



How to Apply to Tabernacle of David Christian Academy

CO-OPERATIVE PRESCHOOL

Enrollment for 2024-2025 School Year

Tabernacle of David Christian Academy (TDCA) enrolls students for the entire school year during the spring and does not typically accept new students once the school year has started.

If you are interested in applying for the **2024-2025** school year, please:

1. Visit our website for more information on our vision and values and what it looks like to be a part of the TDCA family: www.tdcapasadena.org.
2. Fill out the Application.
3. Please choose one of the following methods to submit your Application with Application payment per student. It is \$100/application.

Drop off or send Application and \$100 to:
Tabernacle of David Christian Academy
1536 E. Washington Blvd. Pasadena, CA 91104
Email Application to Admin@TDCAPasadena.org and request an invoice.
Submit payment via www.tdcapasadena.org/application-payment.

Upon reviewing and accepting your Application, we will contact you to schedule a family interview and an Entrance Assessment. Please allow one (1) hour for family interviews. See page 2 for fees and schedule.

4. When you come to the family interview you will need to bring or email the following:
 - a. Transcripts from the previous year (2 years if applicable).
 - b. Student Immunization Records
 - c. \$50 Assessment Payment. A teacher will do an assessment to see if your child is emotionally, socially, and academically ready for preschool class.
5. Within one week of the Family Interview, we will notify you of our decision to continue the enrollment process.
 - a. If accepted, you will be required to complete an Enrollment Packet and submit a non-refundable deposit of \$700** per student (\$500 registration fee and \$200 deposit towards your student's first (1st) month's tuition).
 - b. On a case by case basis following the Entrance Assessment, the teacher may request a trial day to help determine if the applicant is ready to enroll. The trial day is determined by the teacher and school Admin.

You will receive an invoice from "Tabernacle of David Christian Academy" for the amount of \$700** and make the payment by setting up an account with Pay Simple (a secure online payment system that requires an ACH payment from your banking account).

**Please see fees according to schedule on page 2.

Families have one full week following the interview, to submit the Enrollment paperwork and deposit.

If you have any questions, please contact TDCA Admin at admin@tdcapasadena.org

Enrollments are based on the order that families complete the Enrollment process. Your enrollment will not be secured until both the Enrollment Packet and deposit are received.

We do not hold a spot after one week following the Family Interview if we have not received both the full payment (Enrollment deposit, application and assessment fees), and the full Enrollment paperwork.

- Textbooks. Information on books will be sent over the summer via email. Textbooks are ordered and billed by our school's administrative team and either rented or purchased depending on the type of book. Preschool textbooks are generally \$90-\$110.

Please note that school textbook fees are in addition to student tuition and will be invoiced and due July 15.

Application and Enrollment Schedule:

| Application | Due: | Payment: | | Enrollment Includes Family Interview,* Entrance Assessment, Enrollment Paperwork and Deposit. | Enrollment Deposit Due within One week of Interview and by Due: | Payment: |
|-------------------------------|-------------------------|----------|--|---|---|--|
| Early Bird Applicants | March 15th (First Term) | \$100 | | X | April 1st (First Term) or October 1st (Second Term) | \$750 - \$50 Early Bird Discount = \$700 |
| Second Term Applicants | Sept 15th (Second Term) | | | | | |
| | | | | X | May 1st | \$750 |
| | | | | X | June 1st | \$775 |
| | | | | X | Starting June 2nd (First Term) Oct 2nd for Second Term) | \$800 |

*Family Interviews should be scheduled as soon as possible, within a week or two, upon application acceptance.



School Structure & Tuition Rates

2024-2025 School Year

PRESCHOOL CO-OP: Our Co-Operative Preschool meets four (4) days/week.

Our Preschool Co-Op is a four (4) full or half-days/week curriculum. The curriculum includes Worship, Bible, Circle Time, Free Play/Snack/Recess, Get-Set-For-School academics, Electives, and Prayer.

IMPORTANT: All preschool students must be potty trained and be three (3) years of age at the start of the school year.

Schedule Monday, Tuesday, Wednesday & Thursday
 Half Day: 8:30am – 12:00pm* Drop off: 8:15-8:25am Pick up: 11:45am-12pm
 Full Day: 8:30am - 3:00pm Drop off: 8:15-8:25am Pick up: 3pm

Tuition \$630/month 4 Half Days
 \$825/month 4 Full Days

As a Co-operative Preschool, parents with children enrolled in preschool assist in the classroom on a regular basis. The Preschool Co-Op Coordinator schedules Parent Assistants on a rotation, based on the needs of the classroom. Parent Assistant schedules are published at least one month in advance for planning purposes.

