



## ENROLLMENT FORM

*2024-2025*



45 Bruce Street  
Milton, Ontario L9T 2L5

905-878-0550

Visit

[miltonchristianschool.com](http://miltonchristianschool.com)

## Vision

The Vision of Milton Christian School is to build a school that is a centre of **Academic Excellence** and **Godly Instruction**, in the Town of Milton, and to be a **Blessing to our Community**.

## Mission

The Mission of Milton Christian School is to be a safe, Christ centered, financially viable learning environment that nurtures each child through development of their God given gifts, talents, and abilities on a foundation that is built upon the Lord in home, church, and school.

# Enrollment Process

Greetings Parents and Families of Milton Christian School!

Enclosed is the Enrollment package for the upcoming school year.

Milton Christian School has a user-friendly, yet comprehensive enrollment process that allows parents to be well informed about what MCS offers. The enrollment process is also designed to meet two needs. One, to ensure that the school can meet the learning needs of your child and have the resources to meet those needs. Secondly, to ensure that all prospective families understand and support Christ-centred education.

## **THE FOLLOWING STEPS COMPRISE OUR ENROLLMENT PROCESS:**

### STEP 1

Schedule an educational consultation and facility tour with our Staff. We will gladly give you a tour of the school, introduce you to staff members, and answer any questions you may have about MCS. You will also have an opportunity to meet with the Principal during this process. The Principal will discuss the desires and goals you have for your children's education, and highlight the Vision and Mission of Milton Christian School.

### STEP 2

Review the admissions information and or enrollment package to ensure you fully understand the purpose and mission of MCS, our commitment to you, tuition information as well as the services offered. Our staff will also follow up with you to see if you have any questions.

### STEP 3

#### **Enrollment Forms should be completed, signed, and submitted along with:**

- A one-time, non-refundable application fee of \$500.00 per household/family •  
Enrollment Package Section 1 to 4
  - Before/After School Registration Form
  - Tandia (Pre-Authorized Payment Form) with voided cheque or post-dated cheques made out to
  - MCEA (Milton Christian Education Association)
  - Proof of Age (Birth Certificate or Passport)
  - Copy of Immunization Records



The interviews and visits for new applicants, or any with changing needs, should assess the needs of the student and the subsequent ability of MCS to provide for them. (See Special Needs Policy)

## STEP 4

Visit Days, Faculty Consultations and/or Performance Assessments will occur once a family has submitted the necessary application documents and fees. Such interviews and visits for new registrations, or for any current registrations, should assess the needs of the student and the subsequent ability of MCS to provide for the (See Special Needs Policy).

## STEP 5

Students are considered enrolled once a letter is issued by MCS to the family stating successful enrollment. Mid-year enrollments are welcomed. Please contact the Principal at [principal@miltonchristianschool.com](mailto:principal@miltonchristianschool.com) to set up a time to come for a visit.

We consider teaching your child(ren) a privilege and look forward to the opportunity to serve your family in the coming years. If there are any questions or concerns, please do not hesitate to contact the school.

Sincerely

**Howie Martin**

Principal — Milton Christian School



# Enrollment Package

### INSTRUCTIONS

All forms must be completed and returned including all required documentation.

For your convenience, you can fill and submit a digital copy of this form by clicking the **Save** and **Submit** button at the bottom of the last page.

**An incomplete application cannot be processed** and could impact the admission of your child(ren). Should you decide not to re-enroll your child(ren) please contact MCS as soon as possible to allow another student the chance to attend the school.

If you have any questions, are unable to complete any sections of the enrollment package, need help completing the process, or are missing any pages please contact our office.

A registration checklist has been provided to help ensure the completeness of your application package.

Please note that a separate copy of Form C & D must be completed for each registered child.

