cheque(s)	ABW	Registration Cheque	Foundation Cheque

In the event of an illness or emergency, every attempt will be made to contact the child(ren)'s parent(s)/guardian(s). We do, however, require an alternate contact:

Name(s): _____ Home Phone: _____

Bus. Phone: _____ Cell Phone: _____

Relationship to child: _____

Church Affiliation

- Although church attendance is not a requirement for admission to BCA, is your family associated with any church? YES NO

If Yes ...

Church Name _____ Name of Senior Pastor _____

What areas of Ministry is your family involved in? _____

Does your child attend Sunday School / Youth Group? YES NO

If No.... Would you like to inquire about churches in the area ? YES NO

- Do any of your children require resource assistance? YES NO
(If yes, please specify)

- Do we have your permission to contact your child(ren)'s previous school(s) if we require further information? YES NO

- 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? YES NO

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

Please list your reasons for sending your child(ren) to Burlington Christian Academy

Father/Guardian's Signature

Mother/Guardian's Signature

Date

Date



TUITION FORM

2010 2011

LAST NAME(S)

STUDENT'S NAME	GRADE September 2010
TOTAL TUITION OWING	

PAYMENT OPTIONS

(DISCOUNTED RATE FOR ANNUAL & BI ANNUAL PAYMENTS. PLEASE REFER TO PAYMENT SCHEDULES FORM.)

- Annual Payment 1 cheque dated May 1, 2010
- Bi Annual Payments 2 equal cheques dated May 1, 2010 & January 1, 2011
- 12 post-dated cheques of \$ _____ dated May 1st, 2010 - to April 1st, 2011
- 12 Monthly automatic bank withdrawals of \$ _____ May 1st, 2010 to April 1, 2011
**** PLEASE DOWNLOAD BANK FORM****

OTHER COSTS

- GRADE 6/7/8 edVENTURE (\$600.00) OR GRADE 6/7/8 ALPA (\$2,500.00)
- Registration Fee (non-refundable)
\$400.00 per family, required with applications received after Wednesday, March 31st
- "Capital Fee" of \$1000.00 per family required (one time fee),
payable by December 31, 2010 (non-refundable, fully receiptable) → families new to BCA only
- Uniforms → see attached Uniform Policy and Order Forms
- Other → misc. school supplies, hot lunches, etc. (amounts vary)

*** PLEASE NOTE: A two (2) month tuition hold back will be applied to families who withdraw from the school after the Registration Package is received at the BCA Office**

I promise to make payments to Burlington Christian Academy as noted above.

Father/Guardian's Signature

Mother/Guardian's Signature

Date

Date

UNIFORMS & SENIOR PROGRAMMING INFORMATION

Students in JK to Grade 5 are required to purchase uniforms from RJ McCarthy's in Oakville. (531 North Service Road) Their phone number is 416.593.6900 Visit www.rjmccarthy.com

All BCA students may also wear the BCA Bobcat Hoodie as part of the school uniform. We will take orders for those during the first 2 weeks of September and again in December. (the Hoodies are approximately \$45.00)

STUDENTS (JK - 5) MUST WEAR BLACK SHOES (can be running shoes) WITH THEIR UNIFORM
They must also have a pair of **INDOOR** running shoes for **Gym Class**

ALL BCA STUDENTS ARE REQUIRED TO HAVE INDOOR AND OUTDOOR SHOES

GRADE 6 - 8 students in edVENTURE and ALPA will have opportunity to order their uniforms (windsuits and hoodies) at designated order dates **ONLY** - usually the end of August or first week in September and again in December. **You will be notified of the order date during the first week of August.** Additional orders cannot be placed throughout the school year and we do not keep stock at the school so it is very important that adequate orders are placed on the order dates.

Grade 6 - 8 students are required to wear running shoes on a daily basis.

GRADE 6 - 8 STUDENTS ARE REGISTERED IN EITHER edVENTURE or ALPA
GRADE 6 - 8 STUDENTS START SCHOOL AT 8:15 EVERY DAY !

(JK-Grade 5 school day begins at 8:45 (No before school fee for siblings of Senior Students))

edVENTURE is a skill building, recreation and leadership training program for grades 6 - 8. It is designed with the intent of providing our senior students courses with a variety of activities that not only give them a vibrant and enriching educational experience, but will also build their repertoire of life skills. Another one of the main goals of this course is to provide students with many different opportunities to develop and use their leadership abilities before they leave Burlington Christian Academy to go out into the world. This program entails multiple disciplines spaced throughout the year. This will give students the chance to try out a number of extra-curricular and skill-based activities without having to commit to them for large periods of time. These activities will also be tied to requirements outlined in the Ontario Provincial Curriculum for each grade level, allowing students to be assessed in multiple disciplines at a time

\$600.00 supplement to base tuition cost

ALPA is a program geared for students who possess a strong commitment and desire to play sports while receiving advanced level training, coaching and mentoring in the sport of their choice. Students are exposed to an educational program that focuses on strong academics and advanced level training in athletics, health and fitness. Their timetable is well within the Ontario Ministry of Education guidelines which includes "Sport Specific Training Sessions" and a "Healthy Active Living component."

