



**MCMINNVILLE**  
CHRISTIAN ACADEMY

# **REGISTRATION PACKET**

**2025 – 2026**

[www.iammca.org](http://www.iammca.org)

Phone: (503) 472-6076 Email: [info@iammca.org](mailto:info@iammca.org)

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

# Application & Registration Information

- Please complete all sections of the registration packet that apply to your child(ren).
- All students will be enrolled on a first come first serve basis. The *registration fee* must be paid in order to hold your child(ren's) spot.
- All pre-k students must be potty-trained prior to entering school.
- McMinnville Christian Academy reserves the right to refuse any applicant based upon its policies and procedures.
- McMinnville Christian Academy will not accept any student who has been expelled from another school or if their behaviors are beyond the abilities of MCA and its resources. Students with prior suspensions may be considered on a case-by-case basis.
- McMinnville Christian Academy reserves the right to deny admission to any student that is over one academic year behind, or who has learning difficulties/challenges which are beyond the capabilities of MCA staff or school resources.
- Non-Discrimination Policy - McMinnville Christian Academy does not discriminate on the basis of race, color, gender, and national or ethnic origin in administration of its educational policies, admission policies, scholarships and other school administered programs.

## Office Use Only

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM/PM

Registration paid: Amount \_\_\_\_ Cash \_\_\_\_ or Check # \_\_\_\_ Receipt # \_\_\_\_

Student name(s) \_\_\_\_\_

Grade(s) \_\_\_\_\_ Preschool: (circle) Mon. Tues. Wed. Thurs. Fri.

# Household Information

## Primary Household

### Parent or Guardian:

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

### Parent or Guardian: (in same household)

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**Secondary Household (if applicable)**

**Parent or Guardian:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

**Parent or Guardian: (in same household)**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

# Student Information

## Student Information - Student 1

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student goes by: \_\_\_\_\_  Male  Female

Date of birth: \_\_\_\_\_ Grade to enter in 2025/26: \_\_\_\_\_

**Please share about your child's personality, strengths, learning needs and any challenges:**

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**If the answer is yes to any of the following questions, please use the space below to provide details.**

*Has your child received IEP services or do they have any learning challenges that would benefit from additional support?*

*Are there any school subjects in which your child is not at grade level?*

*Has your child engaged in harmful or unsafe behaviors towards children or adults?*

*Has your child received discipline at a previous school?*

*Is there anything else teachers and staff should know to help your child be successful at MCA?*

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**Student Information - Student 2**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student goes by: \_\_\_\_\_  Male  Female

Date of birth: \_\_\_\_\_ Grade to enter in 2025/26: \_\_\_\_\_

**Please share about your child’s personality, strengths, learning needs and any challenges:**

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**If the answer is yes to any of the following questions, please use the space below to provide details.**

*Has your child received IEP services or do they have any learning challenges that would benefit from additional support?*

*Are there any school subjects in which your child is not at grade level?*

*Has your child engaged in harmful or unsafe behaviors towards children or adults?*

*Is there anything else teachers and staff should know to help your child be successful at MCA?*

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**Student Information - Student 3**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student goes by: \_\_\_\_\_  Male  Female

Date of birth: \_\_\_\_\_ Grade to enter in 2025/26: \_\_\_\_\_

**Please share about your child’s personality, strengths, learning needs and any challenges:**

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**If the answer is yes to any of the following questions, please use the space below to provide details.**

*Has your child received IEP services or do they have any learning challenges that would benefit from additional support?*

*Are there any school subjects in which your child is not at grade level?*

*Has your child engaged in harmful or unsafe behaviors towards children or adults?*

*Is there anything else teachers and staff should know to help your child be successful at MCA?*

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# Family Information & Signatures

## Family Status

With whom does the student primarily reside? \_\_\_\_\_

Who has custody of the student? \_\_\_\_\_

Are any parents, family members or other individuals forbidden from picking-up the child(ren) from school or seeing the child(ren) at school? If so please provide names, include details and provide supporting documentation to the school (court orders, for example): \_\_\_\_\_

\_\_\_\_\_

Is there any other information regarding your family dynamics that is helpful for MCA to be aware of? If so, please describe: \_\_\_\_\_

\_\_\_\_\_

## Religious Information

You may ask, *does my child(ren) need to be Christian to attend McMinnville Christian Academy?* MCA welcomes students from any religious or non-religious backgrounds. Our school is founded upon and functions on the fundamental principles of the Word of God. While these principles are infused in our school and instruction, we also believe in fostering a climate where spiritual seeking and true questioning is welcomed, and where all students can experience a wholesome and values-based learning environment regardless of where an individual is in their spiritual understanding or beliefs.