FOR FURTHER INFORMATION PLEASE CONTACT US AT

**(905)-878-0550**

**administration@miltonchristianschool.com**

Visit

miltonchristianschool.com | 905-878-0550

# Enrollment Information

The Tuition Form and postdated tuition/fee payments must be completed and returned to Milton Christian School.

- There is \$500 application fee (for NEW Families ONLY)
- All CURRENT & NEW MCS Families MUST complete all Enrollment sections in order to update their school registration.
- Milton Christian School has current and future capital costs and, as such; all NEW enrolling families will be charged a \$3000, Capital levy (CLF) fee designated for capital purposes. This is a one time, per family Capital Levy. CLF can be paid on a monthly basis at a minimum of \$100/month for a maximum of 30 months or in a one-time lump-sum payment. Flexibility will be granted to families regarding the payment of this fee.
- Tuition/CLF can be paid monthly over 12 months (July 1st or 15th, 2022 to June 1st or 15th, 2024), semi-Annually (July. 1st, 2023 and Jan 1st, 2024) or annually (July 1st, 2023).
- Fees can be paid by, post-dated cheques, or Pre-Authorized Deposit (PAD), Debit or Credit Card, which must be submitted by May 1st, 2023. If not done by May 1, 2023, a \$250 re-application fee will apply.
- Cash will no longer be accepted as a form of tuition payment
- The Milton Christian Education Association does have a bursary program for qualifying families. Please fill in the online bursary application located at [www.miltonchristianschool.com](http://www.miltonchristianschool.com)
- A new addition to the Tuition form is an option to submit a regular monthly donation amount to the Milton Christian Education Association. Donations of any size are very meaningful and help further the cause of Christian Education in Milton, Ontario. Please indicate this donation in the necessary section and include it in your monthly total. Thank you in advance for your generosity.

# Registration Checklist

## SECTION 1: REGISTRATION INFORMATION

**Form A:** Enrollment Policy

**Form B:** Family Personal and Contact Information

**Form C:** Student Personal and Medical Information

**Form D:** Student Consent Form

## SECTION 2: OPTIONAL ENROLLMENT

**Form E:** Before & After School Care

**Form F:** Hot Lunch Program

## SECTION 3: PAYMENT

**Form G:** Tuition Commitment Form

**Form H:** Tuition Policy Agreement Form

## SECTION 4: SUPPLEMENTARY INFORMATION

Photocopy of Birth Certificate (scan & attach)

Statement of Immunization (scan & attach)

PAD Application Debit /Credit (scan & attach) / 12 posted cheques

Registration fee for New Families



# Section 1:

## Registration Information

Visit

[miltonchristianschool.com](http://miltonchristianschool.com) | 905-878-0550



# Form A — MCS Enrollment Policy

## ADMISSION TO MILTON CHRISTIAN SCHOOL IS BASED ON

- Completion of enrollment forms and the student information sheet
- An interview/meeting between the principal and parent(s)
- Student screening either through interviews/testing or review of previous report cards

All school age children are eligible for enrollment. Parents must agree with the principles and mission of the school as practiced in the daily operation of MCS. Parents are invited to become members of the Milton Christian Education Association. Membership privileges include serving on committees, the Board of Directors, and voting on school decisions at membership meetings. A membership form and copy of the school's foundational principles have been provided with the enrollment package.

## THE MCS BOARD RESERVES THE RIGHT TO WITHHOLD OR WITHDRAW ENROLLMENT PRIVILEGES FOR ANY OF THE FOLLOWING REASONS

- When a student cannot or will not benefit from the school's program
- When facilities are at capacity
- When a student is suspended for serious misbehaviour
  - When the school and home cannot reach mutual agreement about the nurturing of the child(ren) and/or when there is no desire by the parents to nurture their children in the ways of the Lord thereby conflicting with the purpose and goals of our school
- Tuition Arrears



