

REGISTRATION PACKAGE 2012-2013

Dear Parents,

Thank you for your interest in enrolling your child(ren) into the Resurrection Christian Academy (“RCA”) for the 2012/2013 scholastic year. In order to make the admission procedure as simple as possible please find attached an admission package, with a check list, for your family. Should you have any questions about the admission procedure please do not hesitate to call me (Office) 519.836.5395 .

In His Service
Sue Warren
Administrator

For All New Families – please ensure that all the following items have been completed and are included with your application

- Interview
- Copy of recent report card (if applicable)
- Copy of birth certificate (Little Gems/JK/SK only)
- Registration Fee Cheque

For All Families – please ensure that all the following items have been completed and are included with your application

- Registration Form (Complete, sign and return - 2 pages – 1 per family)
- Payment Form (Complete, sign and return – 1 per family)
- Activity Fee Cheque (Postdate and include – 1 cheque)
- Registration Fee Cheque (Dated today’s date - 1 cheque)
- All Tuition Cheques (Postdate and include – 1, 2 or 11 cheques)

OR

- Pre-Authorized Payment (“PAP”) Agreement (Complete and attach a cheque marked “VOID”)
- Extended Care Programme Form (Complete if applicable)
- Statement of Faith (Sign and return)
- Parent Code of Conduct Form (Sign and return)
- Student Code of Conduct Form (Sign and return)
- Student Medical Information Form (Sign and return one form for each child enrolled)
- Internet Acceptable Use Policy (Sign and return)
- Volunteer Hours Sheet (Sign and return)
- 2 photographs of each child

The admission procedure cannot be completed until all the items indicated above have been received.



REGISTRATION FORM

Family Name(s): _____
 Address: _____ Home Phone: _____
 City: _____ Postal Code: _____
 Email Address (required for weekly communications): _____

Parent/Guardian's Name: _____ Bus. phone: _____
 Employer: _____ Cell Phone: _____
 Marital Status: _____

Parent/Guardian's Name: _____ Bus. Phone: _____
 Employer: _____ Cell Phone: _____
 Marital Status: _____

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

PLEASE NOTE: Address & Home Phone Number will be published in the RCA Family Directory unless you specifically indicate otherwise.

Child(ren)'s First & Last Names	Date of Birth (M/D/Y)	Grade Sept.2012	Last School Attended (if applicable)	Please register this child for 2012-2013
				YES NO
				YES NO
				YES NO
				YES NO

Little Gems students must be 3 years old by Dec. 31st of the school year. 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

An Ontario School Record (OSR) is used to collect information for each pupil enrolled in the school and is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. Each student and parent(s) of a student has access to all of the information contained in the Ontario Student Record.

Office Use Only

Date Received	Office Note	Tuition Cheque(s)	PAP	Registration Cheque	Activity Fee Cheque

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

Name: _____ Phone: _____
 Bus. Phone: _____ Cell Phone: _____
 Relationship to child: _____

Church Affiliation

* Although church attendance is not a requirement for admission to RCA, 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 enquire about churches in the area? YES NO

- Do any of your children that you intend to register at RCA 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

Personal Information Consent: In providing data on this application form I understand that personal information will only be used for the internal purposed of the school and will only be disclosed under conditions outlined in the RCA Privacy Policy.

 Parent/Guardian's Signature

 Parent/Guardian's Signature

 Date

 Date

SAPPHIRE PLAN FEE SCHEDULE

ANNUAL TUITION RATES

	ANNUAL PAYMENT Cheques should be postdated to July 1 st , 2012	
3 Day JK	\$4,000	
1 full Day child	\$6,500	
One full day & one 3 day JK	\$9,000	
2 full day children	\$10,000	
Family maximum (3 or more children)	\$13,000	
	SEMI-ANNUAL PAYMENT Cheques should be postdated to July 1 st , 2012 & Jan. 1 st 2013	1) July 1st 2012 Payment 2) 1st Jan 2013 Payment
3 Day JK	\$4080	1) \$2,040 2) \$2,040
1 full Day child	\$6,630	1) \$3,315 2) \$3,315
One full day & one 3 day JK	\$9,180	1) \$4,590 2) \$4,590
2 full day children	\$10,200	1) \$5,100 2) \$5,100
Family maximum (3 or more children)	\$13,260	1) \$6,630 2) \$6,630
	MONTHLY PAYMENT Cheques should be postdated to July 1 st , 2012 - May 1 st 2013	1) July 1st 2012 Payment 2) Aug 1st 2013 – May 1st 2013 Ten Monthly Payments
3 Day JK	\$4160	1) \$693.30 2) \$346.67
1 full Day child	\$6,760	1) \$1126.70 2) \$563.33
One full day & one 3 day JK	\$9,360	1) \$1,560 2) \$780
2 full day children	\$10,400	1) \$1733.33 2) \$866.67
Family maximum (3 or more children)	\$13,520	1) \$2,253.30 2) \$1,126.67