At MCA we strive to provide an environment that shares the moral and educational values of our students and their families.

## Agreement

I agree that the information provided in this application is correct. I understand that any falsification of information may result in my child's dismissal from McMinnville Christian Academy. I also understand that McMinnville Christian Academy is a religious organization which is seeking to bring children to Christ from a Protestant perspective. I also agree to support all of McMinnville Christian Academy's policies and procedures outlined in the Student Handbook and other governing documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Registration & Tuition Schedule

## **Registration Fee:** (due at registration)

The registration fee holds your child's place at MCA for the 2025-2026 school year. Payment of the fee implies your intent to attend. The registration fee covers curriculum and classroom supplies. The registration fee is non-refundable.

	<b><u>Regular</u></b>	<b><u>Early Registration (by April 30th, 2025)</u></b>
School Age:	\$380.00	\$340.00
Pre-K:	\$180.00	\$160.00

## **Yearly Tuition Rates: Kindergarten - 8th Grade**

<b><u>K – 8th Grade</u></b>	<b><u>Regular</u></b>	<b><u>Early Registration (by April 30th, 2025)</u></b>
1st Child	\$6,500	\$6,250
2nd Child	\$6,000	\$5,750
Each Additional Child	\$5,500	\$5,250

<b><u>Kindergarten</u></b>	<b><u>Regular</u></b>	<b><u>Early Registration (by April 30th, 2025)</u></b>
4-hour school day	\$4,500	\$4,300

## **Yearly Tuition Rates: Preschool Recorded Program**

*Pre-K is offered on Monday, Wednesday, Friday (3.5 hour day)*

3 Days a Week	\$3,300
2 Days a Week	\$2,300

## **Financial Aid/Tuition Assistance**

We recognize the cost of private school tuition may be a barrier for families, especially if they wish to enroll more than one child. We encourage families who enroll multiple children to consider applying for tuition assistance. We would be happy to speak with you about any financial barriers to your child(ren) joining the MCA community. McMinnville Christian Academy offers reduced tuition (scholarship support) for families who qualify, ranging from 20-50% off. Families may apply for assistance any time during the year. Scholarships are awarded as the budget allows. MCA does not offer tuition assistance for pre-k students. A financial aid packet can be picked up at the office of MCA or emailed upon request. Please review the terms of the financial aid packet for more details.

## **Paid in Full Discount**

Families paying in full by the 1st day of school will receive a 3% discount. This discount does not apply to students receiving tuition assistance.

**Families who enroll after the start of the year will receive a prorated tuition amount.**



# Registration & Tuition Agreement – Page 1 of 2

**Parents or Guardians responsible for tuition:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Children to attend McMinnville Christian Academy:**

<u>Name</u>	<u>Grade in 2025/26</u>	<u>Yearly Tuition</u>	<u>Registration Fee</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total tuition & registration for 2025/26 school year \$ \_\_\_\_\_**

**Tuition Payment Options**

MCA offers three tuition payment plan options; a 10-month payment plan, quarterly payment plan or paid in full for the year. Students are considered enrolled when a payment plan is selected and tuition agreement is signed.

**Payment options:** Check, cash, credit card or debit card.

*Any payments made by credit/debit card will incur a 3.5% processing fee.*

Payments are due by the 3rd day of each month, or the next school day if the 3rd falls on a weekend or holiday.