Parents enrolling children in the Preschool Co-Op commit to:

- assist on at least one preschool morning on rotation (Monday, Tuesday, Wednesday, or Thursday)
- submit a valid TB Risk Assessment (signed by a Doctor) or TB test. TB documents are valid for four (4) years.
- submit a background check form for each parent that will be serving in the classroom/with students.

Application and Enrollment Schedule:

| Application | Due: | Payment : | Enrollment Includes Family Interview,* Enrollment Paperwork and Deposit. | Enrollment Deposit Due within one week of interview: | Payment: |
|--|-------------------------|-----------|--|--|--|
| Early Bird Applicants for Fall or Second Term | March 15th (First Term) | \$100 | X | April 1st (First Term) | \$750 - \$50 Early Bird Discount = \$700 |
| | Sept 15th (Second Term) | | | October 1st (Second Term) | |
| | | | X | May 1st | \$750 |
| | | | X | June 1st | \$775 |
| | | | X | Starting June 2nd (First Term) Starting Oct 2nd (Second Term) | \$800 |

*An alternate schedule will be provided should TDCA need to be online for a period of time.



2024-2025 Financial Policy

1. Financial Commitment

Enrollment in Tabernacle of David Christian Academy is a year-long financial commitment.

2. For NEW Families Only:

Admissions Process: non-refundable fees

- a. To apply to Tabernacle of David Christian Academy, you will need to send in all the appropriate Application Packet documents, Immunizations Records, and \$100/student application fee.
- b. There is also a \$75/student testing fee that is payable at the time of the family interview FOR ALL Transitional Kindergarten-6th graders.
- c. Preschool student assessments will be scheduled individually and will incur a charge of \$50/assessment.

Enrollment: Registration Fee (non-refundable), P3 & Tuition Deposit

Upon acceptance to TDCA, you will need to submit all the required Enrollment documents along with the Enrollment Fees outlined below:

New Students Enrollment Fees*: \$700* Early Bird Price Due March 15th.

New Students: A \$700 non-refundable Registration Fee and \$200 from first TK-6th grade student’s registration goes towards the Parent Participation Program (P3). For families with multiple enrolled siblings in TK-6th, \$200 from sibling’s K-6th enrollment deposit is applied to your first month’s tuition invoice. A \$200 deposit will be made for Preschool co-op students in order to secure outside services throughout the school year. The services include, but are not limited to, substitute services or educational support services. The Enrollment Deposit is per child and due at the time of Enrollment. See example below.

| \$700* Enrollment Deposit per TK-6th Grade Student: | Registration Fee from \$700 Enrollment Deposit | Parent Participation Program (P3) deposit, received from the Enrollment Deposit | Tuition Deposit towards first month, from the \$700* Enrollment Deposit | First Month Tuition Payment per Student |
|--|---|--|--|--|
| Student 1 | \$500 | \$200 | - | Full Tuition |
| Student 2 | \$500 | - | \$200 | -\$200 |
| Student 3 | \$500 | - | \$200 | -\$200 |

No opening is secure until we receive both the enrollment fees and required paperwork.

*Please refer to the Application and Enrollment Schedule for the most updated application and payment amounts.

| \$700* Enrollment Deposit per Preschool Student: | Registration Fee from \$700 Enrollment Deposit | Outside Services Deposit received from the Enrollment Deposit | Tuition Deposit towards first month, from the \$700* Enrollment Deposit | First Month Tuition Payment per Student |
|---|---|--|--|--|
| \$700 | \$500 | \$200 | \$500 | Full Tuition |

3. For RETURNING Families Only:

Enrollment: Registration Fee (non-refundable), P3 & Tuition Deposit

Returning families have an abbreviated enrollment process & will need to submit the required Re-Enrollment documents along with the Enrollment Fees outlined below:

Enrollment Fees*: \$500 by Early Bird Deadline March 15th.

*Please refer to the Application and Enrollment Schedule for the most updated application and payment amounts.

A \$300 non-refundable Registration Fee and \$200 Deposit. **\$200 from the first K-6th grade student's registration per family goes towards P3.** \$200 from sibling's re-enrollment deposit is applied to your first month's tuition invoice. Enrollment is due per child, at the time of Enrollment.

