

Trinity Christian Academy

4315C Church Street, Zachary, LA 70791

OFFICE: (225) 654-4964 FAX: (225) 654-4942

Website: www.tcazachary.org

E-MAIL: Watson@tcazachary.org

Dear Parents,

Welcome from the TCA Family! We are excited about your interest in Trinity Christian Academy, and we are sure you will be excited about what TCA has to offer you and your child. We have the honor of being the only state-approved private school in the Zachary School District and enjoy a good relationship with our community and local schools.

Enclosed you will find information about Trinity Christian Academy. You may also visit our webpage at www.tcazachary.org. These documents are informative and will guide you through the registration process. At any point in time, please feel free to contact the School Office at the numbers listed above.

Please find the Application for Admission and Application Checklist to begin application to TCA. Your close attention to the Application Process Form will greatly facilitate the processing of your application(s).

Any student interested in participating in the athletic programs at TCA should contact the school office for important information.

Also, please feel free to call the TCA school office if we may be of any assistance with this process. We look forward to you and your student becoming a part of the Trinity Christian Academy Family.

Geaux Knights!
Central Division Champions 2016 – Boys Varsity Basketball

Veronica D Watson

Veronica D. Watson

Principal

TRINITY CHRISTIAN ACADEMY

Things to Know!

Curriculum

As a state-approved school, we follow a curriculum that often exceeds state requirements. We offer a college prep curriculum as well as a career technical curriculum pathway because we believe every student should have options for choosing their pathway after high school. In addition to the Core 4 (English, Math, Science, and Social Studies), students are offered health/PE, career and technical electives, foreign language, fine arts survey and a mandatory religion course each year. Interested students may also enroll in independent study courses which include honors and AP courses.

Uniforms

Our students wear uniforms Monday – Friday. Free Dress Days are denoted on the website. The standard uniform is Burgundy or White Polo shirt monogrammed with our Knight and khaki bottoms. Students are permitted to wear khaki shorts. The student handbook provides specific information about the uniform. Uniforms are monogrammed at Creative Education on Hwy 19 in Zachary.

Sports

We offer basketball for boys and girls provided there is sufficient interest. If your student is interested in any of these sports, he/she should contact the office for any information regarding summer practices and athletic fees.

Lunch

Students provide their own lunch. Upper classmen have the privilege of an open lunch that allows them to have lunch off-campus. This is a privilege and is provided based on student adherence to guidelines.

Concessions are provided during the lunch period and our PTA provides special lunch days such as Nacho Day, Burger Day, etc. These are usually on the calendar for parent and student's information.

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APPLICATION Checklist

1. COMPLETE APPLICATION: Please complete all appropriate documents in the application packet and return.

Required Documentation:

- _____ Completed TCA Application for Admission
- _____ Completed TCA Contract of Enrollment
- _____ Completed Parent Questionnaire
- _____ Completed Cell Phone Contract Agreement
- _____ Copy of High School Transcript
- _____ Copy of Final Report Card
- _____ Copy of Previous Achievement Test Scores
- _____ Copy of Student's Birth Certificate
- _____ Copy of up-to-date Immunization Record
- _____ Copy of Student's Social Security Card

Once all required documents are submitted the admissions process will continue as follows:

2. INITIAL REVIEW: We will meet with you and the student to determine the potential for academic success at TCA. If all parties agree that TCA is the choice for your family, we will proceed with the enrollment process.
3. TESTING: We schedule math and reading assessments (grades 5-8) to determine the level your child is on in these areas. This allows us to address a student's learning gaps and provide for enrichment. Any high school students transferring from a non-approved school will be required to demonstrate proficiency in non-elective subjects that have been awarded high school credit.
4. ENROLLMENT: Once the student is accepted, the next step is to complete enrollment by completing financial arrangements with the office.

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APPLICATION FOR ADMISSION



Applicant Information (Check One):

Returning Student

New Student

1. Student's Legal Name _____ Male Female
(Last) (First) (Middle)

2. Preferred Name _____ Student Cell # (_____) _____

3. Current Grade _____ Applying for Grade _____ School Year _____

4. School Last Attended _____ Phone (_____) _____ Fax (_____) _____

5. Date of Birth ____/____/____ Place of Birth _____ Age _____

6. Siblings at TCA: Name/Grade Level _____

7. Religion _____ Church _____ Pastor _____

8. Ethnicity/Race: **Check all that apply** - required for state non-discriminatory reporting purposes.

Hispanic/Latino

Black or African-American

American Indian or Alaskan Native

Native Hawaiian or Other Pacific Islander

Asian

White

9. How did you hear about TCA?

Current Student/Parent: _____

Internet

Friend/Relative/Community

Advertisement

Alumni

Other: _____

Parent/Guardian Information:

