

Monclova Christian Academy
A ministry of Monclova Road Baptist Church
7819 Monclova Road, Monclova, OH 43542 419-866-7630

Thank you for inquiring about enrollment procedures at Monclova Christian Academy. Enclosed are the necessary application forms to enroll your child in our school. A checklist of all required documents is included below to assist you.

- _____ Student Application (1 for each student)
- _____ Kindergarten Pink information form (1 for each Kindergarten student - needed at the time of the child's evaluation - See below)
- _____ School Administrator's Recommendation (1 for each student)
(For kindergarten ask Pre-School to complete)
- _____ Pastor's Recommendation (1 for each student)
- _____ Character Evaluation Form for Parents (have two per family completed)
- _____ Parental Commitment (1 per family)
- _____ A copy of child's most recent report card or standardized test results
- _____ A copy of child's birth certificate and Social Security card
- _____ A copy of child's up-to-date immunizations record from doctor
- _____ Registration fee \$100.00 per student (non-refundable) must accompany each application

The two recommendation forms should be completed by your pastor and your child's most recent school administrator (including pre-school). The character reference forms should be completed by someone who knows your family. These may be mailed to the school by the responding person, or may be handed in with your application.

***** Kindergarten Registration *****

Kindergarten students are required to have a pre-admission Kindergarten evaluation. The fee for this screening is \$25.00 and is non-refundable. This fee will be deducted from the student's total registration fee when the child is accepted and enrolled as a student at MCA.

We will be pleased to answer all your questions regarding our school ministry. Please direct your calls for school to (419) 866-7630.

In Christ,

Mr. Neil Black
Principal

Monclova Christian Academy

7819 Monclova Rd * Monclova, OH 43542

Telephone: 419-866-7630 * Fax: 419-868-1062 www.monclovabaptist.org/academy

2010-2011 Student Enrollment Application

Student Name _____ Grade Entering _____
Kindergarten 1/2 Day _____ or Full Day _____

Social Security # _____ Male _____ Female _____
(Required)

Address _____ City, State, Zip _____

Family e-mail _____ Home Phone _____

Age _____ Birth date _____ Birthplace _____
Required: City / County / State / Country

Race (Optional): Black _____ White _____ Hispanic _____ Asian/Pacific Islands _____ American Indian/Alaskan Native _____ Multi Racial _____

Student Lives with: _____ Name of legal guardian, if other than parent _____

Legal Guardian Address _____ City, State, Zip _____

Father's name _____ Marital status _____

Soc. Sec. # _____ Employer name _____

Home phone _____ Business Phone _____ Occupation _____

Mother's name _____ Marital status _____

Soc. Sec. # _____ Employer _____

Home phone _____ Business Phone _____ Occupation _____

Church _____ Pastor _____

Church Address _____ City, State, Zip _____

Church Phone _____

Public school district in which student now lives (include city & State) _____

Name of last school attended _____ School Phone _____

School Address _____ City, State, Zip _____

Brothers or sisters in family _____ Age _____ Grade _____ Attends MCA / Applying to MCA _____

Name _____

Name _____

Name _____

Name _____

Attach recent photo of student here

The Monclova Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. This school is authorized under Federal law to enroll nonimmigrant students.

Office Use only: Date application received _____ Deposit Amount Received _____ Check # _____
Date Student Accepted _____ First Day Attending _____

Parent Questionnaire

Please take a few minutes and complete the questions below.

1. What prompted you to apply for enrollment to Monclova Christian Academy?

2. Would you explain what it means to be a born-again Christian?

3. Based on your answer to question number two, are you a born-again Christian? Husband _____ Wife _____

If you answered yes, please include a written testimony of your salvation experience.

Husband:

Wife:

4. Does your child know what it means to be a Christian? Yes _____ No _____

5. Has your child asked Jesus to be his personal Savior? Yes _____ No _____

If your child answered yes, please have your child write his personal testimony of salvation. If needed, please feel free to help your child.

6. Please explain the importance of the Bible in your faith and family life.

7. Has the student had any scholastic difficulties in school? Yes _____ No _____

8. Was the student ever removed from school for academic reasons? Yes _____ No _____

9. Has the student had any disciplinary difficulty in school? Yes _____ No _____

10. Was the student ever expelled from school for disciplinary reasons? Yes _____ No _____

11. Has the student been in any difficulty with civil authorities? Yes _____ No _____

12. **Please attach a copy of your child's most recent grade card and school evaluation with this application.**

Remarks: (Please explain any questions answered "yes".)

