

**TPCA Mission & Admissions Philosophy**

*Traders Point Christian Academy exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and transformed life in Jesus Christ.*

Traders Point Christian Academy is committed to providing students with an exceptional academic program that is grounded in Biblical truth. The Academy selects students for admission from families who value a strong academic curriculum as is reflected in the school's mission statement, who provide evidence of the ability of their child to benefit from its educational programs and who agree with a wholly integrated Biblical worldview approach to education. Each applicant for admission is reviewed individually with careful consideration given to academic and behavioral records, as well as considering any physical or academic support required (OT, PT, etc.).

**Academic year Structure**

Early Childhood classes at TPCA follow a traditional academic year; they are not conducted year-around. Classes begin in mid to late August and conclude in late May. Students are admitted to a class for the year based on their age as of August 1st. For example, if your child turns three-years-old in November, they would be placed in the Twos class, and would remain there through the school year ending in May. We do break students into fall and spring birthday cut-off classes beginning with the Threes class. For example, children turning four years old in the fall will be in the Threes Plus class for the academic year; children turning four years old after December will be in the Threes class for the academic year.

**Admission Priorities**

Current students of TPCA in good standing will be given first priority for class placement through February.

New student applications are accepted at any time. We do place new students in Early Childhood classes at most times of the year, except for November - December. Admitted new students for the following academic year will be placed on a class roster prior to March 1 only if openings are expected in the student's age level for the requested enrollment year. After March 1, applicants will be processed in the priority listed below:

1. Siblings of current TPCA students
2. Children of TPCA faculty and staff
3. Children of Traders Point Christian Church members
4. Others based on testing, academic and behavior history, and their ability to fit into the TPCA environment

If space is not available in a class, applicants will be notified and will be placed in a candidate pool. All newly applying students must submit a completed application packet accompanied with the application fee.

**Materials Required for New Applicants**

All applicants must submit:

- Completed application - all pages as applicable
- \$50 non-refundable Application fee (per student)
- Copy of birth certificate
- Class Selection Form
- Complete records from current school if their preschool has records (including if applicable any IEP or 504 Plan and most recent case conference). Most preschools do not keep formal student academic records.
- Recent photograph of the student
- Provide the Pastor Reference Form (one per family) to the appropriate person for them to complete and forward to TPCA

Name \_\_\_\_\_  Male  Female  
Last First Middle  
 Nickname \_\_\_\_\_ Year enrolling \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Student Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home phone ( \_\_\_\_\_ ) \_\_\_\_\_ School District \_\_\_\_\_  
 Primary contact email \_\_\_\_\_

Parent's marital status:  Single  Married  Separated  Divorced  
 Applicant in legal custody of:  Both parents  Mother  Father  Legal Guardian  Other  
 Ethnic origin: *(for statistical purposes only)*  White  African American  Biracial  Hispanic  Asian  Other

**Parent/Guardian Information** (resides at student's address)

Father  Stepfather  Other: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Mr.  Rev.  Dr.  
 Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Occupation/Title \_\_\_\_\_  
 Work phone ( \_\_\_\_\_ ) \_\_\_\_\_

Mother  Stepmother  Other: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Mrs.  Rev.  Dr.  
 Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Occupation/Title \_\_\_\_\_  
 Work phone ( \_\_\_\_\_ ) \_\_\_\_\_

**Joint-Custodial or Non-Custodial Parent Information**

Father  Stepfather  Other: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Mr.  Rev.  Dr.  
 Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Occupation/Title \_\_\_\_\_  
 Work phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home phone ( \_\_\_\_\_ ) \_\_\_\_\_

Mother  Stepmother  Other: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Mrs.  Rev.  Dr.  
 Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Occupation/Title \_\_\_\_\_  
 Work phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Please check all boxes that apply for the joint or non-custodial parent(s):  Emergency contact  Correspondence  
 Receive report card  Publish phone  Court order in place

**Church Affiliation** Name of church attending \_\_\_\_\_  
 Not attending a church at this time  In the process of looking for a church

**Nondiscriminatory Policy**

Traders Point Christian Academy does not discriminate on the basis of race, color, national origin, gender or disability either in regard to admission or administration of school programs. The Academy reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the student and/or the school.