- RCA Teachers and Parents in Christian Ministry please ask for the **Aqua Plan Fee Schedule**
- Unsupported single parents and other parents in need of tuition assistance please ask for the **Cyan Plan Schedule**
- Post-dated cheques for the complete tuition amount or a completed Pre-Authorized Payment (PAP) Agreement are required to complete the registration package.
- Administrative fees of \$45 will apply in the case of NSA PAP or cheque.
- A two (2) month tuition hold back will be applied to families who withdraw from the school after the Registration Package is received.

ANNUAL REGISTRATION FEE – To cover the cost of text books and supplies – non-refundable

Each returning student	(Gr1-8) \$250
Each returning student	(JK/SK) \$150
Each new student	(Gr1-8) \$500
Each new student	(JK/SK) \$250

ANNUAL ACTIVITY FEE – The Activity Fee will cover all extra-curricular activities for the students which do NOT contribute to the fund-raising efforts of RCA.

Included events:-
 Christmas dinner;
 Pancake Lunch;
 Speech Meet;
 Choral competitions;
 Theatre
 Mission Conference
 All sports tournaments, days and events;
 All field trips and overnight camps.

Excluded events:-
 Christmas musical tickets;
 Pizza lunches;
 Hot Lunches;
 Grade 8 mission trip and all related fund-raising initiatives and costs;
 Fund raising events;
 Swimming. The swimming is not included in the Activity Fee as it is tax deductible under the CRA Fitness Tax Program.

Payable July 1st for Annual Payers – Multiple children, pay first Activity Fee July 1st, second August 1st, and third September 1st

Payable July 1st and January 1st for Semi-Annual Payers

Payable in 10 equal monthly payments for Monthly Payers – commencing July 1st 2012

JK/SK	\$100
Grades 1/2/3	\$150
Grades 4/5	\$200
Grades 6/7/8	\$250

AFTER SCHOOL PROGRAMME

RCA will provide outdoor supervision for children from 8:15 – school start each weekday morning and from school finish – 3:45 each weekday afternoon.

In the interest of the safety of your children, all children picked up after 3:45pm will go into the After School Programme and fees will be charged in the amounts indicated below. Parents will be billed at the end of each month for the use of the After School Programme.

There is no flexibility in this regard as RCA cannot take responsibility for the safety and welfare of your children unless they are supervised and accounted for.

If your child is allowed to take the bus home, to walk home or there are alternative parent approved arrangements RCA will need this information in writing before the child is allowed to leave the premises unsupervised.

Child's Name: _____
 Child's Name: _____
 Child's Name: _____

Parent/Guardian's Name: _____ Bus. phone: _____
 Employer: _____ Cell Phone: _____

Parent/Guardian's Name: _____ Bus. Phone: _____
 Employer: _____ Cell Phone: _____

Emergency contact

Name: _____ Phone: _____
 Bus. Phone: _____ Cell Phone: _____
 Relationship to child: _____

Parents are required to come in to the school to take their children out of the After School Programme.

After School Care Fees

Pick up 3:45-4:45pm	\$5.00 per child per day
Pick up 4:45-5:00	\$10.00 per child per day
Pick up after 5:00pm	\$10.00 to 5:00pm , \$20.00 per 15 minute interval thereafter

It is the intention of RCA that all children be picked up by 4:45pm except in unusual circumstances, the late hour costs for After School Care are therefore somewhat punitive, particularly after 5:00pm. Clearly however accommodation will be made in the event that parents are delayed due to dangerous driving conditions, in this situation please just call the school to let the After School supervisor know and we will plan accordingly.