## BY SIGNING THE ENROLLMENT APPLICATION I/WE ACCEPT THE FOLLOWING

- As Parent(s), I/we desire to have my/our child(ren) receive a Christ-centered education at Milton Christian School.
- I/we agree that my/our child(ren) shall be educated in a manner consistent with the beliefs and objectives of Milton Christian School.
- I/we am/are aware of the Board's policies regarding enrollment and discipline.
- I/we agree to accept the financial obligation of the tuition rates for the school year.
- I/we understand that my/our child(ren)'s enrollment in school is separate from Milton Christian Association (MCEA) membership.
- I/we understand that I/we are entitled to access to the normal channels and process available to all parents and students regarding the daily educational program at Milton Christian School.
- To pay tuition as outlined in this document

SIGNATURE OF FATHER / GUARDIAN

DATE

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SIGNATURE OF MOTHER / GUARDIAN

DATE

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# Form B — Application for Enrollment

## FAMILY / PARENT INFORMATION

Father's Surname	Father's First Name
Mother's Surname	Mother's First Name
Home Address	
Tax Receipt to be issued to: (full legal name)	
Home Telephone Number	Email Address to Use for School Communication
Father's Citizenship	Mother's Citizenship
Father's Occupation	Mother's Occupation
Father's Place of Work	Mother's Place of Work
Work Telephone	Work Telephone
Cell Phone	Cell Phone
Church Membership	Religious Denomination (for statistical use only)

## ENROLLED CHILD(REN) INFORMATION

	Surname	First Name	M/F	Date of Birth	Last Grade Completed
1.					
2.					
3.					



# Enrollment Forms

Previous School Attended: \_\_\_\_\_

Has your Child(ren) ever been on an individual Education Plan (IEP) No Yes Explain:

\_\_\_\_\_  
\_\_\_\_\_

### YOUNGER CHILD(REN) INFORMATION (NOT CURRENTLY ENROLLED AT MCS)

Surname	First Name	M/F	Date of Birth
1.			
2.			
3.			

### CONTACT PERSON IN CASE OF EMERGENCY IF PARENT(S) /GUARDIAN(S) ARE NOT AVAILABLE

Name		Relationship
Work Phone	Home Phone	Cell Phone

Permission to pick-up child from school                      No                      Yes

Name		Relationship
Work Phone	Home Phone	Cell Phone

Permission to pick-up child from school                      No                      Yes

Name		Relationship
Work Phone	Home Phone	Cell Phone

Permission to pick-up child from school                      No                      Yes

### PLEASE ANSWER THE FOLLOWING QUESTIONS (NEW FAMILIES ONLY)

Why would you like to enroll your child(ren) in Milton Christian School?

How did you first learn about MCS?

- Road Sign      Referred
- At Church      Poster      Other

Details on above:

Visit

[miltonchristianschool.com](http://miltonchristianschool.com) | 905-878-0550



# Form C—Student Personal & Medical Information

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

Address same as father's      same as mother's

Do both parent's have access to the child?      Yes      No

Birth Date: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

Health Card Number: (Optional) \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Medical Conditions: \_\_\_\_\_

Physical Disability: \_\_\_\_\_

Learning Disability: \_\_\_\_\_

Behavioural Issues: \_\_\_\_\_

Allergies: Please note any / all allergies:

\_\_\_\_\_

Is this allergy anaphylactic: Yes      No

\* If yes, additional forms will be required

\*If yes, please provide the school with an epi-pen & child's photo before beginning school.

Grade Level applying for: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Applying for JK: Part-time (Monday, Wednesday & Friday)      OR Full-Time

Tell us about any special needs or concerns (educational, social or physical):

Visit

[miltonchristianschool.com](http://miltonchristianschool.com) | 905-878-0550

# Form D—Student Consent Information

PLEASE ANSWER THE FOLLOWING QUESTIONS OR PROVIDE CONSENT WHERE NECESSARY

## 1. Field Trips

I hereby give authorization for my child: \_\_\_\_\_  
to leave 45 Bruce Street for field trips and short walks within the community. It is understood that the teachers/providers will take every reasonable precaution to ensure the safety of my child. I will be notified in writing when excursions are planned.