Student Name \_\_\_\_\_

Pre-school last attended \_\_\_\_\_

Have all financial obligations been fulfilled at the school listed above ?  Yes  No  N/A

Is a language other than English spoken in student's home?  No  Yes (what language) \_\_\_\_\_

1. State briefly why you want to enroll your student at Traders Point Christian Academy \_\_\_\_\_

\_\_\_\_\_

2. Has or does your child attend Developmental Preschool?  No  Yes If yes, which school district?

\_\_\_\_\_

3. Has or does your child receive Speech, Occupational or Physical therapy?  No  Yes If yes, which agency?

\_\_\_\_\_

4. Has your student ever been referred, diagnosed, or treated for any of the following:  Yes  No

ADD/ADHD  SLD  PDD  OTHER If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

5. Are there any disciplinary, behavioral, social, physical or emotional issues that may affect his/her educational needs?

No  Yes If yes, please explain \_\_\_\_\_

\_\_\_\_\_

6. Is your student currently under treatment for any of the above or operating under any type of school Accommodation plan (504 plan or Individual Education Plan (IEP)?  No  Yes

\*If yes, attach a copy of the IEP or 504 plan plus the most recent case conference report

\_\_\_\_\_

7. Has your student ever been dismissed from any school?  No  Yes If yes, please explain \_\_\_\_\_

\_\_\_\_\_

8. Has your student ever participated in any high ability or gifted student testing or programs?  No  Yes

Traders Point Christian Academy was recommended by \_\_\_\_\_

If there are other children in your family, please complete the following:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

## Mission

Traders Point Christian Academy exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and transformed life in Jesus Christ. (Scripture basis: Rom 12:1-2)

## Core Values

- **Faith** - We believe Jesus Christ is God's Son and the only Lord and Savior of all creation.(Matt16:13-17; Eph 1:3-14; Col 1:15-23; Heb 9:11-15)
- **Knowledge** - We believe God is the pre-existent Creator and the ultimate source of all truth and knowledge. (Gen 1-2; Rom 1:18-32)
- **Values** - We believe there is a core set of values found in God's Word, the Bible that determine our goals, our actions, our speech and the framework of our relationship with others. (II Tim 3:16-17; Prov 4:20-27; Eph 4:25-5:20)
- **Home** - We believe the school shares a co-worker relationship with the parents or guardians of the students. (Deut 6:1-9; Eph 6:4)
- **Education** - We believe formal schooling offers structured learning opportunities to develop skills needed for the successful completion of each developmental stage of life. (Rom 12:1-2; Eph 4:20-24)
- **Teachers** - We believe teachers not only instruct, but also serve as role models for their students. (John 13:12-17; I Tim 4:10-16)
- **Success** - We believe success in education is reflected in a child's confidence and ability to apply what he or she has learned to situations outside of the classroom. (Prov 2:1-11 & 3:1-18)
- **Application** - We believe it is important for the principles of Christ-like living to be learned and practiced every day by the Christian community for the world to see. (Matt 5:3-16 & 18:15-17; Acts 2:42-47; Rom 12:3-12, I Cor 12:7-11)

## Statement of Faith

- We believe *the Bible* to be the inspired, infallible, authoritative, inerrant Word of God (II Tim 3:15, II Peter 1:21).
- We believe there is *one God*, eternally existent in three persons - the Father, Son and Holy Spirit (Gen 1:1, Matt 28:19 and John 10:30).
- We believe in the *deity of Christ* (John 10:33), his virgin birth (Isaiah 7:14, Luke 1:35), his sinless life (Heb 4:15 & 7:26), his miracles (John 2:11), his vicarious and atoning death (I Cor 15:3, Eph 1:7, Heb 2:9), his resurrection (John 11:25, I Cori 15:4), his ascension to the right hand of the Father (Mark 16:19) and his personal return in power and glory (Acts 1:11, Rev 19:11).
- We believe in *the absolute necessity of regeneration* by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:15-21 & 5:24, Rom 3:23, 5:8-9 & 6:1-10, Eph 2:8-10, Titus 3:5).
- We believe in *the resurrection of both the saved and the lost*; those that are saved to the resurrection of life and those that are lost to the resurrection of damnation (Matt 25: 31-46 & John 5:28-29).
- We believe in *the spiritual unity of believers in our Lord Jesus Christ* (Rom 8:9, I Cor 12:12-13, Gal 3:26-28).
- We believe in *the present ministry of the Holy Spirit* by whose indwelling the Christian is enabled to live a godly life (Rom 8:13-14, I Cor 3:16 & 6:19-20, Eph 4:30 & 5:18).
- We believe in *the equality of races* because there is no distinction in God's treatment of people (Rom2:11, Eph 5:18).
- We believe in *the Lord's Great Commission*, that we are bound to extend the gospel of God to all we reach (Matt 28:18).

