

---

# MetroWest Christian Academy Student Handbook

2009/2010



## Table of Contents

---

Table of Contents .....	2
Statement of Faith .....	4
Pledges .....	5
Bible .....	5
Christian Flag.....	5
American Flag.....	5
Policies.....	6
School Visits .....	6
Lunch and Snack Requirements.....	6
Snow Days .....	6
Telephone/ Electronic Devices .....	6
Dropping Off Students.....	6
350 Campus – K4 & K5 students only .....	6
280 Campus – 1st through 5th grade students.....	7
Picking Up Students.....	7
350 Campus .....	7
280 Campus .....	7
Kindergarten Graduation .....	7
Field Trips.....	7
Communicable Diseases .....	8
Illness .....	8
Administration of Medication.....	8
Uniforms .....	9
Hair .....	9
Cosmetics.....	9
Uniforms Grades K4-5 <sup>th</sup> Girls.....	9
Uniforms Grades K4-5 <sup>th</sup> Boys .....	10
Student Conduct.....	11
Suspected Abuse Reporting Responsibilities.....	12
Classroom Behavior.....	12
Corridor Behavior .....	13
Bathroom Behavior.....	13
Detentions .....	14
Suspensions.....	15
Homework.....	15
Homework Policy .....	15
Homework Schedule.....	16
Student Evaluations .....	17
Parent Teacher Meetings.....	17
Report Cards .....	17
Grade Point Value.....	17
Standardized Achievement Tests.....	17
Attendance and Tardiness.....	18

## MetroWest Christian Academy Student Handbook

Excused Absences.....	18
Unexcused Absences .....	18
Financial Policies.....	19
Sending Money to School.....	19
Fund Raisers.....	19
Application Fee.....	19
Registration Deposit.....	19
Book Usage Fee .....	19
Restitution for Damages .....	19
Tuition.....	20
Admissions Policy .....	21
Application.....	21
Placement Exams .....	21
Family Interview .....	21
Registration Deposit.....	21
Transfers .....	21
Withdrawals .....	21

## Statement of Faith

---

MetroWest Christian Academy administration, faculty, and staff subscribe to this Statement of Faith annually.

1. We believe the Bible to be the inspired, authoritative and infallible Word of God. (II Timothy 3:16)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (I John 5:4-6)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (I Corinthians 15:3; I Peter 2:21-30; John 3:16)
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30; Galatians 4:4-7)
5. We believe that the redemptive work of Christ on the cross provides healing for body, mind and spirit in answer to believing prayer. (Isaiah 53:5; I Peter 2:24; James 5:14-16)
6. We believe in the present ministry of the Holy Spirit who indwells every believer and operates in all believers in the power and gifts of the Spirit, manifesting them as He wills. (John 14:16; Acts 2:2-4; I Corinthians 12:14; Galatians 5:22)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:24,28,29)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ and seek community together to "become more and more in every way like Christ who is the head of His body, the church." (Ephesians 4:16)

## Pledges

---

### Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and light unto my path, and I will hide its word in my heart that I might not sin against God.

### Christian Flag

I pledge allegiance to the Christian flag, unto the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.

### American Flag

I pledge allegiance to the flag of the United States of America. And to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

## Policies

---

### School Visits

Please feel free to consult with the teacher or school office regarding any problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parents and student. Each teacher welcomes a visit from any parent, however, we do urge that such visits be made by definite appointment. Simply report to the school office to sign in at the time of arrival and departure.

### Lunch and Snack Requirements

Lunch is the responsibility of the parent. Please provide healthy food for your child each day. MCA offers a number of lunch options during the week that are available for purchase quarterly. There is a vending machine available for the purchase of small snack items and drinks before 8:25am and after 3:00pm.

### Snow Days

Please call the school for a recorded message or tune to WBZ AM 1030, WBZ channel 4, WCVB channel 5, WRKO AM 680, or channel 7 News. We will call the stations in the event of inclement weather to cancel or delay school. A delayed opening will result in no school for K4. We will be listed as MetroWest Christian Academy.

### Telephone/ Electronic Devices

All electronic devices should be left at home. Cell phones are not to be used during school hours. There is no locked area to secure cell phones. The school phone may be used in case of emergency.

### Dropping Off Students

School begins promptly at 8:30 a.m. Children may be dropped off as early as 8:15. Parents may enroll children at DreamStation if before school care is needed. Payment for this program would be made directly to DreamStation. We ask that parents not linger in the school building after delivering their children. If you, as parents, have concerns, please check with the office so staff may see to your needs.