MONCLOVA CHRISTIAN ACADEMY

TUITION POLICY

ENROLLMENT FEES (NON-REFUNDABLE):

Deposit (Registration fee) — \$100.00 PER STUDENT for new enrollments — holds your child's spot in the class. This fee is non-refundable. (Exception: School Board may refund registration fee if student is not accepted for enrollment) NOTE: A \$25.00 fee will be added to your tuition account if your check is returned unpaid by your bank.

Monclova Christian Academy Tuition Policy

Tuition is established by Monclova Christian Academy Commission and the School Administration. It is based on services rendered during the specified days listed on the annual school calendar. Tuition rates are noted by the school on the tuition schedule published each year.

Two methods of payment are offered, **ANNUAL, with a percentage discount** and **MONTHLY, based on 10 or 12 months.** Annual tuition must be paid by July 1st of the calendar year or ten days after the accepted date of enrollment. Discounts are noted on the annual tuition schedule. **Monthly tuition** begins July 1st of the calendar year. Monthly payments are due upon receipt and past due after the fifteenth of the month. Amounts not paid in full will incur a late charge of 1.5% per month (18% per year) of the unpaid balance with a minimum charge of \$10 per month. If the 15th falls on a weekend or holiday, the next working day will be the last day to pay accounts in full to avoid incurring a late charge. In the event tuition payments are past due beyond the 16th of the month, the following steps will be taken:

16th of Billing Month	Late payment penalty	(statement sent)
30th of Billing Month	Phone call from accounting office	(no response notification)
16th of Second Month	Final late notice	(Notification of suspension)
30th of Second Month	Removal from school	(School principals notified)

Once an account becomes past due, the entire balance must be paid and the account brought current in order for a child's enrollment to continue. No account may remain 30 days past due.

Tuition helps fund Staff salaries, and other school expenses and the school is dependent upon prompt tuition payments. Please do your part in making sure your tuition is paid on time, thus assuring our school's expenses are met in a timely manner.

NOTE: MCA accepts Visa or Mastercard for payment of tuition and/or fees. Card must be presented at the finance office to make payments.

Parents Name, Address & Telephone:	Students Names and Grades Entering 2010-2011 (please indicate Kindergarten 1/2 or full day):	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parental Commitments

STATEMENT OF FAITH

We have read the Statement of Faith. We are striving to train our child in accordance with it and wholeheartedly support every effort of the School to build these truths into our child's life.

(Father Signature)

(Mother Signature)

FINANCIAL AGREEMENT (Tuition Policy is printed on the back of this page)

We have looked over the attached tuition schedule, (which will change from year to year), and the tuition policy. We agree to pay tuition according to the tuition schedule for the appropriate school year. We will make all required payments in accordance with the tuition policy. We agree to pay any assessments that are made to cover damage to School property (including breakage of windows, abuse of books, etc.) caused by our child. We agree to pay any lunch charges, assessments, and fines as they occur during the school year. We understand that report cards and cumulative records will be withheld if required payments are not made in full on time.

(Father Signature)

(Mother Signature)

TUITION INFORMATION

Tuition Payment Plan: _____ Payment in full (5% discount offered if paid by July 1st.)

*Note: Payments commence from July 1st for all plans

_____ 10 Month Payment Plan

_____ 12 Month Payment Plan

Tithing Member of Monclova Road Baptist Church? _____ YES _____ NO

Requesting Tithing Member Discount? _____ YES _____ NO

(Father's Signature)

(Mother's Signature)

COVENANT

I/We have read the Purpose, Philosophy, Objectives and Standards of Conduct of Monclova Christian Academy. I/We understand that though I/We may not always agree with school policies, it is my/our responsibility to support and prayerfully follow the rules and standards of Monclova Christian Academy, as set forth in the student handbook. I/we understand that the Standards of Conduct are expected to be followed at all times, whether in school or outside school hours, since behavior outside the school reflects upon the creditability and character of the school. I/We understand that failure to uphold the policies of Monclova Christian Academy may result in immediate dismissal of my child/children from the school.

