



Application Information

Enrollment Policy & Procedure for Admission

1. Prospective applicants must agree to read this material carefully, thoroughly and indicate their acceptance in writing by placing their signature in the requested areas. In addition to this, parents must complete all requested documentation, submit all requested documents and submit the application fee.
2. It is not the objective of this school to be a correctional center for young people who have had trouble in the public school system either in areas of discipline or severe academic disability. The objective of our school is to provide a superior Christian learning environment.
3. In the case of having too many students wanting to enroll, children whose parents are members of our church, or regular attendants, will be given preference. Application does not necessarily mean acceptance.
4. All parents who wish to send their children to our school must meet with the Administrator for an interview and each student will have a classroom visit and assessment scheduled once the application and supporting documents have been received. We expect complete co-operation from parents and students attending our school. Any student whose parents are not willing to abide by the rules and policies of our school will not be accepted for enrollment.
5. Each student enrolling in our school will be placed in levels according to their academic assessment.
6. Parents agree to attend regular Parent Teacher Interviews as required and any other parent-teacher meeting that may be requested during the school year. These are vitally important if the Academy is to fulfill its role as PARENT-HELPER.
7. No student is considered enrolled until all necessary documents have been received, application fee has been paid and the tuition has been paid in full or post-dated cheques or pre-authorized debit arrangements have been submitted to cover the complete tuition cost for the year.
8. Notification of a student's acceptance or rejection regarding admission to the Academy will be made to parents.

Doctrinal Statement

This document is a statement of the basic Christian conviction of our school. It accurately represents the personal philosophy and faith of ALL OUR STAFF and BOARD MEMBERS and will be the basis of our teaching. Moncton Christian Academy is a ministry of the Moncton Wesleyan Church. This abridged statement is provided for information purposes only and is not meant to be comprehensive. The full doctrinal statement, with further elaboration on the practical application of holy living in the context of contemporary cultural perspectives is found in the Discipline of the Wesleyan Church.

We, the board and staff of Moncton Christian Academy, believe the following:

1. We believe in the one living and true God, the Creator and Preserver of things. Within this unity there are three persons of one essential nature, power and eternity - the Father, the Son and the Holy Spirit.
2. We believe that the books of the Old and New Testaments constitute the Holy Scriptures. They are the inspired and infallible written Word of God, fully inerrant in their original manuscripts and superior to all human authority and have been transmitted to the present without corruption of any essential doctrine. We believe that they contain all things necessary for salvation.
3. We believe that man's creation in the image of God included the ability to choose between right and wrong. Thus, man was made morally responsible for his choices.
4. We believe that Christ's offering of Himself, once and for all, through his sufferings and meritorious death on the cross provides the perfect redemption and atonement for the sins of the whole world, both original and actual. There is no other ground of salvation from sin but that alone.
5. We believe that when man repents of his sin and believes on the Lord Jesus Christ, he is in the same moment justified, adopted into the family of God and assured of his salvation through the witness of the Spirit. We believe that regeneration is that work of the Holy Spirit by which the pardoned sinner becomes a child of God. We believe that in response to all that God has done in Jesus Christ for man it is required that one live an obedient and holy (morally upright) life in accordance with the Bible
6. We believe that after we have experienced regeneration, it is possible to fall into sin, for in this life there is no such height or strength of holiness from which it is impossible to fall. But, by the grace of God, one who has fallen into sin, may, by true repentance and faith find forgiveness and restoration.
7. We believe that the Christian church is the entire body of believers in Jesus Christ, who is the founder and the only head of the Church.
8. We believe in the second coming of Christ, the resurrection of the dead, and the judgment of all mankind leading to either the broad road of eternal condemnation or the narrow road of eternal bliss.
9. Moncton Christian Academy is a ministry of Moncton Wesleyan Church and that the church's doctrinal position on the Word of God will be reflected in all affairs and teachings of the school. In this day of varying perspectives on social lifestyles, the Academy will actively teach Moncton Wesleyan Church core beliefs on family values and lifestyles, including:
 - a) That human life begins at conception and therefore an unborn child is a fully human person
 - b) That sexual activity, including but not limited to intercourse, is morally wrong outside of marriage
 - c) That God's design for marriage is exclusively a heterosexual, monogamous, relationship. It is an institution ordained by God as recorded in the Bible and is the covenant union of one man and one woman to the exclusion of all others.
 - d) That promoting or encouraging hatred against any individual or group is incompatible with the teachings of Christianity and is unacceptable in our school."

