



Dear Parents:

Thank you for your interest in True North Christian Academy. We believe that children learn best when they are in a nurturing environment where they can be given individual attention, taught to respect one another, stimulated by exciting learning opportunities and the values are consistent with those taught at home. That is exactly the learning environment that you will find at True North Christian Academy.

We value each child and believe that they have been gifted with talents unique to them. We want your child to develop these talents to their fullest potential. Our curriculum and teachers promote high academic standards, positive social interaction, creative learning environments and a community and global emphasis. And we believe that you – the parents are integral to your child receiving a sound education. Studies have shown time and again that students do much better when their parents are integrally involved in their education. For that reason, there will be many opportunities for you to share in your child's learning experience.

We are very excited to tell you that we are relocating to Stayner Evangelical Missionary Church located at 202 Ontario Street in Stayner. The building has ample space for us and includes a large gymnasium and a large kitchen. We are very excited about the new opportunities this venue will provide us including intramurals in the gymnasium, visits to the park across the street, programs at the local Library which is a short walk away and even curling at the local arena, also just a short walk down the street.

Please feel free to call our office at **(705) 428-5144** or email us at [tnawasaga@rogers.com](mailto:tnawasaga@rogers.com) if you have any questions regarding the information in the registration package. Once you have completed your application, contact us so we can set up a meeting with you to discuss if True North Christian Academy is the right school for you.

We look forward to meeting you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. Cooke', is positioned below the 'Sincerely,' text.

Principal  
True North Christian Academy

# ABOUT TRUE NORTH CHRISTIAN ACADEMY

It is an exciting time selecting a new school and we're delighted that you are considering True North Christian Academy. Choosing the right fit is important as it will become like a second home, you will discover that TNCA is an extension of your home. We are one big family here full of bright and active students, enthusiastic teachers who love to teach and vast opportunity for parental involvement. We are all working for the same goal to enrich the lives of our students.

## **Our Mission**

True North Christian Academy bases its direction for educating students on God's principles. Our purpose is to provide opportunities for excellence in academic, spiritual, social and physical development to enable students to fulfill God's purpose in their life.

## **Our Program**

- All of our subjects meet or exceed Ontario Curriculum standards. We utilize Provincial standardized tests in order to ensure students are meeting curricular expectations.
- Small class sizes provide each student the opportunity to have one-on-one interaction with their teacher.
- Opportunity for individualized curriculum is allows each student to express themselves most effectively and to receive personalized support as required.
- Academic excellence is developed by using curriculum that promotes higher level thinking skills and places an emphasis on math and language.
- French as a second language is important at True North Christian Academy; we build French programs into our curriculum starting in JK.
- The Arts are an integral part of our curriculum as students are taught Music, Art and Drama throughout the entire school year. This allows students to have the opportunity to develop and discover their unique abilities and excel in different ways.
- We strive to integrate technology into every classroom with the use of Smartboard technology, laptops and iPads.
- We offer a wide variety of physical education opportunities such as swimming lessons, snowshoeing, skiing, snowboarding and dance taught by consultants who are experts in their fields.
- We promote education that extends beyond the classroom with a wide range of field trips that complement curriculum.

## **Our Faculty**

At True North Christian Academy teaching is not a job; it is a passion. Our qualified teachers have years of experience at bringing out the best in each and every student. Our teachers have a genuine love for what they do and go above and beyond in their classrooms every day.

We feel that parental involvement is critical to our students meeting their learning potential. That's why we try to have open lines of communication between our parents and teachers.

*Choosing a school that is best suited to your child is the key. Come see what True North Christian Academy has to offer.*

# STUDENT ADMISSION POLICY

## Conditions of Enrollment:

- Parents will be expected to accept the basic instruction and discipline of the school.
- Parents shall assume financial obligations according to the agreed upon Tuition Payment schedule.
- Students entering Junior Kindergarten must be four (4) years old by December 31<sup>st</sup>.
- Students entering Senior Kindergarten must be five (5) years old by December 31<sup>st</sup>.
- Grade placement is determined by the administration.
- Acceptance for enrollment will depend on space availability and the school's ability to adequately meet a particular student's needs.

## To begin the enrollment process:

- Read all school materials included in the Registration Package.
- Arrange to meet with a school representative, tour the school and receive further clarification with regard to enrollment.
- Bring registration forms fully completed, to the school office for your registration meeting.
- A one-time assessment fee of \$50.00 is required when requesting enrolment in a grade other than the age appropriate grade.