(Father's Signature)

(Mother's Signature)

Please return this form to:
 Monclova Christian Academy
 7819 Monclova Rd., Monclova, OH 43542
 419-866-7630

Parents: Please fill in the top half of this form before giving it to the person who will be completing the reference. Please print.

Father's name _____ Mother's name _____
 Student's name(s) who are already enrolled or are applying for MCA:
 Name _____ Grade entering _____ Name _____ Grade entering _____
 Name _____ Grade entering _____ Name _____ Grade entering _____

Thank you for completing the form below on behalf of a family who has applied to Monclova Christian Academy. This information assists the school in providing the best possible match with families and our school philosophy. We exist to assist parents in their God-given responsibility to bring up their children according to the teachings of the Bible, that the child will be in a home environment where he will know the importance of accepting Jesus as his/her Lord and Savior, and will desire to please Him. There is no such thing as the "perfect" family, but it is important that we are in a growing relationship that pleases the Lord. The spiritual training of a child is the primary focus.

Authorization: The completion of this evaluation has been authorized by the applicant(s). Monclova Christian Academy considers the information contained herein to be confidential. The person completing this evaluation acknowledges that Monclova Christian Academy may use the information contained herein in the decision whether to admit the applicant to the schools.

Father's signature _____ Mother's signature _____

CHARACTER EVALUATION FORM FOR PARENTS

How long have you known the family? _____
 What is your relationship to the family? _____

Additional comments:

	Outstanding	Strong	Average	Poor	No Knowledge	N/A
1. Spiritual maturity (father)						
2. Spiritual maturity (mother)						
3. Honesty and integrity (father)						
4. Honesty and integrity (mother)						
5. Relationship between the spouses						
6. Relationship between student & father						
7. Relationship between student & mother						

Name (please print) _____ Phone _____
 Signature _____
 Date _____

Monclova Christian Academy

Pastor's Recommendation

Student's name _____ Grade _____

Address _____ Year 20____-20____

_____ Phone _____

Parent's name _____

Father

Mother

1. How active is your family in your church?

	Every	3x	2x	1x	Rarely	Name areas in which you teach or serve
Attends:	week	Mo.	Mo.	Mo.	Mo.	
Sunday School	_____	_____	_____	_____	_____	_____
AM Service	_____	_____	_____	_____	_____	_____
PM Service	_____	_____	_____	_____	_____	_____
Midweek	_____	_____	_____	_____	_____	_____

2. List any other Bible studies or ministries in which you are involved. _____

To be completed by the Pastor-The above-named student has applied for entrance into Monclova Christian Academy. In what capacity does the family serve in your church?

1.	Teacher	Youth	Elder/Deacon	Other (specify)
Father	_____	_____	_____	_____
Mother	_____	_____	_____	_____
Student	_____	_____	_____	_____

2. Does this student participate regularly in the youth program in your church? _____
 Comments _____

3. What other information is available that would assist MCA in meeting the needs of this student? _____

(use the back of page for additional space)

Ministry Area Supervisor signature _____ Pastor's signature _____

Position _____ Position _____

Church and address _____

Please attach your church's statement of faith and return this information to the appropriate school listed below. Thank you for your assistance.

Monclova Christian Academy
7819 Monclova Rd.
Monclova, OH 43542
419-866-7630

Monclova Christian Academy

School Administrator's Recommendation

Student's name _____ Grade _____

Address _____ Year 20____-20____

Phone _____

Parent's name _____

Father

Mother

The above-named student has applied for entrance into Monclova Christian Academy. Would you please provide the following information for us?

1. Is the family active in your school?

Father _____ PTA _____ Volunteer _____ Other _____
Mother _____ PTA _____ Volunteer _____ Other _____

2. In what activities did this student participate?

_____ Athletics _____ Music _____ Drama _____ Student Government
_____ Other _____

3. Check the following which apply to this student:

Academic

_____ Above Average
_____ Average
_____ Below Average

Special Services

_____ Tutoring
_____ Resource Room
_____ Speech/Hearing

Financial Status

_____ Paid in Full
_____ Has outstanding balances
(fines, fees, tuition, etc)
_____ Payment issues

Attendance

_____ Absent 10 days or less
_____ Absent 15 days
_____ Absent 20 days or more

Discipline

_____ Suspended
_____ Expelled
_____ Truant

Learning Disability _____yes _____no
I.E.P. _____yes _____no

If yes, please give brief description
on reverse side.