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

## 2. Parental Consent for Medical Treatment

I understand that in the event of an emergency every reasonable effort will be made to contact parents/ guardians. I hereby give authorization to any medical treatment a physician states is needed for the care and wellbeing of my child. I release MCS staff and volunteers from all liability that arise from referring my child to a medical professional.

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

## 3. Medication and Sunscreen Administration Consent

I hereby give permission for MCS staff to administer and apply any requested medication, medicated cream and/or sunscreen to my child. I understand that I am to provide any and all medications and sunscreens, clearly labeled with my child's name.

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

## 4. Photograph Consent

I hereby grant permission for photographs of my child's activities in MCS programs to be used by the organization for public display to promote Milton Christian School. I understand that these photo's may appear in forms such as display panels, videos, books or brochures, and I agree that I am to receive no compensation for such photo's. I also understand that I have no ownership rights to such photographs.

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



### 5. Parent Handbook—(Located on Website)

I have received, read and will comply with the policies and procedures stated within the parent handbook.

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

### 6. MCS Family Directory

MCS publishes a student and parent directory each year for use by school families. This helps parents to facilitate birthday parties and play dates. Do you give permission for your family name, address, and email address to be published in this directory?

Yes    No

If no, please indicate which information you would like kept confidential:

\_\_\_\_\_

Please include a copy of a recent police check if you would like to accompany students on field trips or volunteer in the school.

Police check attached Yes    No    to be submitted

### 7. Student Conduct

Do you give consent to contact your child's previous school? Yes    No

Please list any suspensions from previous schools in the table below

Grade level	School	What was the suspension for?

\*Failure to provide accurate information in the chart above, will lead to your enrollment being revoked.

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



# Section 2:

## Optional Enrollments

Visit

[miltonchristianschool.com](http://miltonchristianschool.com) | 905-878-0550



# Form E — Before & After School Care

## BEFORE AND AFTER-SCHOOL PROGRAMS

Milton Christian School offers a Before and After School program at an additional cost to families that require care for their children.

To utilize the registered rates, families must register for before and/or after school use. The drop-in rates are applied to families using before and/or after school services occasionally. Families can switch from a drop in use to registered use for the next following calendar month.

Registered users are required to submit post-dated cheques, or Pre-Authorized Withdrawal forms for 10 months made payable on Sept 1st through to the following June 1st, 2024.

Please submit payment option with a completed registration form no later than September 1st of the applicable school year.

### BEFORE SCHOOL PROGRAM — 7:30-8:05AM

Registered students	\$100/month/student for 10 months September – June.
Drop in	\$10 a day/student

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Before School Sub Total: \_\_\_\_ (# of students) X \$100 X \_\_\_\_ (# of Months) = \$\_\_\_\_\_



# Enrollment Forms

AFTER SCHOOL PROGRAM — 3:45-6:00PM

**Drop in Rate—\$20 a day/student.**

Registration Rate:

Registered students	\$200/month/student for 10 months September – June
Drop in	\$20 a day/student

After School Sub Total: \_\_\_\_ (# of students) X \$200 X \_\_\_\_ ( # of Months ) = \$\_\_\_\_\_

Total Annual Before/After School Fees: \$\_\_\_\_\_

**Students picked up after the 6pm closing time there will be a \$1 charge per minute charge.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Visit

[miltonchristianschool.com](http://miltonchristianschool.com) | 905-878-0550



## Form F — Hot Lunch Program

Milton Christian School offers a lunch programs for M/T/W/F. Please contact school administration for more details.

MCS is committed to taking care of God's creation. To reduce the amount of garbage our school collects daily; we ask that you provide nut-free lunches for your child(ren) and use reusable containers for storage as much as possible. Students are allowed to have a personal, labeled water bottle at school each day.