# PARENTAL AGREEMENT FORM

## Conditions of Registration

Please Check Boxes

- I/We have read and am/are in agreement with the enclosed Policies of True North Christian Academy and their mission statement and agree that our child(ren) will be educated in a manner consistent with the beliefs and objectives of this School.
- I/We agree that, upon enrolling our child(ren), I/we will be bound by the financial obligations outlined in my/our Tuition Payment Schedule with True North Christian Academy.
- I/We understand that the admission of our child(ren) to the school is subject to administration approval and our ability to program appropriately for the student. If testing is required there will be a \$50.00 fee to administer the assessments. All pertinent information regarding our child(ren) will be made available to the school administration.
- I/We have enclosed a copy of my child(ren)'s
- Most recent progress report, if applicable
  - Birth Certificate
  - Health Card Number
  - Immunization Record
- I/We authorize True North Christian Academy to verify any of the information submitted here.
- I/We have enclosed the one-time \$50.00 assessment fee, if required.

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TUITION FEE CHART

2017-2018

Enrolled	Tuition A	Tuition B
One child	\$4,000.00 plus 25 volunteer hours	\$4,500.00/year
Two Children	\$7,500.00 plus 25 volunteer hours	\$8,000.00/year
Maximum per family (3 or more children)	\$9,400.00 plus 25 volunteer hours	\$9,900.00/year

A non-refundable **\$200 deposit** per family is required with registration to ensure your placement. This deposit will be applied against your tuition for the 2017-2018 school year, but is non-refundable if you decide to withdraw your registration.

## Parental Involvement:

We know that students thrive in an environment that promotes parental involvement. With this in mind, it is our desire to have all families participate in activities happening within the school as well as fundraising initiatives that help us keep the tuition affordable.

We also realize that some families are unable to make a time commitment and would rather contribute to our fundraising by donating financially. For this reason, we have two options for tuition.

**Tuition A:** This option means that you are willing to plan and help out with fundraising. A \$500.00 bond cheque dated for June 1st will be required in September with tuition. This cheque will only be cashed if you do not keep your commitment throughout the year. We understand that unforeseeable circumstances can happen, and we would take this into account if there are reasons that your fundraising obligation cannot be met.

**Tuition B:** This option includes the fundraising amount of \$500.00 and means that you do not wish to participate in the planning process of fundraising initiatives. We will expect that you will still support our fundraising events.

All Parents must choose one fundraising committee to serve on. If this will not fulfill the 25 hour requirement, families may supplement with other activities. The Office Administrator will outline these activities at the beginning of the year.

Tuition fees reflect the 2017-2018 school year and may be subject to change in subsequent years.

Official tax receipts are calculated annually and issued for amounts paid above the cost per student.

# TUITION POLICY & FEE SCHEDULE

## Tuition Options:

**Tuition A** – I commit to participate with fundraising and volunteer 25 hours of service to True North Christian Academy following the guidelines set out in the Parental Involvement section of the Tuition Fee Chart. I am providing a Bond cheque date for June 1<sup>st</sup> 2018 that will only be cashed if I do not fulfill my volunteer hours.

**Tuition B**- I do not wish to participate in fundraising activities and will include a \$500.00 fundraising fee to my total tuition for the 2017-2018 school year.

## Payment options:

I/we will provide full payment in September

I/we would like the tuition fee to be amortized over 10 months. I/we will provide post-dated cheques/cash/E-Transfers (circle one) dated on the \_\_\_\_\_ of each month.

I/we would like the tuition fee to be amortized over 12 months. I/we will provide post-dated cheques/cash/E-transfers (circle one) dated on the \_\_\_\_\_ of each month.

I/we will pay half of the tuition payment in September and will provide a post-date cheque/cash/E-Transfers (circle one) for the other half dated for February \_\_\_\_\_ 2018.

## Tuition Policy:

Tuition payments are due as per the above agreed upon tuition fee schedule.

We are sincerely grateful that you have entrusted True North Christian Academy with providing a quality education for your child(ren). We appreciate your promptness in providing your tuition fees. We do expect tuition fees to be paid in according to your chosen payment terms outlined above. Please note, a late payment fee will be added on the first day of each month for all outstanding balances at a rate of 2%.

Immediately upon tuition payment default or requiring a payment extension, it is the parent(s) responsibility to notify True North Christian Academy. Payments must be made within 30 days of default or parents must outline a plan describing how they will honor their tuition commitment. If payment continues to be delinquent after sixty days without an approved extension from the Board, True North Christian Academy may require the student's suspension until fees are paid in full.

**If tuition is in default at the closing of the school year, the final report will be held until fees are paid in full. If a 12 month amortization has been chosen as the preferred payment method we must have post-dated cheques on hand for July and August before the final report is released.**

The Board shall make the final decision on removal of the child(ren) from the school due to tuition default.

Should I remove my child/children for any reason, I agree to pay all tuition up to the end of the month in which my child(ren) last attended and any other outstanding debts owing. If I am on a 12 month amortization payment schedule I understand that my tuition fees will be prorated to a 10 month amortization and the difference in tuition will be due by my child(ren)'s last day at True North Christian Academy.