#### *350 Campus – K4 & K5 students only*

Always enter to the right of the building, the T Station side, proceeding slowly to the rear. Students are to be dropped off in the left lane only. Wait until a staff member assists your child. Once your child is safely out of the car, you may cautiously pull into the right lane and exit. If you are going to enter the classroom with your child, please park at the 280 campus.

### *280 Campus – 1st through 5th grade students*

Upon entering the parking lot, turn right and follow the cones around the perimeter of the lot. Students may get out of the car once you have pulled close to the front door. Fourth through eighth grade students walk along the causeway to get to the 350 campus. Exit by traveling straight, again continuing around the perimeter of the lot. If you are going to enter the building, follow the above pattern, then pull all the way into the parking spaces facing Pleasant Street.

## Picking Up Students

### *350 Campus*

The identification card of K4 and K5 students must be posted on the dashboard of your car. The teacher on duty will then help your child into your car. Dismissal for K4 is at 12:15 p.m. Students in grades four and up will walk to the 280 campus for dismissal.

### *280 Campus*

School ends promptly at 3:00 p.m. for grades K5 and up. Parents of 1st through 3rd grade students will be required to enter the building and proceed to the classroom to get their child. All other students will be dismissed from the front door. Please follow the parking procedures. Do not pull to the side of the building. This will allow for a safe environment. All parents need to remain outside the building while waiting for students to be dismissed. Your child's safety is our primary concern. Please keep your younger children with you at all times and do not allow them to run in the parking lot. Avoid engaging the teachers on duty in conversation at this time as their responsibility is to monitor a safe departure for all students. No student will be allowed in the playground area until after 3:15 and then not without close parental supervision. If someone other than you is to pick up your child, please notify the school in writing. Phone calls on this matter are discouraged. We cannot dismiss your child to someone else without parental consent. If you are running late in picking up your child please call the office so we may know when to expect you. Children left after 3:20pm will be charged a fee of \$15 for their supervision. Any family consistently late will be expected to enroll at DreamStation for extended care.

## Kindergarten Graduation

Our K5 graduation is a special event and each graduate will be billed a rental fee of \$7.00 for the cap and gown. Each student will receive a tassel and diploma. The final day of school for K5 students is the day of graduation. The K5 graduation date may change per number of snow days.

## Field Trips

Field trips are arranged in advance. A signed permission slip must accompany each student. All classroom rules will be in effect throughout the trip. Field trips are meant to be fun as well as educational. There will be a fee for most trips.

## Communicable Diseases

MetroWest Christian Academy desires to maintain a healthy school environment by instituting controls to prevent the spread of diseases. A communicable disease is one of the following but not limited to:

Chicken pox	Green mucous from the nose	Measles
Head/Body lice	Diarrhea	Conjunctivitis
Fever	Vomiting	German Measles
Unexplained rash	Scabies	Tuberculosis

Any students or employees with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill. During recognized periods of communicable diseases for which immunization is not available, students and employees shall be excluded from school while ill. If the nature of the disease and circumstances warrant, MCA may require an independent physician's examination of the student or employee to verify the diagnosis. MCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to prevent the spread of communicable diseases within the school.

## Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. A child will not be allowed to attend or remain in school if he or she has a fever. **A child may not return to school until he or she has been free of fever for 24 hours.** If your child is dismissed from school due to illness we require you to keep them home the next day. Upon return to school please send hat, coat, etc. to minimize future illness. The classes participate in outdoor activities each day weather permits.

## Administration of Medication

MetroWest Christian Academy staff shall not administer prescription or non-prescription medication to a child. With the written order of a physician which indicates the medication is for the specific child, a staff member will oversee the self-administration of the medication.

In addition to the physician order, a Parent/Guardian Authorization for Medication Administration form must be completed and approved.

The student may bring only one dose per day in the original prescription bottle. Medications will not be stored on the school premises. The classroom teacher must be given the medication form and the daily dosage and he/she will supervise the student self-administering the medicine at the proper time. If a student is not of an age to self-administer medication under adult supervision, the parent is expected to come to the school and administer the medication.

## Uniforms

---

The way in which one dresses promotes a certain atmosphere. We have chosen to have all students wear uniforms because of the proper standard that this denotes. Uniforms help eliminate peer pressure. Students are to be in full uniform at all times when in the school building while classes are in session. The only exemptions are authorized school activities.