Educational Objectives

1. To provide an atmosphere that would help each child come to a saving knowledge of Jesus Christ which manifests itself in a Christian worldview that includes a lifelong pursuit of learning and embracing a lifestyle of moral purity and achieving a deeper level of Christian maturity through daily personal Bible reading and prayer.
2. To ensure academic achievement at the optimum rate for the individual student while fostering wholeness of the person physically, emotionally, socially and spiritually.
3. To assist each child in seeking his purpose for life's service and necessary preparation for eternity through emphasis upon Biblical relevance.
4. To emphasize the individuality of the person and to assist each child in properly responding to himself and to others; to develop self-confidence, individual God-given talents and abilities in creativity, goal setting, analysis, communications, academics and principles of success and to compensate for deficiencies in specific skill areas.
5. To promote self-discipline and social maturity by training students to be relevant, consistent, appreciative, responsible and thorough in attitude, character and actions.

Academic Standard

Moncton Christian Academy uses varied teaching methods for optimal learning. Moncton Christian Academy's high academic standard requires a minimum score of 70% in grades 1 to 4, 60% in grades 5 to 12.

Students in Grades K through 12 write, each year, the nationally recognized standardized Canadian Achievement Test. Students are tested each year to evaluate the achievement over the past year of work. This gives students, parents and the Academy an objective record of academic progress.

Tuition Payment Plans

The Moncton Christian Academy is a non-profit school operating primarily through payment of tuition fees. The Academy operates on a very tight financial budget, and non-payment of fees due the Academy jeopardizes the Academy's ability to operate, and to accomplish its' mission.

Tuition is a yearly fee due at the beginning of each school year (August 1). However, to ease the financial responsibility, the School Board will allow the following payment options:

1. Lump sum tuition payment by cash, cheque or interact by August 1st (5% discount will be applied)
2. Lump sum tuition payment by Visa or MasterCard for the full amount of tuition.
3. Monthly tuition payments, all payment information (signed pre-authorized debit form or 12 post-dated cheques, dated the first of each month being August 1st to July 1st) must be received after acceptance. Credit card payments are NOT available for monthly payments of tuition.

When the application fee and the tuition have been paid in full or all the post-dated cheques or pre-authorized information have been received, then the student is considered enrolled and a place will be held for him/her.

Grades K-12 School Fees

1. There is a \$50 Application Fee for new students (Levels K through 12) applying to the Academy.
2. \$100 Technology Fee (Grades 1 to 12 only)
3. Monthly Tuition fees for the school year 2019-2020 are as follows:

Kindergarten Program	\$4,284.00 Each child (\$357.00 per month)
Grade 1-12 Regular Program	\$5,352.00 Each child (\$446.00 per month)
Grade 1-12 ESL Students	\$15,475.00 Each child (\$1289.59 per month)

(For Grades 7 to 12 online courses additional fees may apply)

ESL (English as a second language) will be made available to students as required.

The ESL program is designed to be offered during the full year. The ESL program concentrates on Spelling, Reading, Language, and Math. It continues during the year until the parents / guardian and the Academy no longer require it for the student. During the day when the student is not a part of the ESL program, they will be a part of the regular program with their peers.

4. A monthly statement is issued at the beginning of the month and is due upon receipt for lock and locker rental, sports fees, grad fees, student council activity fee and other non-curriculum billable items.

A fee of \$20.00 will be charged for any returned cheques.

Any student who withdraws after the school year commences (August 1st) will be required to pay a withdrawal fee equivalent to one month's tuition based on a ten month academic year. Receipts for income tax purposes will not be issued nor will transcripts be made available until all outstanding fees are brought up-to-date.

Commitment to Shop and Support

In an effort to help keep tuition rates down and to eliminate the need to have families participate in the time consuming process of door-to-door fund raising sales of things like chocolate bars and Peeler cards, as a school we have decided to put in place the Shop and Support – Gift Card Program. Everyone’s time is valuable and Shop and Support provides a way to leverage dollars families spend on items they were going to purchase anyway.