10. Child lives with: Both Parents Mother Father Guardian/Other _____

11. Primary Contact _____ Primary Phone _____

Primary Mailing Address _____

Street or Box No

City

State

Zip

Primary Email Address _____

12. **Mother/Guardian** _____ **Cell Phone** _____

Address _____

Email Address _____

Employer _____ Work Phone _____

Home Phone _____

Father/Guardian _____ **Cell Phone** _____

Address _____

Email Address _____

Employer _____ Work Phone _____

Home Phone _____

Please Continue on Back

13. Additional Contacts other than parents:

May pick-up my child:

_____ Hm(_____) _____ Wk(_____) _____ Cell(_____) _____

_____ Hm(_____) _____ Wk(_____) _____ Cell(_____) _____

Reporting: Student grades and information is online 24/7. Primary Contact receives all reports. Please indicate additional reporting preferences:

14. Mother/Guardian: _____ Attendance Grades Scheduling Discipline Billing

15. Father/Guardian: _____ Attendance Grades Scheduling Discipline Billing

16. Additional Contact: _____ Attendance Grades Scheduling Discipline Billing

17. Additional Contact: _____ Attendance Grades Scheduling Discipline Billing

18. Please include PRIMARY name, address and phone # in the school directory: Yes No

Medical Information:

19. Family Doctor: _____ Phone: (_____) _____

20. Are Immunizations up to date? Yes No

21. Medical Alert/Allergies/Etc. _____ Medications taken on a regular basis: _____

22. Over the counter medications – please check all that you approve TCA to administer:

Advil or Aleve

Neosporin Ointment

Saline Eye Drops

Benadryl

Pepto Bismal

Tums

Caladryl Lotion

Peroxide

Tylenol

Signatures:

Mother/Guardian: _____ Date _____

Father/Guardian: _____ Date _____

Approved: _____ Date _____



TRINITY CHRISTIAN ACADEMY

CONTRACT OF ENROLLMENT

ALL REGISTRATION FEES ARE NON REFUNDABLE.

ALL TUITION FEES ARE NON REFUNDABLE EXCEPT AS PROVIDED HEREIN.

I/We understand that we, and our child(ren), will be bound by the rules and regulations of TCA contained in the Student/Parent Handbook and the Trinity Christian Academy Policies and Procedures Manual available for review in the Principal's Office. We also understand that a violation of these rules and regulations will result in a review for possible suspension or expulsion. Full responsibility for compliance of all obligations, rules, regulations, policies, and financial requirements of Trinity Christian Academy are hereby accepted as a result of this enrollment.

Tuition Payments

All tuition payments must be made on a timely basis. Failure to do so can result in your child being denied the following: access to the class; the opportunity to take semester exams; access to grade reports; access to academic records; and participation in any and all school activities.

Tuition Responsibility, Late Fees, and Failure to Pay All Fees in Full

Only those students whose accounts are paid in full will be permitted to attend class. In the event that the student is attending class, the student may be suspended if his or her account is not paid in full. In the event that the Responsible Party has not paid all of a student's financial obligations in full prior to the first day of class, TCA has the option of either declining to permit the student to attend class, suspending the student from class until the financial obligations are paid in full, or accepting a demand promissory note executed by the Responsible Party or Parties payable to Trinity Christian Academy for the full amount owed on the financial obligation. The promissory note will bear interest at the rate of twelve (12%) per annum from the date until paid, plus attorney's fees if suit is instituted for non-payment of the note after demand sent by certified mail.

Withdrawal and Refund Policy

The parties to the Registration contract have entered into a binding contract. Therefore, all fees are considered earned by TCA and due to TCA in full upon acceptance by TCA of the student. Financing plans are available only as an accommodation to our families and are not set up to provide partial obligation to the terms of the contract.

Realizing that withdrawals may be necessary during the course of a school year, TCA has determined that withdrawals may occur in one of three ways:

1. Withdrawal – Resignation and/or expulsion for violations to the Code of Student Conduct or other disciplinary matters.
There is no refund for withdrawals/expulsions of this type.
2. Withdrawal – Transfer to another local school that is not the result of #1 above.
There is no refund for withdrawals of this type.
3. Withdrawal – Transfer to another school outside of the Zachary area (50 mile radius) that is the result of job change or job transfer.
For these types of withdrawals, appeals and/or requests for a partial refund must be made in writing to Trinity Christian Academy. Letters from employers may be necessary in verifying a change of employment and residence. Other forms of verifications may be requested as well.
On a case by case basis, reviews will be made and a decision will be put in writing to the parent. Refunds under this form of withdrawal are limited to a maximum of one-half year's tuition provided the withdrawal takes place before the beginning of the 2ND semester. There are no refunds during the 2ND Semester regardless of reason for the withdrawal.