Fees will be announced September of each new school year.

# Section 3:

## Payment Information

### MCS Financial Information Tuition Rates

#### APPLICATION FEE

This is a one time, family application fee of \$500 for all new families.

#### CAPITAL LEVY FEE (CAF)

New enrolling families, will be charged a \$3000, Capital levy (CAF) fee designated for capital purposes. This is a one time, per family Capital Levy. Flexibility will be granted to families regarding the payment of this fee. For example, the CAF can be paid on a monthly basis at a minimum of \$100/month for a maximum of 30 months / or a one-time payment.

#### FULL TIME JUNIOR KINDERGARTEN TO GRADE 8 TUITION RATES

MCS offers a full time, optional five day Junior Kindergarten and a full time, five day Senior Kindergarten program, and classes for students in Grade 1-8.

	Annual Tuition	Monthly Rate (12 Months)
One Child JK-8	\$12,650	\$1,054
2+ Children JK-8	\$19,050	\$1,587
Second Child JK (5 days)	Add \$1,750	\$145
Second Child JK (3 days)	Add \$1,300	\$108

### 3-DAY JUNIOR KINDERGARTEN TUITION RATES

Milton Christian School offers a three-day JK Program (M,W, F) with the following tuition charges:

	Annual Tuition	Monthly Rate (12 Months)
Three-Day JK Tuition	\$8,150	\$ 679

### SPECIALIZED EDUCATION FEE

Milton Christian School offers specialized programming in Robotics, Coding, Music, Field Trips and more! We encourage our families to get involved at MCS. If a family volunteers at MCS for 10 hours or more, this fee will be reduced.

	Specialized Education Fee	Reduced Fee
Students JK-8	\$1,000	\$750

# MCS Financial Information

## Tuition Payments

The school offers several options for tuition payment:

**Monthly** — Payments are made on the 1st or 15th of the month for a 12-month period. (July 2023 to June 2024). Post dated cheques, or Pre-Authorized withdrawal Debit (PAD). There is a 2% monthly charge on all credit card PAD payments.

**Semi-Annual** — Total tuition is payable in 2 equal payments with post dated cheques for July 1st, 2023 and January 1st, 2024.

**Annual** — Total tuition paid on July 1st, 2023.

Please Note:

Tuition is due by May 1st, 2023 made payable The Milton Christian Education Association is a registered charity.

A donation receipt for income tax purposes is given on an annual basis for a portion of the tuition fees. Tax Savings and Net Tuition Costs are estimates and will be influenced by things like your own personal tax bracket, number of students enrolled and the actual cost of education calculation for the given school year.

Payment Options:

Frequency	<input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Monthly
Method	<input type="checkbox"/> Cheque <input type="checkbox"/> PAD (Debit) <input type="checkbox"/> PAD (Credit – 2% fee added)
Withdrawal Date	<input type="checkbox"/> 1 <sup>st</sup> of month <input type="checkbox"/> 15 <sup>th</sup> of month

# MCS Financial Information

## CALCULATING TOTAL INVESTMENT

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Family with 1 Student Tuition Rates			
1 Child JK-Grade 8	\$12,650	\$	A
1 Child JK (3 day)	\$8,150	\$	B
Family with 2+ Students Tuition Rates			
2+ Children JK-Grade 8	\$19,050	\$	C
Additional cost if one student is in JK			
One Child in JK (5 days)	Add \$1,750	\$	D
One Child in JK (3 days)	Add \$1,300	\$	E
Calculating Total			
Total Tuition Rate	Add total from A-F	\$	F
Ministerial Discount ( <b>conditions apply, email Principal to confirm discount before applying discount amount</b> )	25% of G, parent is employed as a pastor 15% of G, parent is employed on church staff or Christian charity	(\$ )	G
Capital Levy Fee	Balance remaining	\$	H
Additional Donation Gift	100% tax receiptable	\$	I
Before/After School Cost (optional)	Calculate from pages 17-18	\$	J
Specialized Education Fee	\$1000 (Reduced to \$750 if you volunteer 10 hours or more. Contact the principal for more details)	\$	K
	<b>TOTAL AMOUNT</b>		