Please provide comments concerning this student's character and any additional information that will assist us in making a decision regarding admission to our school.

Please return this information to Monclova Christian Academy. Thank you for your assistance.

School Personnel _____ Position _____

Administrator's Signature _____ Position _____

Name of School _____ Phone _____

School address _____ Date _____

Monclova Christian Academy
7819 Monclova Rd.
Monclova, OH 43542
419-866-7630

Monclova Christian Academy

Pre - school Administrator's Recommendation

Student's name _____ Grade _____

Address _____ Year 20_____-20_____

Phone _____

Parent's name _____

Father

Mother

The above-named student has applied for entrance into Monclova Christian Academy. Would you please provide the following information for us?

1. Is the family active in your school?

Father _____ PTA _____ Volunteer _____ Other _____
Mother _____ PTA _____ Volunteer _____ Other _____

2. Check the following which apply to this student:

Academic

_____ Above Average

_____ Average

_____ Below Average

Special Services

_____ Tutoring

_____ Resource Room

_____ Speech/Hearing

Financial Status

_____ Paid in Full

_____ Has outstanding balances
(fines, fees, tuition, etc)

_____ Payment issues

Attendance

_____ Absent 10 days or less

_____ Absent 15 days

_____ Absent 20 days or more

Discipline

_____ Suspended

_____ Expelled

_____ Truant

Learning Disability _____yes _____no
I.E.P. _____yes _____no

If yes, please give brief description
on reverse side.

Please provide comments concerning this student's character and any additional information that will assist us in making a decision regarding admission to our school.

Please return this information to Monclova Christian Academy. Thank you for your assistance.

School Personnel _____ Position _____

Administrator's Signature _____ Position _____

Name of School _____ Phone _____

School address _____ Date _____

Monclova Christian Academy
7819 Monclova Rd.
Monclova, OH 43542
419-866-7630

Monclova Christian Academy

Kindergarten Information
(Blue Student Application also required)

Child's name _____ Birth date _____

Parent's name _____ Phone _____

Date _____

It is an exciting and important moment when a child starts school. By answering the questions on this form you will help us to better understand your child and assist us in meeting his needs. Thank you for taking the time to provide the information that is requested. Please use an additional piece of paper if you would like to provide more information. May the Lord grant you and your child a rewarding year.

1. Does your child attend Sunday School? Yes ___ No ___

Comments: _____

2. Has your child attended preschool? Yes _____ No _____

If you answered yes, please respond to a, b and c.

a. How long has he attended one? _____

b. What is the name of the preschool? _____

Please have the preschool teacher complete the evaluation form concerning your child's readiness for kindergarten. A copy of the preschool's philosophy should be included with the evaluation form. The statement must be received at the elementary school prior to the family interview.

c. Does your child enjoy school? Yes _____ No _____

Comments: _____

3. Does your child relate well with other children? Yes _____ No _____

Comments: _____

4. Does your child enjoy books? Yes _____ No _____

5. Do you read to your child? Yes _____ No _____

6. Does your child require an afternoon nap? Yes _____ No _____

7. How does your child work with crayons? With ease _____ Labored _____

8. How does your child work with scissors? With ease _____ Labored _____

9. How does your child work with paints? With ease _____ Labored _____

10. How does your child respond to separation from his parents?
With ease _____ With difficulty _____ Inconsistent _____

Comments: _____

11. How does your child complete a task?
Self-directed _____ With some encouragement _____ Needs much encouragement _____

12. What forms of discipline do you use and find are effective in training your child? (Praise, removal of privileges, separation, paddling, etc.)

Comments: _____

13. What are your child's special interests? _____

14. Are there specific concerns that you have for your child? (Spiritual, emotional, social, organizational skills, academic, obedience to those in authority) Yes _____ No _____ If you answered yes, please list the concerns:

15. Do you feel that your child is ready to begin kindergarten?
Yes _____ No _____ Uncertain _____

Comments: _____

16. Please share any additional information that you feel will be helpful to assist us in making a decision concerning your child's readiness to begin school.

