

## Admissions Procedure For Prospective Students

We would like to thank you for your interest in Monroe Bay Christian Academy. Below is our admissions procedure so that you can know what to expect. Please feel free to contact the school office at any time to ask questions and or schedule any of the items listed below.

1. There are a few things you need to know about us before you proceed;
  - We are a Christian school with Christian values standards and morals.
  - Students will be involved daily with Biblical principles, prayer, Bible reading etc.
  - We are a ministry of Monroe Bay Assembly of God church. You do not have to be a member of our church or an Assembly of God church to have a student at MBCA. However, these are the beliefs we hold and are stated in our school documentation. Familiarize yourself with our tenants of faith to avoid any confusion or problems in the future. We expect Christian behavior from our students at all times. Your child will be involved in Bible study, prayer and chapel services where Christian truths from God's Word will be taught.
  - We have a school uniform that your child will be required to wear most of the time, but when "street clothes" are allowed (decided by your child's teacher) a strict dress code (found in the handbook) will be adhered to.
  - Your child may be tested to determine which grade he/she needs to enter. This may not correspond to the level they have been at in other schools. The goal is to place the student in the correct class level. There is a one time fee for this testing. Check with school office for current pricing for placement testing.
2. What you will need to do to prepare for the Admissions Process;
  - Obtain a letter from your Pastor as a character reference and return with the new student paperwork.
  - Fill out and return all paperwork with appropriate fees etc.
  - All medical information must be filled out and turned in along with any physical problems your child may have explained in detail.
3. After we receive all the paperwork, fees and reference letter from your Pastor we will contact your child's previous school to obtain school transcripts / records. If your child has been home schooled we will need your grading records. Upon receipt of school records we will set up a meeting with our Admissions Committee. At this meeting both parents or guardians (if applicable) and the prospective student will meet the teacher of the grade they are entering as well as other leaders from the church. Although informal, this meeting is an important time to get to know one another and answer any questions you may have. The goal is not to "quiz" you on Bible knowledge etc. but to get to know you.
4. Parents are expected to involve themselves in school activities as much as possible. This includes, but is not limited to, PTF meetings. This will play a large role in consideration for readmissions.
5. On approval all students are admitted on a six (6) week probationary period. You will be given a Student Handbook that must be read and a form filled out stating you have read, agree with and will work with us on all matters of education, discipline and payment

If you have any questions about any part of the process please contact the school office.

Sincerely,

MBAG/MBCA Board