The program is simple; we buy Gift Cards a slightly reduced rate and resell them at face value. You receive, dollar for dollar what you pay for. They are practical and you only purchase cards for stores you shop at. We carry a variety of in-stock Gift Cards, for you to purchase on a drop in basis, and we place regular orders, if you need a card not regularly carried or a larger quantity than what we have in stock.

As part of re-enrollment we require each family to commit to the regular purchase of Gift Cards. We expect each family to generate \$500.00 in sales each month, September through May. This dollar amount can easily be reached through grocery and gas purchases alone. As part of re-enrollment we require 3 post-dated fund raising commitment cheques in the amount of \$100.00 each. At the end of each three-month period throughout the school year, if your family has averaged \$500.00 in Gift Card purchases the cheque for the period will be returned to you un-cashed. If your family has not meet the average monthly minimum for that period the cheque will be processed and a new three-month period will begin.

The Periods will be as follows

September/ October/ November
December/ January/ February
March/April/ May

Post dated cheque for December 1st
Post dated cheque for March 1st
Post dated cheque for June 1st



Dear Parents:

Thank you for your interest in Moncton Christian Academy. In partnership with parents, Moncton Christian Academy provides an exceptional college preparatory education in a caring Christian environment. The material in this folder includes information about our school and forms that need to be completed.

Once all the requested documents have been received and the application process has been completed, parents will be informed if the student has been accepted for enrollment.

Application checklist:

- Completed Application for Enrollment
- Confidential Student Evaluation submitted by current Principal, Homeroom Teacher or Daycare Instructor in the case of Kindergarten
- Student Commitment Form (Grades 6-12 only)
- Technology: Acceptable Use Policy Form
- Parents' Understanding and Commitment Form
- Application Fee (see Applicable School Fees pages 3-5)
- Letter of Reference from a Pastor or Non-family Member
- Copy of Recent Report Card
- Applicable support documentation as listed in Student Information section of application
- Copy of Birth Certificate
- Copy of Immunization Record
- Copy of Medicare Card
- Copy of Permanent Resident Card if applicable

Once the above documents for enrollment have been received, the office will contact you to set up a time for your child to participate in a class visit and complete an intake assessment.

Should you have any questions, please feel free to contact the office.

Sincerely,

Willie Brownlee, BA, BSc, MEd

Administrator

945 St. George Blvd.
Moncton, NB E1E 2C9
Tel: 506-855-5403* Fax: 506-857-9016
info@monctonchristian.ca
www.monctonchristian.ca

Application For Enrollment

Date _____ Desired Start Date _____ Grade to enter _____

Student's Name _____ Gender _____

Address _____
(Street) (City) (Postal Code)

Home Phone # _____ Birth Date (MM/DD/YYYY) ___/___/_____

Best email for communication _____

Father's Name	Mother's Name
Employer	Employer
Work Phone #	Work Phone #
Cell	Cell
Marital Status	Marital Status

If divorced or separated, who has legal custody of the child? _____

Supporting documents provided. Yes/No

Children of school age, if not applying: Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Student Information

Provincial HESLth Number: _____ Expiry Date _____

Medical problems, allergies or disabilities we should be aware of:

Is the allergy/condition life threatening? Yes/ No Does child carry an EpiPen? Yes/No

If yes, please explain _____

Family Doctor: _____ Phone Number: _____

Emergency Contact Person (other than parent) Name: _____

Phone: _____ Relationship to Student: _____

School(s) Attended- list last three schools, starting with most recent:

School	Location	Date of Attendance	Teacher or Principal Contact

Please include a copy of the most recent report card by the school presently attending.

Please answer the following questions. Use additional paper if required.

Does your child have an Individualized Educational Plan? Yes/No

If yes, please explain _____

Has your child received educational support (EAs, tutoring, therapy) in the last two years? Yes/No

If yes, please explain _____

Has your child received a Psycho-Educational Report: Yes/No If yes, please attach reports

Does your child have an Occupational/Physio Therapy diagnostic report: Yes/No If yes, please attach reports.