Example below:

| TK-6th grade from same family, \$500* Re-enrollment Deposit per Student: | Registration Enrollment Deposit \$500* | Parent Participation Program (P3) deposit, received from the Enrollment Deposit | Tuition Deposit towards first month, from the \$500* Re-enrollment Deposit | First Month Tuition Payment per Student |
|---|---|--|---|--|
| Student 1 | \$500 | \$200 | - | Full Tuition |
| Student 2 | \$500 | - | \$200 | -\$200 |
| Student 3 | \$500 | - | \$200 | -\$200 |

* Preschool & Transitional Kindergarten Full Day is dependent on five (5) student enrollment minimum and available classroom space.

No opening is secure until we receive both the enrollment fees and required paperwork.

4. Tuition Payment Information

a. Tuition Rates

| | Preschool/TK 4 Half Day | PS-6 Full Day |
|-----------------|----------------------------|------------------|
| Annual Tuition | \$6300 | \$8250 |
| Monthly Tuition | \$630 | \$825 |

b. Making Payments

Our school uses a secure electronic payment option for recurring tuition payments. Please refer to the “Pay Simple Account Set-Up Instructions” document for instructions on how to set-up your account.

All families are required to set-up a Pay Simple account for paying monthly tuition as part of the enrollment process. Pay Simple is a secure online ACH payment system where families pay through their bank account. TDCA does not accept credit card payments.

c. Other Expenses

Every student will have the following miscellaneous fees:

- 1) Registration/Enrollment Deposit Fee (per student) - paid at time of Enrollment
- 2) \$100/year – Activity Supply Fee (\$50 per semester due in Aug & Feb tuition)
- 3) Textbook costs - Due July 15 or upon enrollment if after July. See schedule for additional details.
- 4) Student School Supply List - each teacher will provide a class supply list. The supplies should be brought to Orientation in August. The Student School Supply List is available on the TDCA Website > Current Students.
- 5) Emergency Supplies - Included on the Student School Supply List is a list of items to bring in case of emergency.
- 6) Re-enrollment Fees - \$500/student due March 15th for the following year.
- 7) Standardized Testing - 2nd-6th graders will participate in annual Standardized Testing during the spring of each school year. Each student will incur a testing fee to help subsidize the cost of the test. Testing fees is \$25 per student, depending on grade level. This fee will be charged with the textbook fees.

d. Payment Schedule Options:

Option 1 (default option): 10-month payment plan from August - May

| | |
|-------------------------|--|
| July 15 th - | Textbook Payment is due |
| August 15th - | 10% of year-long tuition is due (-\$200 deposit for siblings TK-6 + Supply Fee) |
| September 15th - | 10% of year-long tuition is due |
| October 15th - | 10% of year-long tuition is due |

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| | |
|-----------------|--|
| November 15th - | 10% of year-long tuition is due |
| December 15th - | 10% of year-long tuition is due |
| January 15th - | 10% of year-long tuition is due |
| February 15th - | 10% of year-long tuition is due (+ Supply Fee) |
| March 15th - | 10% of year-long tuition is due (+ Re-enrollment Fee) |
| April 15 - | 10% of year-long tuition is due (+ Standardized Testing Fee) |
| May 15th - | 10% of year-long tuition is due |

Option 2: Full year payment for the entire family may be made by August 15.

e. Late Fees: If a family does not make their payment by the due date, they will incur a \$20 late fee during the month of the late payment.

f. ELEMENTARY Discounts:

Elementary TK-6th Grade students are eligible for the following tuition discounts:

1) Multi-Sibling Discount:

- 1st Student - pays 100% of tuition (does not include term supply fees)
- 2nd Student - pays 90% of tuition (does not include term supply fees)
- 3rd Student - pays 80% of tuition (does not include term supply fees)
- 4th Student - pays 70% of tuition (does not include term supply fees)
- 5th Student - pays 60% of tuition (does not include term supply fees)
- 6th and above Students - pays 50% of tuition (does not include term supply fees)

5. ELEMENTARY Mandatory Parent Service Hours:

As part of our Parent Participation Program (P³), TDCA parents commit to volunteer fifteen (15) hours of service per year. These hours can be served in areas such as volunteering in a classroom, participating in Parent Association, Communications Relations Internal team, coordinating school-sponsored events (ie. Christmas Program, graduation, etc), chaperoning Field Trips, assisting in Marketing, the school library, or assisting teachers, staff and the school in general (ie. cleaning bathrooms). Opportunities to serve will be indicated throughout the school year.

