



# TK-6th Grade Student RE-ENROLLMENT Instructions

2022-2023 School Year

Dear TDCA Families,

We hope you will continue to be part of our journey into the next school year! In order to secure your child's spot in the Tabernacle of David Christian Academy for the 2023-2024 school year, please complete the attached Re-Enrollment Forms, and submit the required deposit by the **re-enrollment early bird deadline: March 15th.\***

**Please complete and submit the following forms to [Admin@TDCAPasadena.org](mailto:Admin@TDCAPasadena.org) no later than March 15\* to secure your student's enrollment:**

- Family Handbook Agreement and Consent
- Re-Enrollment Payment Schedule.
- Pay Simple Authorization Forms. **Please initial options and sign BOTH pages.** Specific bank account information does not need to be resubmitted if you want to indicate Bank Name and last 4 digits.
- \$400\* deposit per child, due March 15th. \$200 non-refundable Registration fee with **\$200 towards P3** (from first student/family) and \$200 tuition deposit (from siblings's enrollment deposit) which will be applied to your student's first month's tuition. You will be billed based on your response on the Pay Simple Authorization form, or invoiced. **\*See Family Handbook for early bird deadline and late fees.**
- California Health Requirements Form - For **TK** and any student whose full requirements have not previously been submitted to the office. Please indicate the **date of Doctor's appt** on the form, if the Physician's Report &/or Immunizations will be submitted separate from the Enrollment packet.
- Physicians Report (LIC 701) Required for TK students with record of 4 year old immunizations. Annual check-ups are recommended for all families to ensure continued health and safety of our children. If your child is not current on his or her immunizations, then the Physicians Report (LIC 701) is also required.
- TK Program Agreement (TK Students only)
- TK Half and Full Day Option Selection Form (TK Students only)

**Re-submit the following form(s) ONLY IF there is new or updated information:**

- TDCA Student Registration Card
- Excused Absence Request Form
- T-Shirt Order Form
- Updated Immunizations: Submit a record of any new immunizations if applicable.
- Consent for Emergency Medical Treatment (Please fill out and mention allergies if applicable!)
- Identification and Emergency Information (LIC 700)
- Student Emergency Information Form
- Administration of Medical Treatment
- TDCA Directory Opt Out
- Adult Tuberculosis (TB) Risk Assessment (Form TCB-01) - completed by each parent that plans to assist in the classroom and/or working directly with students at recess/lunch. Forms are valid for four (4) years.
- Background Check - for any parent who has plans to serve with the students, and has not previously been cleared.

**Please send enrollment forms, payments and questions to [Admin@TDCAPasadena.org](mailto:Admin@TDCAPasadena.org). Enrollment in Tabernacle of David Christian Academy for the 2023-2024 school year will not be confirmed until all the required enrollment forms and the enrollment deposit is received.**

## **OTHER IMPORTANT INFO:**

### **Optional Re-Enrollment Payment Schedule (returning families only)**

In an effort to help alleviate any financial burden incurred during the enrollment period (as you make regular tuition payments & re-enroll), we are offering a 3-month payment plan for returning families who would like to make payments towards their enrollment fees. If interested in the re-enrollment payment plan, please complete the attached agreement and submit it with your enrollment paperwork.

### **Late Enrollment Fee:**

Families enrolling after the March 15th\* deadline will incur late fees, which will be due with enrollment. See Financial Policy for early bird deadline and late fees.

### **Refer a Family Program:**

As an incentive for returning families, we have launched the Refer A Family Program. Help us recruit for our school, and get a discount on one month's tuition!

Your friends must designate on their Application that they were referred by your family, and complete the enrollment process, in order for you to receive the Refer a Family discount(s).

### **Textbooks:**

During the summer, you will be given information on books. Elementary books are ordered and billed by our school's administrative team and either rented or purchased depending on the type of book. Please note that school book fees (approx. \$80-\$300/grade) are in addition to student tuition and will be billed via Pay Simple in July. Textbook payments are due July 15 or at time of enrollment if after July 15th.