Details about Traders Point Christian Academy's expectations and philosophies may be found in the Parent/Student Handbook, which is available upon request.

### Parent & Student Agreement

I have read and accept the Mission, the Core Values and the Statement of Faith of Traders Point Christian Academy and agree to support them to the fullest extent.(At least one parent signature is required).

\_\_\_\_\_

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

\_\_\_\_\_

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

We choose to enroll our student in Traders Point Christian Academy out of a desire for him to grow in all ways that honor God and the Lord Jesus Christ. We also seek for him to develop all of the potential skills, knowledge and character that are part of God's design and plan for his life. With these goals in mind, we agree to the following:

- We understand that we are vital partners with the Academy in our child's growth and development. We will support and encourage the application of the Christian worldview involved in our child's learning experience by extending classroom instruction of Christian principles into family life. We agree to uphold and support the high academic standards of the Academy by giving our child encouragements in practicing skills learned at school.
- The Administration is given full discretion in the discipline of our child. We understand that TPCA utilizes redirection and Biblical instruction to aid children in learning to obey class rules and directions; TPCA does not utilize corporal punishment, but may incorporate time-out as necessary. We will be informed whenever any behavioral issues are encountered. Dismissal may result at any time when we or our child demonstrate by conduct or attitude that we are not in harmony with Academy rules and regulations or fail to answer honestly any questions on the application, forms or during interviews.
- We recognize that for our child to make good progress in his work, it is essential that he have confidence in the teachers and the Academy. Therefore, we will do all in our power to see that our child respects and obeys the school staff and standards. We agree that if our child should become involved in any difficulty with other students, teachers or Academy staff, we will refrain from complaining to other parents, but with prayerful Christian spirit will seek resolution through the proper school channels in ways that are respectful and in keeping with Biblical principles (Matt 18:15-18).
- We give the Academy permission for our child to take part in all school activities, including school sponsored field trips away from the school premises. We further agree to hold the Academy and its agents harmless for any liability to our child or guardian or parent thereof because of any claims on behalf of our child against the Academy or any agent thereof because of any injury or alleged injury to our child. Should legal action, for any reason, be taken against the academy or any employee or agent thereof on our child's behalf and the Academy or its agent not be found at fault, we agree to pay any attorney fees, court fees, damages or other costs that the Academy or its agent should incur to defend itself against such action.
- We request that our child participate in health appraisal activities conducted in school by our Public Health Nurse. The activities may include screening for vision and hearing problems, and for scoliosis (curvature of the spine). There is no charge for these services.
- We agree to meet all of our financial obligations to the Academy, even those that remain after our child graduates or is withdrawn, in accordance with the policies stated in the Financial Contract. Should collection or legal action be required to collect outstanding or delinquent fees on our account, we agree to pay any attorney fees, collection fees, or court fees that the Academy or its agents should incur.
- We give permission for our child to be photographed for use on Academy promotional materials, web site page and year book.
- We have read the Academy "Mission Statement", "Statement of Faith", and the Core Values". We understand that these principles are the foundation of the entire program of the Academy, including all instruction and discipline. We shall endeavor to support and uphold the principles, practices and the educational policies of the Academy in every way.

**Parent Covenant**

We have read and accept the Traders Point Christian Academy Parent Covenant and agree to support the statements within the covenant to the fullest extent. (At least one parent signature is required).

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

In addition to the regular class schedule, TPCA offers several additional programs that allow students to attend class for more than their regularly scheduled times: bonus Days and Lunch Bunch. These programs are explained below. If enrolling in these options, please mark your selection(s) below. Rates are noted on the Tuition and Fees Information page of the enrollment application.