Has your child received behavioural intervention or has been recommended to do so? Yes/No

If yes, please provide details _____

Has your child repeated any grades? Yes/No If yes, please explain _____

Does your child have visual or hearing impairment? Yes/ No If yes, please explain _____

Does your child take any medication on a daily basis? Yes/No If yes, please explain _____

List your child's hobbies and interests _____

For Students Applying for Grades 6 to 12 Only

Has your child ever been in trouble with the law? Yes/No If yes, please explain _____

Has your child ever struggled with tobacco, alcohol or non-medicinal drugs? Yes/No

If yes, please explain _____

Is your child currently or has he/she ever been under the supervision of a trained counsellor? Yes/No

Confidential Student Evaluation

To be completed by Homeroom Teacher or Principal
(or Preschool or Daycare Instructor in case of Kindergarten)

Mail to: Moncton Christian Academy, 945 St. George Blvd.
Moncton, NB E1E 2C9
email to: info@monctonchristian.ca



Name of Applicant: _____

Surname	First Name	Middle Name
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Current Grade _____

The student named above is a candidate for admission to Moncton Christian Academy. MCA is a co-educational independent Christian School for Grades K-12. We greatly appreciate your assistance in our evaluation of this student.

How long have you known the applicant? _____ years _____ months

Please indicate the applicant's behaviour in the classroom:

	Excellent	Good	Average	Below Average
Academic Potential				
Work Ethic				
Ability to work independently				
Attention Span				
Ability to follow direction				
Response to Correction				

Please indicate the personal qualities:

	Excellent	Average	Fair	Questionable
Leadership				
Integrity				
Consideration of Others				
Classroom Conduct				
Emotional Stability				
Positive Personality and Influence				
Cooperation with Parents				

ENGLISH- Please describe his/her:

Strengths:

Weaknesses:

MATHEMATHICS- Please describe his/her:

Strengths:

Weaknesses:

Has the student been accommodated in any way? If yes, please explain.

Has the student ever been disciplined at school?

Please describe this family's level of involvement in the applicant's education:

Please list any extra-curricular activities in which this student has been involved (athletics, music, drama, student committees)

Additional Comments:

Completed By:

Mr. Mrs. Ms.

(Name)

(Position)

School:

Address:

Telephone:

Fax:

Email:

Date:

Signature:

Student Commitment Form (Grades 6-12 only)

Student's Name _____ Age _____
(Last) (First) (Middle)

The student's attitude, conversation and behavior reflect the character of the institution from which he derives his training, both home and school. The MCA School program is designed for those students and families whose desire is to develop strong Christian character and to reach their full potential academically.

Do you attend church regularly? _____ Where? _____

Do you have a personal relationship with Jesus Christ? _____

Do you accept the Bible as God's Word and submit yourself to its principles as a final authority? _____

Do you smoke? _____ Do you drink alcoholic beverages? _____ Do you use narcotics? _____

Have you ever run away from home? _____ How long ago? _____

Have you ever been in trouble with the law? _____

Will you honestly agree to keep all the school's rules and respect authority without being critical and fault finding? _____

Do you want to attend this school? _____ Why or why not? _____

Students are expected to abide by these standards of conduct throughout their enrollment in the school. Students found to be out of agreement with this school's idESLs of work and life may be required to withdraw whenever the administration determines that it is necessary.

As a student of this Christian School, I pledge to uphold the school's standards against cheating, swearing, smoking, gambling, drinking alcoholic beverages, using narcotics, sexual activity, or using indecent language and will act in a very orderly and respectful manner. I also pledge to uphold the school's core beliefs on family values and lifestyles. I will maintain Christian standards of courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, conduct and other areas of life. I agree to abide by the above standards of conduct and other regulations expected of each student enrolled in this Christian School while I am a student attending the school and will not give the impression to students, parents or faculty that I am not in agreement with the goals, aims and standards of this Christian School.

Student's Signature _____ Date _____

Parent Signature _____ Date _____

Technology – Acceptable Use Policy

Digital Citizenship

Moncton Christian Academy is committed to providing and maintaining safe and appropriate environments conducive to learning and working for all. To improve student success and achievement, we must ensure that students feel safe, welcomed, respected and included.