### **Pay Simple: TDCA's Secure Payment System**

ALL families use Pay Simple, our secure electronic payment system, for tuition payments and other fees. Please fill out and return the Pay Simple Authorization Form so that we are able to bill you on payment due dates throughout the school year.

### **Financial Policy:**

Enclosed you will find a copy of our Financial Policy, for your records.

**\*Please return your completed Enrollment Packet & deposit no later than March 15 in order to receive the Early Bird price and avoid late fees. See school structure for reference.**

**We accept your re-enrollment as an indicator that you continue to agree with our Faith Statement, Mission and Values, and all of our Policies. Please refer to TDCAPasadena.org if you wish to review our information or request the documents.**

We're excited to journey with you in God's story for our school family this coming year!

Please send enrollment forms, payments and questions to [Admin@TDCAPasadena.org](mailto:Admin@TDCAPasadena.org).  
Enrollment in Tabernacle of David Christian Academy for the 2023-2024 school year will not be confirmed until all the required enrollment forms and the enrollment deposit is received.



## **TDCA Handbook, Guidelines, and Policy Agreement & Consent**

I, \_\_\_\_\_, (parent's full name) on behalf of myself and my family, acknowledge I have received a hard copy of the Family Handbook, with all the supporting documents (policies & forms), and agree to uphold all that is presented in all of the writings, herein referred to as "TDCA 2023-2024 policies." Furthermore, I agree and consent to adhere to the TDCA 2022-2023 policies.

\_\_\_\_\_ By initialing here, I understand that I have put down my re-enrollment deposit as part of the re-enrollment process to secure my child's spot in his/her classroom for the 2023-2024 school year.

All items must be checked and both pages submitted in order for the student(s) to be considered enrolled. **Please check the following statements on this and the next page, that you agree with and sign on the second page:**

- I agree with TDCA's Statement of Faith as well as the Mission, Vision, and Values of the school.
- I have received the TDCA 2022-2023 policies and have read through it all by **March 15, 2023** with the understanding that any questions, comments, and/or concerns I may have must be clarified before **March 15, 2023**. If I do not have any questions, comments, and/or concerns, I agree to sign and uphold the Enrollment & Billing Payment Authorization Form and TDCA 2023-2024 policies. In the event of written non-consent, I understand admittance to TDCA will be under review with the board and my student(s) could be disenrolled from the school, effective immediately.
- I understand and agree that all monies (enrollment deposits and fees) submitted thus far are non-refundable and I am responsible for the remaining tuition balance for the 2023-2024 academic school year.
- I commit to making the textbook payment by July 15th.
- I have read through the Financial Policy and agree to the terms within. I will make tuition payment by the 15th of each month. I will communicate to TDCA Admin if I have any concern in making payments.
- I have received the Family Handbook and agree to honor the TDCA policies in the Handbook by abiding by these policies.

**Please turn over this page and continue on the other side.**

K-5th Grade Parents: I understand that my family will fulfill 15 hours of volunteering as part of the Parent Participation Program (P3) program. **I understand that \$200 of my student's re/enrollment fees will go towards the P3 hours.** If my family completes the full 15 required P3 hours by May 2024, the \$200 will be credited to my account.

I understand that TDCA is a Family Partnership school and as part of my family partnering with TDCA, we commit to helping my child complete homework assignments on time, in a timely manner, and with excellence, per the school and teacher's request.

Likewise, I commit to having a positive "get to" approach to school and homework rather than a "have to" perspective regarding school and homework.

I understand that class attendance is a high value at TDCA. Therefore, I commit to having my child at school and settling in class prior to the official start of each school day. I understand that we are permitted three **(3) Personal Days** per school year for optional travel and personal days. Four (4) or more days will be considered an unexcused absence.

I understand that there is a tardy penalty and that tardies should be a rare occasion for emergencies only. Therefore, I commit to having my child at school and settled in class prior to the official start of each school day. I will be charged for four (4) or more tardies per month @ \$5 per 15 minutes.