PAYMENT FORM FOR TUITION FEES

FAMILY NAME

- Annual Payment – 1 Cheque dated 1st July 2012 – Tuition Plus Activity Fee
- Semi-Annual Payment – 1 Cheque dated 1st July 2012 and 1 cheque dated 1st Jan. 2013 – Tuition Plus Activity Fee
- Monthly Payments –Post Dated Cheques – Tuition Plus Activity Fee
- 1 automatic bank withdrawal of \$ _____ to be made in the first week of each month - Tuition Plus Activity Fee

Please indicate full name and mailing address for TAX RECEIPTS

INDICATE IF RECEIPT IS: PERSONAL BUSINESS OTHER (GRANDPARENT/DONOR)

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

Parent/Guardian's Signature

Parent/Guardian's Signature

Date

Date

STUDENT MEDICAL INFORMATION FORM

First/Middle/Last Name: _____
 Date of Birth: _____ Sex: M F
 Ontario Health Card Number: _____
 Doctor's Name: _____ Doctor's Phone: _____
 Dentist's Name: _____ Dentist's Phone: _____
 Date of last medical examination: _____

Medical Issues	YES	NO
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 programme		

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 the 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.

 Parent/Guardian's Signature

 Parent/Guardian's Signature

 Date

 Date

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

Medical:

Academic:

Social:

Sporting:

Other:

PARENT CODE OF CONDUCT FORM

- I will strive to be positive and helpful towards the school in my discussions and interactions with persons inside and outside the school community
- If I become dissatisfied with the school in any respect, I will discuss the issue(s) with the Administrator
- I will adhere to the school's conflict resolution procedure including the 24 hour rule with regards to initiating complaints
- I will show 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 the staff in dealing with disciplinary issues
- I accept that the school reserves the right, at the discretion of the Board to remove a student from the school in the event that the students parents continually fail to support the Administrator(s), teachers and/or staff
- I will fulfill 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

Parent/Guardian's Signature

Parent/Guardian's Signature

Date

Date

STUDENT CODE OF CONDUCT FORM

- I will be respectful , cooperative and polite to all the students at RCA and obey all adults in a position of authority at RCA
- I will respect school property and the property of others at all times
- I will comply with the school dress code
- I will come to school prepared, on time and ready to learn
- I will refrain from bringing anything to school that may compromise the safety of others
- I will follow the established rules and take responsibility for my own actions
- I will remain on school property at all times, unless arrangements have been made through the RCA 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, use foul language, or use the name of God inappropriately 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 read and agree to abide by the Student Code of conduct

Student's Signature

Student's Signature

Parent/Guardian's Signature

Parent/Guardian's Signature

Date

Date

STATEMENT OF FAITH

This statement expresses the essential Christian convictions of our school. It reflects the faith of all our staff and board members and will be the theological basis of our teaching.

1. We believe that there is one, true God and that God exists in three persons: Father, Son and Holy Spirit.
2. We believe in Jesus Christ as our Lord and Saviour. As God's only Son, born of the Virgin Mary, Jesus lived and taught the word of God, died on the cross for the sins of humanity, was resurrected in body and spirit, and ascended into heaven.
3. We believe in the need of every human being for salvation and for the continuing work of the Holy Spirit in the life of every Christian believer. We believe that salvation is a free gift of God, received when a person places their faith in Jesus Christ.
4. We believe that God continues to work in history and that His kingdom will culminate in the return of Jesus Christ. Ultimately God will judge the living and the dead. As God raised Christ from the dead, so shall His followers be raised to eternal life.
5. We believe that the Bible is the inspired, authoritative word of God in the original autographs. The scriptures reveal the nature and work of God. They serve as a guide for daily life and the final authority in matters of faith.
6. We believe that the church is the body of Christ, the visible expression of His life in the world. The church is a community of believers who gather for worship, encouragement, fellowship, accountability, and mission. The participation of believers in the work of the local church is an essential part of the Christian life.
7. We believe that Christian unity transcends all barriers of race, culture, gender or denomination. Christians are called to follow Christ's teaching and example; to treat each other with love, honour and respect and to strive to be God's witnesses in their homes and in the world.

Please choose one option below:

- I am in agreement with the Statement of Faith and I will support RCA in its effort to uphold and communicate these founding principles.
- While I am not in total agreement with the Statement of Faith, it is nevertheless my desire that my child(ren) be educated in accordance with these theological principles.