**Class Bonus Day:**

We offer an optional third day class for certain ages each week that provides additional enrichment activities. Families choosing to enroll in the Bonus Day commit for the full academic year. Bonus Days offered are:

- "Twos Day on Friday" - a 3rd class day on Fridays from 9:00 am - 11:30 am for Twos students
- "Friday Friends" - a 3rd class day on Fridays from 8:30 am - 11:30 am for Threes & Threes Plus students
- "Fours Fourth Day" - a 4th class day on Tuesdays from 8:30 am - 11:30 am for Fours students

**Let's do lunch:**

You may extend your child's preschool day by enrolling them in Lunch Bunch (LB). This program allows them time at school to eat a lunch brought from home and to enrich their day with extra guided activities. One day they may have added playtime, the next day they may have added time with learning centers, or perhaps have a special Bible story time. This additional time allows the students more social interaction with their peers and offers parents a bit more time to accomplish personal tasks. Students may only attend LB on their regular class days and will be walked to or from their regular class at appropriate times. Options offered are:

- Students in a morning class can stay for LB until 1:00 pm or until 3:00 pm. Those staying later will have a nap and snack time in addition to activities noted above.
- Students in an afternoon class can arrive early at 11:00 am.

Please **mark your first and second choice** for classes. We will assign classes based on the application date, with all efforts made to coordinate class placement with any other of your children applying to TPCA.

**Parents Day Out (is at least 18 months old and turns 2 yrs after August 1)**

\_\_\_\_\_ M 9:00-11:30                      \_\_\_\_\_ W 9:00-11:30                      \_\_\_\_\_ M/W 9:00-11:30

**Twos**

\_\_\_\_\_ M/W 9:00-11:30                      \_\_\_\_\_ M/W 12:30-3:00  
 \_\_\_\_\_ T/TH 9:00-11:30                      \_\_\_\_\_ T/TH 12:30-3:00

**Twos 'Bonus Day' - Twos Day on Friday**

\_\_\_\_\_ Available Friday only 9:00 – 11:30

**Threes (turn 4 yrs Dec 1 or after)**

\_\_\_\_\_ T/TH 8:30-11:30                      \_\_\_\_\_ T/TH 12:30-3:30  
 \_\_\_\_\_ T/TH 9:00-12:00

**Threes/Threes Plus 'Bonus Day' - Friday Friends**

\_\_\_\_\_ Available Friday only 8:30-11:30

**Threes Plus (turn 4 yrs Aug 1 - Dec 1)**

\_\_\_\_\_ M/W 8:30-11:30                      \_\_\_\_\_ M/W 12:30-3:30

**Threes/Threes Plus 'Bonus Day' - Friday Friends**

\_\_\_\_\_ Available Friday only 8:30-11:30

**Fours (turn 5 Dec 1 or after)**

\_\_\_\_\_ M/W/F 8:30-11:30                      \_\_\_\_\_ M/W/F 12:30-3:30  
 \_\_\_\_\_ M/W/F 9:00-12:00

**Fours 'Bonus Day' - Fours Fourth**

\_\_\_\_\_ Available Tuesday only 8:30-11:30

**Fours Plus (turn 5 yrs Aug 1 - Dec 1)**

\_\_\_\_\_ M thru TH 8:30-11:30                      \_\_\_\_\_ M thru TH 12:30-3:30

**Lunch Bunch** Please indicate with a "✓" which days you want your child to attend. If multiple days, mark your first and second choice for days in case not all days have openings (you may only register for days your child is enrolled for class). AM students begin LB at 11:30; PM students begin LB at 11:00. Space is limited.

Time	Morning Class Student Choices					Afternoon Class Student Choices				
	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
<b>11/11:30 - 1:00</b>										
<b>11/11:30 - 3:00</b>						NA	NA	NA	NA	NA

**Tuition rates and fees** (note: listed are 2011-2012 rates. Tuition rates for 2012-2013 will be released in mid-January, 2012)

**Early Childhood Class Fees:**

Parents Day Out: 1 day/wk \$750	2 days/wk \$1,400	Twos: 2 days \$1,690	3 days \$2,480
Threes: 2 days \$1,899	3 days \$2,832	Threes Plus: 2 days \$1,899	3 days \$2,832
Fours: 3 days \$2,667	4 days \$3,556	Fours Plus: 4 days \$3,576	
Lunch Bunch: Regular (11 am - 1 pm) \$9 per day		Extended (11 am - 3 pm) \$20 per day	