I commit to keeping my student home from school only for sickness and for rare special occasions where I have submitted a "Request for School Absence" form. I will promptly communicate with the school when the student will be absent by emailing the Admin and sending a message to the teacher.

I understand that if my child is out of school for sickness or scheduled absence, that it is my responsibility to catch my child up with assignments and content in order to attend class.

I understand that if my child is sick, he/she is not able to attend until a full 24 hours of health has been observed. Therefore if a child was sent home sick from school one day, he/she will not be able to return for a minimum of two (2) days. And if my child continually has to be sent home more than three (3) days in a row, that the child may need to have a Doctor's visit and bring a note from the Doctor indicating when the child is cleared to attend class again, before the child is able to return to school.

I understand that my child will not be able to attend school if mucus has color and/or is profuse and cannot be controlled by normal wiping. A child will also be excluded if the runny nose is associated with a fever, an infected throat, persistent cough, or general irritability.

Parent Name: \_\_\_\_\_

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

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Options for Re-Enrollment Fees  
(For Returning TDCA Families Only)**



- Yes, please bill me the full re-enrollment deposit for my student(s), \$400/student, on March 15th.**

**OR (Select one option)**

**Payment Plan Option #1 (for families with one or two students)**

- Re-enrollment Fees due: \$400/student  
**Three (3) month payment plan**  
March 15th - 40% of re-enrollment fees due: \$160  
April 15th - 30% of re-enrollment fees due: \$120  
May 15th - 30% of re-enrollment fees due: \$120

**Payment Plan Option #2 for families with three (3) or more enrolled students**

- Re-enrollment Fees due: \$400/student  
**Three (3) or four (4) month payment plan**  
\$400 billed on March 15th for first student  
\$400 billed on April 15th for second student  
\$400 billed on May 15th for third student  
\$400 billed on June 15th for fourth student (if applicable)

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**By signing below, I hereby agree to the payment plan indicated above for the re-enrollment fees (\$400/student) due for my student(s), \_\_\_\_\_**

\_\_\_\_\_  
If you have selected to have your PaySimple Account charged on your PaySimple Authorization Form, we will schedule the payments and charge the account in Paysimple on the 15th of March, April & May.

All others will receive an invoice on the 1st of each month, and payment is required by the 15th of March, April and May in order to keep your enrollment spot. Please contact [Admin@TDCAPasadena.org](mailto:Admin@TDCAPasadena.org) if you have any concerns.

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**



## School Structure & Tuition Rates

### Elementary School (Transitional Kindergarten – 6th Grade)

#### Transitional Kindergarten

TDCA offers a TK (Transitional Kindergarten) for mature 4-year-olds and early 5-year-old students preparing to enter Kindergarten in the next school year. A child is eligible for TK if his/her 5<sup>th</sup> birthday takes place before the end of the school year and he/she passes the Transitional Kindergarten entrance exam. TDCA administration will determine admittance based on the best interest of the child and the parents will be given information about the effects of this early admittance.

**Schedule:** Tuesday, Wednesday, and Thursday 8:30am – 11:45am\* Drop off: 8:15-8:25am

**Tuition** \$435 3 half-day schedule  
OR

**Tuition** \$620 3 full day schedule Tuesday-Thursday 8:30am – 3:00pm\*  
Drop off: 8:15-8:25am

#### Elementary: Kindergarten – 6th Grade

Elementary students are taught by TDCA teachers, in partnership with our parents who conduct homeschooling outside of school hours.

**Schedule** Monday - Thursday 8:30am – 3:00pm\* Drop off: 8:15-8:25am

**Tuition** \$750

#### **Re-enrollment Schedule**

Enrollment	Due	Payment/ Child	Signed Registration Payment Plan Option	Tuition Assistance Application*
<b>Early Bird Enrollment</b>	March 15th	\$400	40% of Payment Due March 15 30% of Payment Due April 15 30% of Payment Due May 15	March 15th  All Enrollment paperwork is required.
<b>General Applicants</b>	April 15th	\$450	N/A	With Enrollment
<b>Late Applicants</b>	May 15th	\$500	N/A	With Enrollment
<b>Summer Applications</b>	Starting May 16th	\$600	N/A	With Enrollment

\*Priority will be given to returning families who submit all required enrollment paperwork by March 15th.