Student's Signature

Student's Signature

Parent/Guardian's Signature

Parent/Guardian's Signature

Date

Date

INTERNET ACCEPTABLE USE POLICY – GRADE 4,5,6,7 & 8 ONLY

It is the goal of Resurrection Christian Academy (“RCA”) to provide the highest quality education possible to all students. The internet is one of the many information resources available to students as part of their education at RCA. Through the internet, students can access data from educational, government and scientific sources across the globe which will enhance their learning experience. However, 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.

The RCA IT team makes every effort to ensure that the internet is used responsibly by students and to avoid exposure to inappropriate materials. These efforts include the setting up of content filters and safety nests. RCA reserves the right to track network use, to monitor files and internet usage, and to expand and amend its monitoring procedures at any time. Students waive any right to privacy in anything they create, store, access, send, or receive on the computer or the internet while at RCA.

While at RCA students may only use the RCA internet access for approved educational purposes only. Students must respect copyrighted material and to properly credit all works cited from internet resources. Students must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity.

Please be advised that your child’s use of the internet, provided by RCA, expressly prohibits the following:

- Game playing other than allowed through keyboarding and educational games
- Distribution of destructive programs (i.e., viruses and/or self-replicating code)
- Hateful, harassing, or other anti-social behaviour
- Intentional damage or interference with others (for example, hacking and distributing viruses)
- Making publicly accessible obscene files
- Solicitation
- Dissemination, printing or plagiarizing of copyrighted materials (including articles and software) in violation of copyright laws.
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Sending chain letters, gambling or engaging in any other activity in violation of the law

Students must immediately notify a teacher if a security problem is discovered, if the computer becomes infected with a virus or if they access a website hosting inappropriate materials.

RCA offers students supervised access to the internet, subject to the receipt of signed authorization from their parents. The choice to allow your child to use the internet while studying at RCA is a personal one and the school supports and respects each family's decision.

Student

As an RCA school user of the internet, I agree to use the internet in a responsible manner and to comply with the RCA school rules on its use as set out in the Internet Acceptable Use Policy.

Parent/Guardian

I grant permission for my son/daughter to use the internet at RCA. I understand that pupils will be held accountable for their own actions. I understand that some materials on the Internet may be objectionable and I acknowledge and accept the limitations set out in the RCA internet Acceptable Use Policy. I acknowledge that in giving my son/daughter access to the internet at RCA I accept shared responsibility with the school for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Student's Signature

Student's Signature

Parent/Guardian's Signature

Parent/Guardian's Signature

Date

Date

VOLUNTEER HOURS

“From him the whole body, joined together and supported by every supporting ligament, grows and builds itself up in love, as each part does its work.”

Ephesians 4:16

As a new small school we will need as many volunteers as possible, we are therefore asking that each family commit 60 volunteer hours each year. We acknowledge that some families have more flexibility with regards to volunteering during school hours but there are many opportunities to volunteer that can be fulfilled at home or outside school hours. As we try to build the RCA community we ask that you prayerfully consider ways that you can assist the school.

RCA is a board run school supported by a number of board/parent and teacher led working groups plus individual roles; please indicate below where you feel that you will be able to help:-

- 1) **Fund Raising/Event Planning** (8 + Lisa Brombal, board member) – responsible for the planning and running of all the fund raising initiatives.
- 2) **Marketing** (4 + Sue Warren, board member) – responsible for the marketing (including online) of both the school and the events planned by the Fund Raising/Event Planning team.
- 3) **Site Maintenance/Health and Safety** (4 people + board member) – responsible for ensuring that the school premises (including playgrounds) are a safe, attractive, welcoming and professional setting for the children, parents, faculty and staff.
- 4) **Spiritual/Outreach/Academic** (4 + Doug Agnew, board member + Mrs Grant) – responsible for ensuring that our school community is fulfilling the school motto “Reaching up towards God, Reaching out towards the community and Reaching inwards towards personal excellence.”
- 5) **Operational** (2 + Doug Agnew + Sue Warren) –required to advise the board with regards to financial planning, audit, governance, legal issues pertaining to private education in Ontario.
- 6) **Library** (2 people)
- 7) **Front Desk** – the front desk must be covered at all times, if you are able to commit to 1/or more morning or 1/or more afternoon on a regular ongoing basis please indicate. (Police check required)
- 8) **Driving children to sports meets/field trips** – As required (Police check and appropriate vehicle insurance required)
- 9) **Food services** – ie. For bake sale, end of year bbq, tuck shop cart etc.
- 10) **Coaching/Refereeing** – As required (Police check required)

The _____ family will help with Item # _____ from the list above