### Hair

Hair should avoid extremes and should be discreet and in keeping with the standard of MCA. Boys' hair length should be above the shirt collar, above the eyebrow, and be no more than half-way down the ear.

### Cosmetics

Cosmetics are not allowed through grade five. No tattoos are allowed on either boys or girls.

### Uniforms Grades K4-5<sup>th</sup> Girls

In general, modesty, cleanliness and neatness are stressed.

- Jumpers and skirts are to be no more than one inch above the knee.
- Blouses are to be white oxford, long or short sleeves for 1st through 5th grade. K4 and K5 are to wear either the navy jersey polo with the school logo, a white polo, or white oxford. During colder weather, a turtleneck may be worn under the uniform shirt.
- Sweaters, vests, or fleece are navy with the school emblem. No others will be allowed.
- Ties must be worn daily in 1<sup>st</sup> through 5<sup>th</sup> grades.
- Socks or tights are to be matching.
- Shorts ordered from the uniform company and no more than 3" above the knee may be worn until October 15th and after May 1st and must be worn with a black belt. Also, in the interest of discretion, shorts of any style should be worn under the uniform if your child wants to use the playground equipment.
- Shoes or sneakers must be black, appropriate and clean.
- Gym uniforms for grades K5 through 5th must be purchased through our supplier and are required attire for participation.
- No heavy jewelry will be permitted.

## Uniforms Grades K4-5<sup>th</sup> Boys

- Slacks are gray or navy and purchased from our supplier.
- Shirts are white oxford, long or short sleeves from 1st through 5th grades. K4 and K5 are to wear the navy or white jersey polo with the school logo. During colder weather, a turtleneck may be worn under the uniform shirt.
- Sweaters, vests, or fleece are navy with the school emblem. No others will be allowed.
- Uniform ties (1<sup>st</sup> – 5<sup>th</sup>) and black belts are to be worn daily.
- Socks are to be matching.
- Shorts from our supplier and no more than 3” above the knee are allowed until October 15th and after May 1st.
- Shoes or sneakers must be black, appropriate and clean.
- Gym uniforms for grades K5 through 5th must be purchased through our supplier and are required attire for participation.
- No earrings will be worn.
- No hats are to be worn while inside the building.

The school is not responsible for lost clothing. Please write your child's name on all items with a laundry marker. All lost items must be replaced by the parent immediately. All students will be checked daily for appropriate and complete uniforms. The first time a student is not in uniform, he or she will be given grace. Any time thereafter the parent will be called to supply the lack or pick up the student.

## Student Conduct

---

Attendance at MetroWest Christian Academy is a privilege and not a right. Our standards are high and MCA expects full cooperation from both student and parent in the education of the student. Students attending MCA are expected to conduct themselves properly at all times so as to bring honor and respect to themselves and their school. The academy requires that each student refrain from any behavior which would tarnish the testimony of the school and expects that each student will maintain Christian standards of courtesy, kindness, morality, and honesty. Students bring honor to the academy as its representatives when they strive to follow the example of Jesus Christ in their lives.

The faculty and staff at MCA are partners with the parents in the awesome responsibility of training each child in the way he or she should go. The academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. This training involves consistent communication of scriptural standards so that the children will develop godly attitudes and correct habit patterns. We believe that all things should be done decently and in order, and that our students should be taught to accept and be given responsibility to “walk honorably before all men.”

It is the responsibility of the parent to provide discipline in a biblical and consistent fashion. The Word of God directs parents to bring up their children in the nurture and admonition to the Lord and directs children to obey their parents in the Lord. This is well pleasing unto Him. When a parent sends a child to another authority such as a school, the parent must delegate some of his authority to the faculty and staff of the school. This will assist the school in the continued training of the child. If the parents and school are not in harmony as to discipline, the result will certainly be double standards and confusion in the child’s mind. We are concerned for the ultimate well being of your child.

Respect and obedience to the faculty and staff are foundation of the disciplinary code. All faculty and administration are expected to correct any child at the time of misbehavior. Discipline which is firm, consistent, timely, and tempered with love is maintained. Our faculty upholds standards of behavior in the classroom through kindness and love firmly carried out and tempered by good judgment and understanding. The parents are expected to support faculty and administration when a child is corrected. If your child should come home complaining about a policy or discipline and you, as the parent, are concerned, we ask that you please follow this procedure:

- Give the staff the benefit of the doubt and verbally support the school to your child.
- Understand that your child’s report may be emotionally biased and without complete information.
- Understand that MCA has reasons for all rules and that these rules are enforced without favoritism.