We want our students to be well-prepared to be successful in an evolving society. Fundamental to such success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. It is imperative that we support our students as 21st Century learners.

Digital citizenship is defined as the norms of responsible behavior related to the appropriate use of technology. These norms and responsibilities are an expectation at MCA and are clearly outline in our Technology Code of Conduct. As individuals, we live and work in a world where people are connected to their devices at all times so we need to use technology effectively and respectfully. Digital citizenship is an important part of how MCA students learn in school.

Students will see teachers incorporate digital resources into their lessons. Educational online resources will be able to be accessed wirelessly through the school's networks. As such, students in grades 9-12 will be encouraged to **BYOD – Bring Your Own Device**. When relevant to curriculum and instruction, teachers will permit the use of certain personal electronic devices as a classroom learning device.

With permission students will also be able to access educational resources using their personal devices outside the classroom, in libraries, cafeterias and other common areas.

By accessing the Internet while on MCA property, students accept the terms and conditions of MCA's networks and internet use, as well as the terms outlined in our Technology Code of Conduct.

Computer Use Policy

Moncton Christian Academy (MCA) is actively pursuing making advanced technology and increased access to learning opportunities available to students. MCA considers access to computer resources to be a privilege granted on the condition that each member of the MCA community uses these resources responsibly and in accordance with ethical, legal and MCA standards. These resources are the property of MCA and MCA reserves the right to take measures to protect those resources.

This Acceptable Use Policy is intended to help enhance the use of MCA's technology, that includes but is not limited to all computers, iPads, wireless access, email, internet access, printing devices and all other forms of communication, networking and instructional tools.

While the Internet provides access to many excellent sources of information that are useful to the curriculum, it also provides access to sources of information that are inaccurate, inappropriate or offensive. Users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experience of their peers, or can be considered illegal, immoral or unprofessional.

Use of technology is a privilege not a right.

Guidelines

Students are expected to familiarize themselves with this Policy. Access to technology at MCA is conditional upon the User's agreement to comply with the terms of this Policy. Use of technology constitutes a User's acceptance of the terms of this Policy.

A User may only use technology for purposes related to his/her studies and operations and activities of MCA. All other uses are prohibited.

Students should use technology in a way that will not disrupt its use by others and that does not involve improper use. Use will be monitored by teachers.

Wasteful and frivolous use of computing and networking facilities falls outside the definition of acceptable use.

Inappropriate use of computer technology according to these guidelines both in and outside of school is subject to disciplinary measures.

Users shall:

- use technology in a way that will not disrupt its use by others;
- limit their use of technology, including to access the Internet, to topics and websites that are teacher instructed and/or approved.
- logout properly;
- seek prior approval to download or print any large files
- use technology in a way that does not cause embarrassment to themselves or to the school.
- use technology to support only authorized programs and services
- use MCA wifi for school/work only
- allow only authorized users to access password restricted sites

Unacceptable Use

Unacceptable use includes but is not limited to the following:

- using technology to create, process, distribute, access, download, store, send or receive illegal, offensive, pornographic, defamatory, abusive, obscene, profane, threatening, racially offensive or other inappropriate materials (this includes posting or distributing materials on personal web pages, commercial websites, e.g. www.ratemyteachers.com, social network sites, e.g. www.facebook.com, www.myspace.com, www.youtube.com, and similar sites);
- violating security, the terms of any software license agreement or anyone's privacy;
- using technology to impede or disrupt computing activities of others
- using technology without permission
- destroying or damaging equipment, software or data belonging to MCA
- using technology in a manner that harasses others.
- copying copyrighted material without permission or install any software for which the user or MCA does not own a licence
- using technology in a way not instructed by a teacher.

Acceptable Use Policy Agreement Form

Printed Name of Student: _____

STUDENTS

(For students under the age of eighteen (18), a parent or guardian must also sign the agreement.)

I have read and understand that my child must abide by the Moncton Christian Academy Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I absolve Moncton Christian Academy and its staff members from any liability resulting in my child's activities on the Internet. I understand that my child's Internet activities will be monitored by the school, and any violations may result in the loss of computer privileges, discipline as per the school's policy, and/or appropriate legal action.