I/We have read the above and understand the stated policy and I/We do agree to abide by this policy in its entirety.

We require the signatures of both custodial parents and/or legal guardians. If there is only one custodial parent or guardian in your family we require a copy of your court ordered custody agreement on file.

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# FUNDRAISING COMMITTEE SELECTION

Parents choosing Tuition A from the Tuition Fee Chart must choose one fundraising committee to serve on. Bond hours will only be given for fundraising activities or those specialties where we would have to pay someone. Bond hours will not be given for field trips, reading, running club etc.

Events will include the following:

## Committees

Large Event

Community Events – Dinners, Family Events, Santa Clause Parade

Hot Lunch

Vista/Scholastic

Fun Run

Carnival

Once you have completed Bond Hours please send an email to [tnawasaga@rogers.com](mailto:tnawasaga@rogers.com) outlining the total hours, fundraising committee and activity completed. Statements of completed Bond Hours will be sent out in November, February and May. Bond hours must be 90% completed by May 31.(only exception will be those working on the carnival and they need to be 50% complete). If you do not complete 25 hours by the end of the school year, your Bond Payment will be prorated accordingly in 5 hour increments. (i.e. 5 hours = \$125.00). It is your responsibility to report Bond Hours completed to the school. Invoices will be issued the beginning of June for outstanding bond hours.

Family Name: \_\_\_\_\_

I/We have read the above and understand the stated policy and I/We do agree to abide by this policy in its entirety.

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ENROLLMENT FORM

All spaces must be filled in to complete this form

Family Name: \_\_\_\_\_ School year applying for: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Business #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work Email: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Business #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work Email: \_\_\_\_\_

Please list all children that will be attending:

Student's Given Name(s)	Gender F / M	Grade	Health Card #	Birth Date YY / MM / DD
1. _____	_____	_____	_____	____/____/____
2. _____	_____	_____	_____	____/____/____
3. _____	_____	_____	_____	____/____/____
4. _____	_____	_____	_____	____/____/____

Please list all younger siblings:

Given Name(s): \_\_\_\_\_  
Birth Date:      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_  
                         YY / MM / DD                      YY / MM / DD                      YY / MM / DD

Language spoken at home: \_\_\_\_\_

With regards to first and last names,

How should your child be addressed at school? \_\_\_\_\_

How should correspondence going home be addressed? \_\_\_\_\_



If **multiple parental residences** please indicate how we are to address correspondence regarding school activities and student progress (e.g. newsletters, report cards).

Please include full name and address.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Postal Code

Send correspondence home with student (or mail when necessary) addressed to the above mentioned parent(s).

**In case of emergency:**

If True North Christian Academy needs to cancel school during the day, or your child is injured, please provide a phone number where we can best reach you: \_\_\_\_\_

If we are unable to contact you, we need permission from you to contact someone else to make arrangements for your children. Please provide the following information.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Health Factors: *Please list any allergies or illnesses below. If your child has a severe or life threatening allergy, you will be required to complete the "Allergy-Epi Pen Authorization" form, available from the office.*

Name: \_\_\_\_\_ Allergy: \_\_\_\_\_ Medication: \_\_\_\_\_

Name: \_\_\_\_\_ Allergy: \_\_\_\_\_ Medication: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last school attended: \_\_\_\_\_ City: \_\_\_\_\_

Phone #: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

We require the signatures of both custodial parents and/or legal guardian involved in the registration of your child(ren). If there is only one custodial parent in your family we require a copy of your court ordered custody agreement on file.

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



SUPPLEMENTARY REGISTRATION INFORMATION

Tell us about your child!

*Please answer the following questions to enable us to better understand and help your child.  
(Please fill in one questionnaire per child)*

1. Is there anything you wish to share about your child's character and/or social-emotional behaviour?

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2. Do you have any suggestions for us to make your child's experience a good and positive one?

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3. Are there any special health problems we should be aware of? (such as epilepsy, diabetes, asthma, heart problems, allergy, special medication, vision, hearing)

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4. Please list the school(s) your child has attended (i.e. Preschool, JK).

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5. What are your expectations for your child?

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6. Why are you choosing private education?

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7. How does your child learn best?

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8. Other comments?