Families with TK-6th grade students will pay \$200 towards P3 as part of the enrollment deposit. TDCA will notify parents of when these hours will be available. Parents are responsible for tracking their own hours. Hours are to be submitted to TDCA Admin Lanna-Marie **by April 15th** for review. Families who complete the full P3 hours by April 15th are eligible for a refund. Families can pick up a form from the front office at any time. We request that TK parents prioritize assisting the TK teacher by covering recess/lunches and helping with classroom preparations.

6. Textbooks

Each grade (Preschool-6th) will have individual textbook fees that will be invoiced and due July 15th or at the time of a late enrollment. Our school receives bulk order discounts which we pass on

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directly to families. An invoice of the textbooks will be sent to you for reference, and the textbook fee will be charged to your PaySimple account on July 15th.

All consumable books will be purchased by our administrative team and billed accordingly; all non-consumable books will be rented. Non-consumable books must be returned at the end of the school year. Families will incur a fine for any damaged or lost non-consumable books. Textbooks are generally \$90-\$400 per grade. **Note: Cost of books is in addition to tuition. There is an extra fee for rush orders for late enrollments.**

7. Delinquent Accounts

We encourage families with extenuating circumstances to approach administration, in advance, if they will be late making a tuition payment. TDCA holds the right to withdraw families who are delinquent in tuition payments at any time and automatically withdrawn if delinquent on tuition for two months. If delinquent on an account for two months, the student(s) will not be able to attend class until tuition is paid in full AND the tuition is still owed through the school year regardless if an account was delinquent. For example, if November and December had not been paid by January, a student would not be able to attend class in January until November and December was paid in full. Student(s) will not be able to attend class if tuition has not been paid for a second month.

8. Tuition Assistance

TDCA makes an effort to make tuition assistance available to families in need. Tuition Assistance is a year-long agreement based on a partnership between TDCA and the respective family. Tuition Assistance is available for TK-6 students only. The Tuition Assistance Fund is based on the generous donations of partners. These funds are raised on a yearly basis and can vary in amount from year to year. If you are interested in the Tuition Assistance Application, please email admin@tdcapasadena.org.

Tuition Assistance Applications are due with enrollment paperwork and by March 15th.

9. Fundraisers

Mandatory participation in official fundraisers is expected by all families each school year. Fundraisers are initiated and led by our Community Relations Internal (CRI) Team. TDCA typically has one (1) major fundraiser each semester and we ask that all families participate and help spread the word to better support our CRI Team's fundraising efforts. Proceeds serve to strengthen our student body, resource TDCA's educational programs, and provide Tuition Assistance funds for families-in-need.

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**PRESCHOOL CO-OPERATIVE
STUDENT APPLICATION FOR ADMISSIONS
2024-2025**



| | | | | |
|---|--|--------|-----------|-----------------------------|
| Student Name | | Gender | Birthdate | Grade entering 2024-2025 |
| Street Address | | | | |
| City | | State | Zip Code | |
| Father's (Legal Guardian) Name | | E-mail | | Phone Number |
| Mother's (Legal Guardian) Name | | E-mail | | Phone Number |
| How did you hear about Tabernacle of David Christian Academy (TDCA)? | | | | |
| Were you referred by a current TDCA family? YES _____ NO _____ | | | | |
| TDCA family who referred you: | | | | |
| What do you desire your student to gain from attending our school? | | | | |
| Please list ALL languages spoken in your home. If multiple languages are spoken in your home, which language was the primary one your child learned first? | | | | |
| Is your family a blended family? If so, please tell us the details of the arrangement. Are there any custodial issues? | | | | |
| Please list any unusual factors in the student's life (severe illness, social/physical trauma, death, etc). | | | | |
| Is your child on any medication? Has he/she been on medication previously? Please list medications below. | | | | |

**PRESCHOOL CO-OPERATIVE
STUDENT APPLICATION FOR ADMISSIONS
2024-2025**



Is your child allergic to anything or does he/she suffer from asthma, seizures, etc.?
Please share any medical conditions that we should know about.

Please describe your child's character, disposition, & emotional intelligence (awareness of and ability to control one's emotions & handle interpersonal relationships).

Please list any passions/hobbies your child has. What does he/she like? Dislike?