**Payment Plan Selection** (Please Select One)

\_\_\_\_\_ Pay in full by the 1<sup>st</sup> day of school (receive a 3% discount)

\_\_\_\_\_ Monthly payment plan (10 months - 1st payment in September 2025, last payment in June 2026)

\_\_\_\_\_ Quarterly payments (Payment months: September, December, March, June)

# Registration & Tuition Agreement – Page 2 of 2

## Agreement

This agreement establishes a financial agreement between the parent(s) or guardian(s) listed and McMinnville Christian Academy. The parent(s) or guardian(s) will be responsible to pay tuition and fees in full to McMinnville Christian Academy according to the Registration and Tuition Schedule and this agreement.

## Late Entry Tuition

If your student enters the school year after the first day of school, your total tuition will be prorated according to the first day in which your student enters class. McMinnville Christian Academy will calculate the tuition by determining the number of school days remaining in the school year then multiply by the “daily rate”.

## Withdrawal

We will honor withdrawals upon “life changing” events, which are listed below. Any tuition discount, including but not limited to early registration discounts and tuition assistance discounts, will be forfeited. If your student does not complete the entire year due to life changing events, your total tuition will be prorated according to the quarter in which the last day that your student is in class. According to the school calendar, if the last day is in:

- The first quarter, you will be responsible for 25% of the full pay yearly tuition.
- The second quarter, you will be responsible for 50% of the full pay yearly tuition.
- The third quarter, you will be responsible for 75% of the full pay yearly tuition.
- The fourth quarter, you will be responsible for 100% of the full pay yearly tuition.

## Life changing events:

- Loss of parent/caregiver job, causing financial hardship (if tuition assistance cannot remedy the financial issue)
- Moving away from the area (further than 20 miles from MCA)
- Death in the family impacting the student’s ability to continue attending MCA
- Student medical condition impacting their ability to attend MCA (if unable to be mitigated by MCA)

MCA has full discretion to allow for flexibility to the above withdrawal policies to the benefit of a family, if deemed appropriate by MCA and the Board.

## Past Due Accounts

Should parents/caregivers fall more than 30 days behind in paying their tuition, the student(s) may be withdrawn from MCA unless special arrangements have been made with the administrator. If parents/caregivers have an unpaid tuition balance at the end of the school year, their student(s) will be ineligible to attend MCA the next school year until the past-due balance has been paid in full. MCA may use an outside collection agency to collect unpaid tuition when payments are past due or if payments/tuition amounts due at time of early withdrawal are not paid.

## Arbitration of Disputes

For the purpose of resolving disputes, matters of disagreement, and adjudication of financial issues, the principles established in I Corinthians 6:1-8 and Matthew 18:15-17 shall be followed. Parents enter into this contract agreeing to use binding arbitration approved by McMinnville Christian Academy and the Baker Creek Community Church board.

I have read and agree to abide by this agreement.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Pre-K Preferences

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

We are a Preschool Recorded Program which means that we provide primarily educational care for preschool age children for 4 hours or less each day. MCA offers pre-k on Monday, Wednesday and Friday.

Pre-K students *must* be potty-trained prior to the beginning of the school year.

Pre-K will be filled according to the order in which registration forms and pay registration fees are received.

## **Preference:**

If you have a child or children entering a preschool class, please indicate your preference on the number of days they will attend per week, which days those will be, and if they will be attending.

**Please inquire about Pre-k school hours.**

How many days per week (please circle)?:      **2 Days**      **3 Days**

Desired days:

\_\_\_\_ **Monday**

\_\_\_\_ **Wednesday**

\_\_\_\_ **Friday**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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



**MCMINNVILLE**  
CHRISTIAN ACADEMY

## Request for Student Records

McMinnville Christian Academy  
325 NW Baker Creek Road  
McMinnville, OR 97128  
Phone - (503) 472-6076  
info@iammca.org

Name of Releasing School: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby give permission for all of my student(s) listed below to be sent to:

**McMinnville Christian Academy**  
**325 NW Baker Creek Road**  
**McMinnville, OR 97128**

Student's Name (Last, First, Middle)	Last Grade Level

I have been notified of my right to receive a copy of my student's records, to review the records and to have a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates my student's rights or privacy, or other rights.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Personnel Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