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\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# BEFORE & AFTER SCHOOL PROGRAM ENROLLMENT FORM

*All spaces must be filled in to complete this form*

Family Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Business #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **Work Email:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Business #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **Work Email:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

*Please list all children that will be attending:*

<b>Student's Given Name(s)</b>	<b>Gender F / M</b>	<b>Grade</b>	<b>Birth Date YY / MM / DD</b>	<b>Health Card #</b>
1. _____	_____	_____	____/____/____	_____
2. _____	_____	_____	____/____/____	_____
3. _____	_____	_____	____/____/____	_____
4. _____	_____	_____	____/____/____	_____

**Please List Any Allergies or Health Concerns:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Before School Program:

Before school care begins at 7:30 am. Children will be dropped off in their classroom at 8:30 am when their teacher arrives at school. The True North Christian Academy Code of Conduct will be enforced during Before School Care. Please book the days of care that you are requesting and your approximate drop off time below.

Monday  Tuesday  Wednesday  Thursday  Friday

\_\_:\_\_ : \_\_:\_\_ : \_\_:\_\_ : \_\_:\_\_ : \_\_:\_\_

The cost of Before School care will be **\$6.00 per hour**. We ask that you book your days in the month previous to the month you are requesting care. Additional days may be added throughout the month at a cost of **\$8.00 per hour**. Please notify us via email at [tnawasaga@rogers.com](mailto:tnawasaga@rogers.com) if you would like to make adjustments to your booked days throughout the school year. All adjustments must be made before the last day of the month previous to the month of the adjustment.

### After School Program:

After School Care begins at 3:30 pm. Children will be picked up from their teacher at the dismissal area. The program ends at 5:30 pm. The True North Christian Academy Code of Conduct will be enforced during After School Care. Please book the days of care that you are requesting and your approximate pick up time below.

Monday  Tuesday  Wednesday  Thursday  Friday

\_\_:\_\_ : \_\_:\_\_ : \_\_:\_\_ : \_\_:\_\_ : \_\_:\_\_

The cost of After School care will be **\$7.50 for one hour and \$10.00 for two hours**. We ask that you book your days in the month previous to the month you are requesting care. Additional days may be added throughout the month at a cost of **\$10.00 for one hour and \$15.00 for two hours**. Please notify us via email at [tnawasaga@rogers.com](mailto:tnawasaga@rogers.com) if you would like to make adjustments to your booked days throughout the school year. All adjustments must be made before the last day of the month previous to the month of the adjustment.

**Please note: if you require Before and After School care for the same day the cost will be \$12.00 inclusive for Before School Care and one hour of After School Care and \$15.00 inclusive for Before School Care and two hours of After School Care. Additional days may be added throughout the month at a cost of \$15.00 inclusive for Before School Care and one hour of After School Care and \$20.00 inclusive for Before School Care and two hours of After School Care.**

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### Payment:

Invoices will be issued and emailed on either a **monthly** or **bi-monthly basis** and must be paid in advance and are due upon receipt. *(Please circle one).*

Please write your preferred email you would like your invoices to be sent to

\_\_\_\_\_.

**A confirmation will be sent to this email address when your enrollment form has been reviewed and accepted.**

We require the signatures of both custodial parents and/or legal guardian involved in the registration of your child(ren). If there is only one custodial parent in your family we require a copy of your court ordered custody agreement on file.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PHOTOGRAPH & MEDIA

### RELEASE FORM

In an effort to promote True North Christian Academy, we would like to utilize the many media venues available to us. We intend to advertise through radio, television, newspapers, catalogues, brochures, Facebook and the internet. We believe our own students are one of the best ways to show off our school. To accomplish this goal, we require parent permission to use any student photographs in any of our promotional materials. On our website, when names are used, it is first name only. When student names are published in local newspapers they will record first and last.

If you will sign in the space provided, you can be assured that True North Christian Academy will only use such photographs in the best interest of the children. Your child's information kept on file will be kept strictly confidential.

Thank you for your continued co-operation and interest in our school.

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I/We give True North Christian Academy permission to use photographs, first name(s) and Surname(s) in local newspapers, of our child(ren) to assist in any promotions for the school. This would include, but not be limited to advertising brochures, website design, local newspaper articles or any other promotional material needed to promote True North Christian Academy.

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## E-COMMUNICATION

### RELEASE FORM

Communication is very important at True North Christian Academy and for that reason we strive to send information out in many formats. If we have your email address, you will receive an emailed newsletter at least once per week, updating you on what is happening. All of our field trip forms and school fundraising order forms are attached to the Newsletter as a PDF file. From time to time our teachers will email parents to notify you regarding extracurricular activities.

- I give True North Christian Academy permission to send me E-Mail communication to my email address \_\_\_\_\_ . I would like to receive forms as PDF files attached to the E-mail.
- I would like to receive E-Mail communication from True North Christian Academy, however I would like forms printed and sent home with my youngest child.
- I would not like to receive E-Mail communication from True North Christian Academy and would like to receive all communication and forms in printed formats.

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Parent/Guardian (Please Print)

Signature

Date

Parent/Guardian (Please Print)

Signature

Date