## MetroWest Christian Academy Student Handbook

- Feel free to call the school for the facts and with your concerns. We are committed to working with you in these situations.

Compliance with regulations is secured by counseling, parent meetings, detention, and suspension. In the event a child is sent to the office and the administration feels the event is of a serious nature, the parent will be called in at that time. The parent will be asked to resolve the situation by correcting the child on the school premises or removing the child from school for the remainder of the day. If a student's attitude during school or school-related activities is not in accordance with the policies and principles of the school, the student may be placed on probation at which time the parent will be called in for a conference. If the administration feels the situation has not changed within a reasonable time, parents will be asked to withdraw the child from MetroWest Christian Academy.

### Suspected Abuse Reporting Responsibilities

In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### Classroom Behavior

During the first few weeks of school, each class spends time developing appropriate classroom behavioral habits. We refer to this as habit training which includes the following:

All books and papers should be brought into the classroom upon arrival. Students will not be permitted to retrieve things from their book bags during class time. Two or three pencils should be sharpened before the start of school. Desks and lockers are to be kept organized and clean. The area around the student should be free of papers and books.

When the teacher gives directions and/or oral drills, students should have hands folded on the top of the desks and feet flat on the floor under the desks. Desks should be cleared of all materials with students facing forward.

While working at desks, students should sit tall (no slouching) and face the front of the classroom. Students are never to be out of their seats without permission.

Permission to speak is allowed only after the student has raised his or her hand and has been recognized by the teacher. When a child is called upon by the teacher, he or she should stand beside his or her desk and respond.

If one or more of the pastors enters the room, the student should stand, wait to be addressed and respond in the appropriate manner. If pastors remain in the room, the teacher may allow the students to continue working or to remain standing without speaking.

### Corridor Behavior

Students are to line up on the right, single file, standing a few inches from the wall. Lunch boxes should be kept on the left to prevent banging them on the walls. There should be no whispering or talking. There should be no eating while lining up for snack or lunch recess.

### Bathroom Behavior

There are restroom breaks scheduled throughout the day. Students are encouraged to use the restroom during those times rather than missing valuable class time. Each student should leave the bathroom clean for the next person. Any child behaving inappropriately or being destructive will be disciplined firmly.

#### **The following are not permitted and will result in disciplinary action:**

- habitual tardiness
- uniform infractions
- chewing gum
- bad attitude
- inappropriate conduct
- disruption of class or activity
- disrespect and disobedience
- lying
- fighting or scuffling
- damaging playground or school property
- leaving school without permission
- profanity
- smoking
- cheating
- stealing

**Disciplinary action may include, but is not limited to:**

- loss of privileges
- special writing assignments
- detention
- parental phone call or meeting
- suspension
- expulsion

## Detentions

The detention policy for grades K-3 is as follows:

- For six tardies in one quarter, one in-house detention will be served during recess. A writing assignment will be assigned and must be completed during recess.
- For incomplete homework or unsigned assignment notebook three times in one quarter, one in-house detention will be served. A writing assignment will be assigned and completed during recess.
- If a student has been sent to the principal's office during the day for discipline, he/she may receive a detention and/or a note requiring a parental signature depending upon the nature of the offense.
- Staff children need to have their non-staff parent sign all violations (when in a two parent home).

After school detentions may also be given for grades 4-5 for the following:

- violating classroom policies
- habitual tardiness; six times in one quarter
- for every three missing homework assignments
- destructive or aggressive behavior
- disrespectful behavior

Parents will be notified in writing as to the day and time of detention. Detentions are served on Tuesday and Thursday afternoons from 3:15-3:45. Parents will be responsible for the transportation of the student. Detentions must be served as assigned or suspension will follow. The fourth time a detention is earned, the penalty will be a one-day suspension.

## Suspensions

The purpose of a suspension is to bring about a change in behavior but, more importantly, to secure an appropriate condition of heart within the student. Suspensions at MCA, though formal and a part of the permanent record, are meant to protect the student body and/or to reinstate an attitude of compliance rather than defiance of school policies. Rebellious behavior, destructive behavior or continued academic neglect may result in either suspension or expulsion.

- A child who obtains a suspension will receive a zero for that day in all subjects.
- All missed assignments must be completed following a suspension by the end of the next school day.
- If a child is suspended two times in a school year, he/she is subject to expulsion.
- When a child is suspended, a conference with the parents is mandatory upon return to school.
- Any child displaying "aggressive" rebellious behavior is subject to automatic expulsion.