**Payment Options**

The first payment is due June 1. Payment options include: annual (due 6/1), Semi-Annual (due 6/1 and 11/1) or 12 monthly electronic payments (due 6/1 through 5/31). If no payment is received by June 15<sup>th</sup>, the student will lose their reserved spot. Their enrollment will be processed when payment is received. If we are not able to place your child in any of your class choices because the classes are filled, they will be placed in the class waiting pool. Tuition and fees must be paid in full no later than May 15<sup>th</sup> of each school year. Students enrolling after June 1 will begin payments the first month after enrollment and will coordinate their payment schedule with our business office.

**Monthly Electronic Payments**

Payments may be processed on the 1<sup>st</sup> of the month, or semi-monthly with half paid on the 1<sup>st</sup> and half paid on the 15<sup>th</sup>.

**Application and Enrollment Fee**

A \$50 non-refundable Application Fee is due for each applicant. Once a student is admitted, a non-refundable enrollment fee of \$100 per preschool student is due within 14 days after you receive your admissions letter.

**Fees**

- Late fee: \$50 if tuition is not paid by the selected due date.
- Payment Return Fee (NSF): \$50 on all payments returned from your bank.

**Withdrawal Fee:** \$150 per student plus prorated tuition through the end of the month in which notice of withdrawal is received by the TPCA Admissions Office. If not yet attending, no prorated tuition is payable.

**Other Expenses**

Most supplies and expenses for Early Childhood students are included in tuition. Each child has a turn bringing snacks and beverages in for their class usually once every 2-4 weeks. On occasion, children are asked to bring in specific items for class. Snacks and these types of items are not included in tuition.

**Non-Payment of Tuition Fees**

If tuition or fees are owed at the end of any grading period, report cards will not be issued and records will not be released to any other school until full payment is received. All tuition must be paid in full during the school year. Any student with an outstanding balance will not be allowed to start classes the following year. During the school year, any student with a balance more than 45 days past due will not be allowed to attend classes and may be dismissed from TPCA. Payor will be responsible for any attorney or collection fees in the event past due balances are turned over to collection.

<b>Student's Name</b>	<b>2012-2013 Class</b>
<b>Person(s) responsible for tuition payments</b>	
<p><b>Payment Plan (Check One)</b></p> <p><input type="checkbox"/> Annual payment due June 1 (or upon enrollment if admitted after June 1)</p> <p><input type="checkbox"/> Bi-Annual payment with half due June 1 and half due on November 1 (dates adjusted if student is admitted after June 1)</p> <p><input type="checkbox"/> 12 month electronic payments starting June 2012 and ending in May 2013.</p> <p>I authorize Traders Point Christian Schools, Inc. (hereby called TPCS) to initiate debit entries to my/our checking/savings account. I understand the account on my registration fee check will be used unless I enclose a voided check for a different account with this application. I also understand that I will be charged a <b>one time</b> (not every month) processing fee of \$35 <b>per family</b> with my first monthly payment.</p> <p>This authorization will remain in effect until May 31, 2013 or I notify TPCS in writing to terminate the authorization. If the amount of my payment changes, TPCS will notify me at least 10 calendar days before the payment date.</p> <p>Please select the day for processing:</p> <p><input type="checkbox"/> Electronic withdrawal on the 1<sup>st</sup> of every month.</p> <p><input type="checkbox"/> Electronic withdrawal: half of the monthly payment on the 1<sup>st</sup> and half on the 15<sup>th</sup> of every month.</p> <p>Financial Institution _____ ABA Routing # _____</p> <p>Account # _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Payer Name (please print) _____</p>	
<p><b>Building Foundations</b></p> <p>Thank you for your commitment to TPCA and your child's education. Please consider a tax-deductible charitable gift to TPCA's <b>Building Foundations</b> which is designed to make up the difference between the actual cost of educating TPCA students and tuition.</p> <p>Frequency: <input type="checkbox"/> One-Time Gift      Amount: \$ _____ (make check payable to TPCA Building Foundations)</p> <p><input type="checkbox"/> Please add the following tax-deductible amount to my <u>monthly</u> tuition payment beginning June 1, 2012 and ending May 2013.</p> <p style="text-align: center;"><input type="checkbox"/> \$25    <input type="checkbox"/> \$50    <input type="checkbox"/> \$100    <input type="checkbox"/> \$250    <input type="checkbox"/> Other: \$ _____</p>	
<p><b>Withdrawal Fee</b></p> <p>I understand that if my child(ren) withdraws from Traders Point Christian Academy, I will be charged a withdrawal fee of \$150 per student plus prorated tuition through the end of the month in which notice of withdrawal is received by the TPCA admissions office.</p>	
<p><b>Payment Agreement</b></p> <p>I understand the terms outlined above as well as on the 2012-2013 Tuition and Fees Information sheet. I agree to be responsible for all costs and fees incurred, including attorney and collection fees in case of non-payment.</p>	
<b>Signature</b>	<b>Date</b>
<b>Print Name</b>	
Traders Point Christian Schools, Inc. is the incorporated name of Traders Point Christian Academy and all of its programs.	