Signature of Student: _____ Date: _____

Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____ Date: _____

Parents' Understanding and Commitment

The following statements should be read thoughtfully, each statement initialed and the document signed for acknowledgement and acceptance by each adult who is responsible for and residing with the child. The ministry of Moncton Christian Academy exists to bring glory to God and to partner with parents in the training and education of their children. It is essential that parents and the Academy agree on the fundamentals if that partnership is to be effective.

Please initial each point
indicating it has been read

- ____ 1. "I understand and will support the school's goal of leading my child into a continuing commitment to Jesus Christ as his Saviour and Lord."
- ____ 2. "I understand that the Moncton Christian Academy is a ministry of Moncton Wesleyan Church and that the church's doctrinal position on the Word of God will be reflected in all affairs and teachings of the school. I further understand and accept that, in this day of varying perspectives on social lifestyles, the Academy will actively teach **Moncton Wesleyan Church core beliefs on family values and lifestyles, including:**
 - A) That human life begins at conception and therefore an unborn child is a fully human person
 - B) That sexual activity, including but not limited to intercourse, is morally wrong outside of marriage.
 - C) That God's design for marriage is exclusively a heterosexual, monogamous, relationship. It is an institution ordained by God as recorded in the Bible and is the covenant union of one man and one woman to the exclusion of all others.
 - D) That promoting or encouraging hatred against any individual or group is incompatible with the teachings of Christianity and is unacceptable in our school."
- ____ 3. "I believe that it is in the best interest of the school and the children that parents express a positive attitude toward the goals, aims, and standards of the school. Therefore, should problems and/or misunderstandings arise, I will immediately seek to resolve these privately with the school administration."
- ____ 4. "I give permission for my child to take part in all school activities, including sports and school sponsored trips away from the school premises, and absolve the school from liability to me or any child because of any injury to my child at school or during any school activity."
- ____ 5. "I understand from time to time that my child may be featured in media or website pictures as they relate to school activities such as: sports, drama, graduation and other student events."
- ____ 6. "I agree to uphold and support the high academic standard of the school by providing a proper atmosphere for my child to study and to give my child encouragement in the completion of any homework or assignments."
- ____ 7. "I appreciate the standards of the school and will not tolerate profanity, obscenity in word or action, dishonor to the Lord and the Word of God, or disrespect to the personnel of the school."
- ____ 8. "I fully accept the dress code, and the standard of conduct of students, and support the school's use of discipline measures as it deems wise and expedient for the training of my child."

Please initial each point
indicating it has been read

- ____ 9. "I agree to attend the Parent Teacher Fellowship Meetings and Parent Teacher Interviews held during the school year. These are vitally important if the Academy is to fulfill its role as PARENT-HELPER."
- ____ 10. "I understand and will meet my financial obligations to the Academy by paying the yearly tuition in a lump sum on August 1st, or via 12 post-dated cheques to be dated commencing August 1 through to July 1. I will also pay the technology fee, any additional cost as it relates to online courses and any other fees or charges as they are billed monthly (i.e. sports fees, student council fee, hot lunch, etc.). I agree to provide 3 post-dated cheques (dated December 1st, March 1st and June 1st) as a commitment to the Shop and Support Program, understanding that if our family meets the \$500.00 per month minimum in purchases each month, these cheques will be returned to us un-cashed."
- ____ 11. "I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid."
- ____ 12. "If I, or any member of my immediate family, reach a point of disagreement on any issue with our Christian School and/or its legal corporate entity, in keeping with **1 Corinthians 6:1**, I agree to submit to a board of conciliation, the members of which have been mutually selected by myself and officials of the school, rather than taking the dispute to a civil court. I agree the procedure to be followed, including costs involved, would be that which has been established by the Christian Legal Society."

Please check the statement which best describes your position:

Father Mother

____ ____ (A) I have received the Lord Jesus Christ as my Saviour and am actively involved as a member in a local church. Name of church: _____

____ ____ (B) I regularly attend a local church. Name of church: _____

____ ____ (C) I do not have a local church home.

Signature of Father _____

Date _____

Signature of Mother _____

Date _____