Academic Information:

How has your child responded to school in the past?

Are there any diagnosed or predicted learning issues?

Does your child have any issues staying on task?

Does your child have an Individualized Education Program (IEP)* from a previous school? If so, please attach.

Has your child ever suffered from depression or anxiety? If so, please explain.

***Assessment Records and all documentation for any special needs or abilities must be submitted at the time of enrollment paperwork. TDCA reserves the right to enrollment/re-enrollment if the assessment records and documents are not submitted.**

TDCA partners with the Pasadena Unified District to support students with special needs. If we feel that TDCA is not able to provide that support or if an evaluation is not submitted to the Pasadena Unified District, we reserve the right to deny enrollment or deny continued enrollment. If TDCA Admin determines that the student's needs are not able to be supported by our Staff, we will dis-enroll the student. If the teacher is not able to sustain support to the student because of the student's special needs, TDCA Admin will convene a meeting with the parent(s) to see if additional support can be provided such as one on one aide or from resources outside of TDCA.

**PRESCHOOL CO-OPERATIVE
STUDENT APPLICATION FOR ADMISSIONS
2024-2025**



Academic History

Please list, in chronological order, all schools attended. Include any homeschooling.
Begin with the most recent first.

| School Name and City | Years | Grades |
|----------------------|-------|--------|
| | | |
| | | |
| | | |

Family Information

Please list names and ages of all siblings of applying student:

Father/Legal Guardian: _____

Educational background (including any degrees) and occupation:

Please list father's skills and passions:

Mother/Legal Guardian: _____

Educational background (including any degrees) and occupation:

Please list mother's skills and passions:

**PRESCHOOL CO-OPERATIVE
STUDENT APPLICATION FOR ADMISSIONS
2024-2025**



Our school is a Parent Partnership school. How do you feel you can best partner with us in building our school and investing in our students? Are there any specific skills/gifts that you would like to utilize in serving our school?

Please tell us which church and/or house of prayer you are currently involved with and how so?

We acknowledge that we have read and agree to the Tabernacle of David Christian Academy's Statement of Faith, Vision & Values and affirm that all statements made in this application are true and accurate.

Signature of Father or Guardian

Signature of Mother or Guardian

Today's Date

**PRESCHOOL CO-OPERATIVE
STUDENT APPLICATION FOR ADMISSIONS
2024-2025**



PARENT CO-OP INVOLVEMENT: Parents with children enrolled in the Preschool Co-Op assist in the preschool on a rotating basis. The rotation is scheduled by the Preschool Co-Op Coordinator and published quarterly so that parents have advance notice of when they are scheduled in the classroom. Parent participation in the learning environment is **mandatory** under our Co-operative status.

| | |
|---|---|
| Name of Parent Assistant: (at least one parent must volunteer) | |
| E-Mail | |
| Cell Phone | |
| Please indicate your comfort level doing the following | Unsure Low Medium High |
| Leading children in a group setting | |
| Working individually with children | |
| Preparing craft activities | |
| Creating simple lesson plans | |
| Administrative duties | |
| Organizing field trips | |
| Worship-leading | |
| Leading children in prayer | |

Preferences: select two (2) days. I would prefer to be scheduled from **8:30am-12pm** on:

_____ Mondays _____ Tuesdays _____ Wednesdays _____ Thursdays

Parents will be charged a fee of \$60 for each time that they miss their parent volunteer hours in the co-op and cannot find a substitute. You are allowed one grace time for forgetting and two excused days for emergencies such as sick children. Parent must still notify the teacher before class and try to find a sub.

If parents fail to complete Parent Helper hours (approximately 1x/month) as required by your Preschool Co-op Agreement, the \$200 deposit will not be returned. Arrangements can be made to complete and make up missed hours.

Please initial and sign:

_____ I understand that as a parent, I am responsible to serve when scheduled. If I do not show up, I will be billed \$60. I have one unexcused absence for the year.

_____ If I am not able to serve on the scheduled day, I must switch with another parent and notify the teacher prior to the scheduled day.

_____ If there is an emergency in the morning of the day I am scheduled to assist the PS class, I will notify the teacher and ask if another parent is able to take the day. I have two excused absences for last minute emergencies.

_____ I understand that if I do not fill my co-op responsibilities by assisting in the classroom, I will be removed from the co-op. Additionally, I revoke my \$200 deposit.

Signature _____ Date: _____