## Homework

Homework is an integral part of the school program. Each teacher is at liberty to give homework to advance studies. Homework is given for several reasons:

- For reinforcement: we believe that students require adequate review to master material essential to their educational process.
- For practice: following classroom explanation and review of new work, homework is given so the material is mastered.
- Remedial activity: as instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

We do request the full cooperation of the parent in seeing that the homework assignments are completed. Failure to complete these assignments will affect the student's daily and cumulative grades.

## Homework Policy

We have established a basic homework policy to inform and assist the parent. It is as follows:

- All students must have assignment notebook.
- Students must record assignments daily.

## MetroWest Christian Academy Student Handbook

- Students must take the notebook home and parents must sign each evening's assignments after checking for completion.
- Correspondence between parent and teacher may be done through the notebook.
- Any correspondence the teacher sends home via the notebook should be signed. Likewise, notes from the parent to the teacher should also be signed. This assures both parties notes were received.

### Homework Schedule

- K5: 10-20 minutes
- Grades 1-3: 45-60 minutes
- Grades 4-5: 1-1.5 hours

Homework is expected to be done in accordance with the procedures explained by the teacher at the beginning of the school year. Due to testing schedules in grades four and up, there may be occasions when the homework load is heavier. "Excellence in all things" is a priority at MCA. Handwriting and neatness will be considered when grading papers.

## Student Evaluations

---

### Parent Teacher Meetings

It is important for you, as parents, to attend all parent teacher meetings. The first quarter Parent/Teacher Meeting is required for all parents. There will be another Parent/Teacher Meeting schedule available at the end of the 3<sup>rd</sup> quarter. During these meetings you will have an opportunity to be in your child's classroom and view his/her accomplishments. Additional meetings may be requested by either the parent or faculty at any time through the school year.

### Report Cards

Report cards will go home approximately every ten weeks. If a conference is not scheduled at that time, you may schedule one. Please sign the report card and send it back as soon as possible. Marking periods end on October 29<sup>th</sup>, January 20<sup>th</sup>, March 30<sup>th</sup>, and June 8<sup>th</sup>. Progress reports go home October 2<sup>nd</sup> and as needed.

### Grade Point Value

A+	97-100	C+	77-79
A	94-96	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
		F	59 or below

Students who fail one core discipline cumulatively will be carefully evaluated for possible grade retention. Students who fail two or more core disciplines in their cumulative scores must repeat that grade level. This determination is made and approved by the principal upon receipt of year end averages. MCA Summer Session(s), at the expense of the parent, is a viable option to retention if, upon completion, the student enrolled tests out at grade level. Reconsideration for promotion will be made by the principal.

### Standardized Achievement Tests

These tests are given each year in the spring. All students in K5 through grade 5 will take these tests. The tests are designed to measure the student's cognitive abilities from the time of entrance into the school to the middle of the year. They measure important outcomes of the school curriculum and provide dependable achievement measures that can be of assistance in improving instruction and evaluating progress. Any student absent during testing week must make up all missed tests within one week or forfeit the submission of his or her tests for scoring. Any student absent for two or more days during testing week will forfeit the submission of the tests for scoring. Achievement tests do not count toward the report card grade. The tests do, however, remain a part of the child's permanent record. A \$15.00 fee will be charged per student for this test.

## Attendance and Tardiness

---

Student readiness is tantamount to a successful school day. It is very important that children are seated in the classroom and ready to receive instruction by 8:30 a.m. Any student arriving at his or her desk after 8:30 will be considered tardy. If a child is late six times in one quarter, he or she will serve a detention. This is an important habit to establish beginning in K4 and carrying through the 5<sup>th</sup> grade.

It is the responsibility of students (and parents) to be punctual and have regular attendance. Faithful attendance is necessary in all grades. When your child returns to school following an absence, please send a note explaining the reason and dates. Excessive absences will result in a parent conference. In accordance with Massachusetts State Law, any student absent ten times or more in any quarter will be considered truant and must be reported to the proper authorities.

### Excused Absences

- Personal illness, injury, or doctor's appointment which cannot be scheduled after school.
- Illness in the immediate family which requires the student's presence.
- Death in the family.
- Absence with office approval.

Steps to follow should an absence occur:

- The parent must contact the office on the morning of the absence.
- A note from the parent must be presented when the child returns to school.
- Arrangements should be made to collect the child's assignments for the day so he or she does not fall behind.

### Unexcused Absences

Absences for unscheduled vacation, shopping, needs at home, etc. will not be excused. MCA is required by law to report excessive absences.