\$2500.00 supplement to base tuition cost (Fitness Test is required - we will notify you of dates.)



2010 -2011

STATEMENT OF FAITH FORM

- 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; Galations 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*).

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

Father/Guardian's Signature

Mother/Guardian's Signature

Date

Date



2010-2011

STUDENT CODE OF CONDUCT FORM

- 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 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 action.
- I will remain on school property at all times, unless arrangements have been made through the office.
- I will not bring to, 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.

I/We have reviewed the Student Code of Conduct with my child(ren) and he/she/they agree to abide by it.

Father/Guardian Signature

Student Signature

Mother/Guardian Signature

Student Signature

Date



2010-2011

PARENT CODE OF CONDUCT FORM

- 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.
- 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 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 due date.

I have read and agree to abide by the Parent Code of Conduct

Father/Guardian's Signature

Mother/Guardian's Signature

Date



STUDENT MEDICAL INFORMATION FORM

2010 2011

First/Middle/Last Name: _____ Sex: M F

Date of Birth: _____ Ontario Health Card Number: _____

Doctor's Name: _____ Doctor's Phone: _____

Dentist's Name: _____ Dentist's Phone: _____

Date of last medical examination: _____ Medic-Alert bracelet/necklace: Y N
 Epi - Pen Y N

Medical Issues	YES	NO	Details if more space is required, please use back of form
Allergies requiring medications (including Epi-Pen)			
Asthma			
Bleeding disorders			
Bone or joint problems			
Diabetes			
Epilepsy			
Glasses or contact lenses			
Heart conditions			
Illnesses requiring medical attention in the past year			
Injuries requiring medical attention in the past year			
Kidney conditions			
Medications taken at home			
Surgeries/hospitalizations in the past year			
Other problems that could impair educational or social progress			
Other problems that could interfere with participation in full physical activity program			

The only medications that will be administered by responsible school personnel will be those which are accompanied by a signed, dated note by a parent or guardian (with the exception of Epi- Pens). It is the responsibility of the parent(s)/guardian(s) to keep the school advised of any change in the above information.

In the case of an illness or emergency, every attempt will be made to contact the person(s) listed on the family "Registration Form". 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 are the responsibility of the child's parent(s)/guardian(s). I have read and completed this form as accurately as possible.

Father/Guardian's Signature

Mother/Guardian's Signature

Date

Date

Please provide any additional information you feel we should be aware of in regards to the overall health and well-being of your child. Thank you.

Medical:

Academic:

Social:

Other:



EXTENDED CARE PROGRAM

PLEASE NOTE: You will be billed (monthly) only for the actual time that each child uses the program.

Family Name(s): _____

Father/Guardian's Name: _____ Bus. Phone: _____

Employer: _____ Cell Phone: _____

Mother/Guardian's Name: _____ Bus. Phone: _____

Employer: _____ Cell Phone: _____

Emergency Contact

Name(s): _____ Home Phone: _____

Bus. Phone: _____ Cell Phone: _____

Relationship to child: _____

Please indicate if before school care is required (Y/N), and provide (approximate) pick up times											
Children's First & Last Names	Grade Sept. 2010	Monday		Tuesday		Wednesday		Thursday		Friday	
		Before school care?	After school until?	Before school care?	After school until?	Before school care?	After school until?	Before school care?	After school until?	Before school care?	After school until?

Before School Care Program
After School Care Program

- Drop off 7:30-8:30 am: \$ 2.50 / child / ½ hour session
- Pick up 3:45-4:30 pm: \$ 2.50 / child / session
- Pick up 4:30-5:00 pm: \$ 5.00 / child / session
- Pick up 5:00-5:30 pm: \$ 7.50 / child / session
- Pick up 5:30-6:00 pm: \$ 10.00 / child / session



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, due to the global nature of the Internet and the lack of effective control over its content, access brings with it the potential for misuse and abuse.

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 and return page 2 of the Internet Policy 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 any 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.

Please read this document and then sign the next page and return with your registration package.



Internet Acceptable Use Policy ...
Please sign and return this page with your registration package

Student

As a school user of the Internet, I 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.

Student Signature: _____ Date: _____

Parent

As the parent of the pupil signing above, 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.

Parent Signature: _____ Date: _____