This registration form/packet constitutes a contractual relationship between the parties and Trinity Christian Academy.

Retention and Transfer of Student Records

All records of each student remain the property of TCA. It is understood and agreed upon that TCA will not release, or transfer any records of any student whose financial obligations to the school have not been fully met, and the undersigned waives any legal rights he or she may have to obtain these records from TCA.

Emergency Care / Use of Information

If emergency medical care is necessary for my child, I give TCA permission to transport my child to the nearest medical facility.

I give TCA permission to use information from the application for admission for the purpose of compiling the Student phone and address directory.

I authorize TCA to take photographs of my child and authorize assignments and transferees to use and publish the same for the purpose of publicity, illustration, commercial art, and in the advertising of Trinity Christian Academy.

Once accepted by TCA, this constitutes a binding contract and all Policies and Procedures referred to herein become part of this contract.

I have read the Registration Procedures and Financial Policy attached hereto and agree to abide by them fully.

Responsible Party Signature: _____ Date: _____

Responsible Party Signature: _____ Date: _____

Please sign and return contract with the application for admission

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PARENT QUESTIONNAIRE GRADES 5—12

Student's Name: _____ Age _____ Grade _____ Date _____

Please explain any YES answers to questions 2-20 and provide any needed information that will enhance our ability to meet your child's needs.

1. Is your child actively involved in church activities?
2. Does your child have any chronic illness, allergies, or eating disorder?
3. Does your child have a hearing deficiency?
4. Does your child have any visual deficiency not corrected by glasses or contacts?
5. Has your child ever exhibited any emotional problems such as depression or anxiety?
6. Does your child have a learning disability?
7. Has your child ever had an evaluation or services for a learning disability?
8. Does your child require special accommodations for their disability?
9. Does your child take any medicine on a regular basis?
10. Does your child have Attention Deficit Disorder or Hyperactivity?
11. Does your child have a tendency to be mischievous, disobedient, or rebellious?
12. Has your child ever been suspended, expelled, or refused admission to another school?
- 13. Has your child been asked to or allowed to withdraw from another school for behavior or other problems?**
14. Has your child been sexually abused or involved in homosexual activities?
15. Does your child smoke or abuse alcohol?
16. Has your child ever used marijuana or any other illegal drug?
17. Has your child ever been arrested or given a citation for violation of any law?
(Traffic/vandalism/drugs, etc.)
18. Does your child have difficulty responding to authority figures?
19. Does your child have difficulty interacting with his/her peers?
20. Does your child have any other problems not addressed by the above questions?
21. I have received a copy of the Registration Procedures and Financial Policy and agree to abide by the same.
22. My child and I have read and signed a copy of the TCA Handbook.

YES	NO

Explain any YES answers to questions 2-20 (use the back of this form if more room is needed)

I have discussed the above questionnaire with my child, and agree that it is truthfully answered. I understand if found otherwise, expulsion of the student is possible.

Parent/Guardian Signature _____ Student Signature _____

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CELL PHONE POLICY & AGREEMENT CONTRACT



1. Cell phones may not be used by students during class hours: 7:45 a.m. - 2:30 p.m. unless permission have been given by the teacher in connection to a class activity.

Parents please do not make calls or text your child during these hours since this time has been dedicated to their learning. It prevents a student from focusing on coursework if they are busy sneaking a call to you. Also, when you text and call, it gives them permission to text and call friends/family as well while in class.

2. With permission, students may use the student phone in the School office if there is a need to make a call during class hours: 7:45 a.m. - 2:30 p.m.
3. There will be no multiple offense policy for possession of cell phones during class hours. If a student is caught using a cell phone during class hours, it will be confiscated and turned into the office. Obviously a teacher will turn the phone into the office when warnings have not made a difference. The confiscated cell phone will remain in the office until the **parent of record only** comes into the office to pick it up – no exceptions to this. We feel that this is necessary since the child made the choice to ignore school rules even when they understood the consequences. Students are at school to learn; cell phone usage is a disruption to this!

*Students whose cell phones are confiscated: Cell phones will be placed in an envelope labeled with the student's name and will be locked up for safe-keeping until the **parent of record only** picks it up.*

Student's Name: _____ Grade: _____

Parent's Signature: _____ Date: _____

This form must be signed and returned to the School office before the school year begin.