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



1536 E. Washington Blvd. Pasadena, CA 91104 626.765.5105

### Billing Payment Authorization Form

Sign and complete this form to authorize **Tabernacle of David Christian Academy (TDCA)** to make debits to your checking or savings account for the charges below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. You will receive an email as a verification for each payment. All debits are scheduled for the day that the payment is due unless otherwise requested.

**Please complete the information below:**

I \_\_\_\_\_ authorize **TDCA** to charge my bank account indicated  
(Full name) below for the following TDCA charges:

Initial each of the following for which you approve (Charges upon your request):

\_\_\_\_\_ Late arrival/Late pick up payments:\$5/15 minutes. Permitted three (3) late arrival/pick ups combined per month). \$10 for more than 15 min late on one tardy. Calculated after the last school day of each month.

\_\_\_\_\_ Field Trips throughout the Year

\_\_\_\_\_ T-shirt & TDCA Merchandise, Fundraisers, Hot Lunches, Library Late & Replacement book fees, Tardy (Payment) Fees, School Photos, PA Fundraisers, & MISC.

\_\_\_\_\_ Term Supply Fee \$50/term. Due August 15th and February 15th - charged with tuition.

\_\_\_\_\_ Textbook fee (Amounts will vary pending grade level // \$80-\$300). Due July 15th.

\_\_\_\_\_ Parent Participation Program (P3) deposit of \$200 as part of enrollment deposit.

\_\_\_\_\_ Returning enrollment fee, billed when re-enrollment is submitted for the next school year.

\_\_\_\_\_ Monthly tuition. Please fill out the second page for recurring auto payments.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_ (date)  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Account Type:**  **Checking\***  **Savings**

**\*Include a voided check, or email a copy of account information if not yet submitted.**

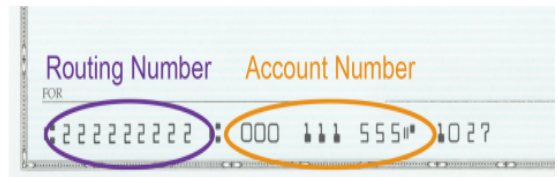
Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ See Second Page

I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted transaction date. In the case of the payment being rejected for Non Sufficient Funds (NSF) I understand that TDCA may at its discretion attempt to process the charge again within 30 days, and I agree to an additional \$20 charge for each attempt returned NSF, which will be initiated as a separate transaction from the authorized payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I will not dispute TDCA's billing with my bank so long as the transaction corresponds to the terms indicated in this agreement.



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### Recurring Auto Payment or Donation Authorization Form

Schedule your payment to be automatically deducted from your bank account, or charged to your bank account. Just complete and sign this form to get started!

#### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

#### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

#### Please complete the information below:

For my student's tuition, I \_\_\_\_\_ authorize **TDCA** to  
(Parent's full name)

charge my bank account for my student's tuition indicated below for \$\_\_\_\_\_ on the **15th** of each month (PS & TK Half Day: \$435; PS/TK Full Day: \$620; K-6: \$750) starting August 2023 and ending in May 2024.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type:  Checking\*  Savings

**\*Include a voided check, or email a copy of account information not yet submitted.**

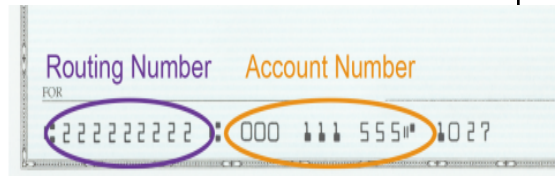
Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify TDCA in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that TDCA may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$20 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.