Please complete the entire enrollment packet. Your application will not be processed until all information is received. Once all of your information has been received, you will be contacted to schedule testing for your student and an interview for you and your student. Use the checklist below to verify your packet is complete.

- Enrollment Application
- Registration Fee- non-refundable (\$50 per new student)
- New Applicant Information
- Parent signatures on Mission, Core Value & Statement of Faith
- Parent signatures on Parent Covenant
- Tuition Payment Agreement
- Class selection form
- Copy of complete records from current school (if current school maintains records on each student)
- Copy of student birth certificate and recent photo
- Submit Pastor Reference form to appropriate parties
  - The Pastor reference may be given to any pastor or ministry leader who knows your family and the student. If you have recently relocated, are looking for a new church, please note your current status on the form and provide information about your most recent church and involvement level. If you do not attend church, note this on the form.

### Contact Us

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If you have questions or need assistance at any time during the application process, please feel free to contact the Admissions Office at TPCA:

**Mrs. Toni Kanzler**  
Director of Admissions  
[tkanzler@tpcs.org](mailto:tkanzler@tpcs.org)  
317-769-2450 ext. 243

**Mrs. Linda Becker**  
Registrar  
[lbecker@tpcs.org](mailto:lbecker@tpcs.org)  
317-769-2450 ext 241

**Traders Point Christian Academy**  
Main: 317-769-2450  
Toll Free: 877-218-0936  
6600 S. Indianapolis Road  
Whitestown, IN 46075  
[www.tpcs.org](http://www.tpcs.org)

\* Student information is protected by Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and other federal and state laws.

To Whom It May Concern:

Our son/daughter is being considered for admission to Traders Point Christian Academy. Please forward to Traders Point Christian Academy any needed information in our son or daughter's school records, including:

- Records of any academic testing
- Health Records
- IEP's/504's and any Special Education Information
- Discipline Files/Information
- Attendance Records

Sincerely,

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Name of Current School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

**Please return to:**

Traders Point Christian Academy  
Admissions Office  
6600 S. Indianapolis Road  
Whitestown, IN 46075  
Ph: 317.769.2450 Fax: 317.769.2456

\*One per Family only.

Please complete the top section and deliver to any of your current pastors.

Our son/daughter is being considered for admission to Traders Point Christian Academy. TPCA views education as a partnership between the school, home and church. We need your assistance in determining that this student can make a smooth transition into the TPCA program. Applications are only processed when complete, so your prompt attention to this information is appreciated. Please forward the completed form by fax or mail to Traders Point Christian Academy using the information listed at the bottom of this page. Thank you for your assistance!

Sincerely,

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_ Grade \_\_\_\_\_

Parents Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Church Attending \_\_\_\_\_ Pastor Name \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

How long have you known this family?

Are they church members?  Yes  No

Is the family active in the church's work?  Yes  No

If yes, please explain \_\_\_\_\_

Would you recommend this student for admission to Traders Point Christian Academy?

Recommend  Do not recommend  Cannot make a recommendation

Is there any other information we should know about this student or family as we make an admission decision?

Pastor Signature \_\_\_\_\_ Position \_\_\_\_\_

Pastor Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:**

Traders Point Christian Academy

Admissions Office

6600 S. Indianapolis Road

Whitestown, IN 46075

Ph: 317.769.2450

Fax: 317.769.2456