## Financial Policies

---

### Sending Money to School

Money should be sent in a sealed envelope with the following information:

- child's first and last name
- parent's last name if different from child
- teacher's name
- purpose of payment

### Fund Raisers

We will incorporate fund raisers during the school year. This is our means to reduce costs not covered by tuition fees. Additionally, these events are to raise funds for financial aid recipients, to support faculty, and to provide extra-curricular benefits to the student body. Such events are not continuous, but are concentrated. Therefore, we expect that all families within the academy will wholeheartedly support these campaigns to enable us to improve the student environment as well as keep tuition economical.

### Application Fee

This fee is non-refundable. Each child must apply each year.

### Registration Deposit

This fee is non-refundable, is due upon acceptance, and is deducted from the first tuition installment.

### Book Usage Fee

All textbooks are the property of MetroWest Christian Academy. It is the responsibility of the parent or guardian to replace any lost books. Children are not to write in any book other than workbooks. We strongly urge the covering of all textbooks with clear contact paper. Taking into account that most books are paperback, a fee will be charged for any book damaged beyond normal wear and tear. This fee will be determined according to the value of the book.

### Restitution for Damages

In the event a student defaces or damages school property, it is the responsibility of the parent to pay for repairs.

## Tuition

Tuition payment plans are as follows:

*ANNUAL PLAN:*

One payment due June 15<sup>th</sup> .

*MONTHLY PLAN:*

Twelve monthly installments payable on the fifteenth day of each month from June through May.

*CREDIT CARD OPTION:*

You may pay quarterly using either MasterCard or Visa. We will automatically charge your credit card the quarterly portion of tuition on 6/15, 9/15, 12/15, & 3/15. In the event the credit card company refuses to make payment, the late fee will be automatically added to the installment.

Communication is the foundation of financial solutions. When an unexpected financial problem arises, please call the office to inform the administration if a problem with payment may occur. This behavior will incorporate a partnering spirit and eliminate assumptions. Exceptions to any of these financial policies can only be made by the administration and are only made where communication is forthright and comprehensive. All financial discussions are kept confidential.

Tuition is considered late five business days after the due date. A \$15.00 late fee is added to each student's tuition or fee after this date. There will be no exceptions. If a partial payment is made with the remainder to be paid after the five-day grace period, the \$15.00 late fee must be added.

If your check is returned to us by your bank, we will require cash and/or money order for all other term payments. A \$10.00 fee will be charged to your account for returned checks. The \$15 late fee will be added should this occur after the fifth business day after the due date.

**If tuition is thirty calendar days past due, the student will not be allowed to attend class.** His or her school records will be held until payment is made. A decision will be made at that time as to the reinstatement of the child.

All school records, report cards, certificates and diplomas will be held until full payment of tuition and fees has been made. We will not enroll students that have an unpaid balance at another school.

Students who register during the school year will be charged pro-rata for tuition.

## **Admissions Policy**

---

### **Application**

A completed application is submitted along with the non-refundable application fee.

### **Placement Exams**

The grade appropriate Placement Exam must be taken for grades two through eight. Students entering grades K5 and first will be required to have a screening. One or more MCA Summer Sessions may be suggested or required for students whose test scores indicate deficiencies in grade level work.

### **Family Interview**

An interview will be scheduled within two weeks of submitting the application. Both parents (if applicable) or guardians and the potential student will meet with the principal and/or school board member and/or advisor. Within 48 hours of the family interview, written notification will be sent as to the acceptance or non-acceptance of the student.

### **Registration Deposit**

Receipt of this non-refundable deposit, due upon acceptance or by June 15<sup>th</sup>, whichever comes first, secures the placement for the student at MCA. Though non-refundable, this fee is deducted from the first tuition installment.

### **Transfers**

It is the policy of MCA to admit students, transfer or first-time, following the beginning of the school year on a probationary status only. This academic probation will be for a duration of thirty days from enrollment. The administration, along with the teaching staff, will evaluate the student at the end of the probationary period. The principal will then make the final determination as to the retention or release of the student.

### **Withdrawals**

All withdrawals must be approved through the school office.

When enrolling your child in MetroWest Christian Academy, it is assumed the enrollment will be for the full school year. If, however, circumstances make it necessary for you to withdraw your child, any balance of tuition will be determined by the date of withdrawal based on the Monthly Payment Plan, and on a 175 day school year.

Student transcripts will only be released to another school. This is accomplished upon receipt of a signed, written request.