\*If an Educational Assistant is required for your child's individual support, an additional cost may be determined

# MCS Financial Information Tuition Policy Agreement Form

MCS is operated by the MCEA as an independent, not-for-profit, Christian elementary school. As such, we do not receive any funding from governments or other organizations or institutions. In order to operate our school, including facilities, payroll and other costs, we are wholly reliant on tuitions to operate the school on a day to day basis. The timely payment of all tuition and program fees are essential to our providing the services of the school.

**Tuition and program fees not paid by the due date is considered in arrears.**

When arrears reach 7 days from the due date a notice is sent to the family requiring immediate payment. If arrears exceed 30 days or there are more than 2 incidents of arrears (for any length of time) in a school year the school reserves right to rescind enrollment of the family's student(s). It shall be the responsibility of the parent/guardian to inform the Principal that they will be unable to meet the required payment by the deadline.

Upon registration, tuition paying parents/assignees are legally bound to make the respective tuition payments. Tuition paying parents/assignees have entered into a legal contract with the Milton Christian

Education Association whereby, MCS agrees to provide certain services, and the parents/assignees agree to pay a certain fee for those services. With the exception of Grade 8 graduating students,

parents/assignees who decide to withdraw students from enrollment at MCS are required to provide written notice of 30 days. Any withdrawals will incur a charge of 30 days of tuition and fees. MCS reserves the right to charge your August payment if you withdraw your children on or before July 31<sup>st</sup>.

Cheques returned to the school for non sufficient funds (NSF), put the family in an arrears situation. An NSF charge of \$48.00 is charged to the family. The school is not responsible for cash payments unless paid and receipted at prescribed times and to the designated person. Please do not send cash through the mail or leave cash payments un-receipted and unattended.

Families who de-enroll students before the completion of semester one and/or semester two have not completed the program of study, and are therefore not entitled to receive final report cards.

**Tuition Payment Agreement/Pledge:** At the time of registration parents/guardians are legally bound to make their respective tuition payments (i.e. they have entered a legal contract whereby, MCS agrees to provide certain service and they agree to pay a certain price). MCS parents are required to submit post dated cheques written for the 1st or 15th of each month. We understand that enrollment in MCS may be terminated for non-payment of fees. We agree that we will be fully responsible for the required annual payment all Tuition payments for enrolled child(ren). We understand that even if we are to leave the school, we remain responsible to pay all the required fees (as according to the Tuition Policy), before leaving the school.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date





45 Bruce Street  
Milton, Ontario L9T 2L5

905-878-0550

Visit  
miltonchristianschool.com

# Credit Card Payment Plan Authorization Form

School Year: \_\_\_\_\_

Payment Frequency (choose one):

Total Tuition Payable \_\_\_\_\_

Add: CAF Payable \_\_\_\_\_

Add: Administration fee (2%) \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

# of Payments Start Date: \_\_\_\_\_

Installment Amount(s) \$ \_\_\_\_\_

**Annual / One-time**

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

**Bi-Annual**

Payment Date: \_\_\_\_\_ AND Payment Date: \_\_\_\_\_

**Monthly**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

1st of month OR 15th of month

I \_\_\_\_\_ authorize Milton Christian School to charge my account

Print Full Name

indicated below to pay tuition amounts for \_\_\_\_\_ ,

Student Name(s)

using installment payments in the amount and schedule indicated above.

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card Type:  

Cardholder Name (Exactly as it appears on card): \_\_\_\_\_

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_

I understand that I may cancel my recurring charge upon written notice to Milton Christian School, allowing thirty (30) days time for action on my cancellation notice.

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