



☐ **Administration Office**  
261 Youville St  
Winnipeg, MB R2H 2S7  
**Phone** 204-231-3640  
**Fax** 204-257-1286

☐ **Jr/Sr High Campus**  
261 Youville St  
Winnipeg, MB R2H 2S7  
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595 Lagimodiere Blvd  
Winnipeg, MB R2J 3X2  
**Phone** 204-235-0863  
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**email** [info@springs.ca](mailto:info@springs.ca)

**web** [www.springschristianacademy.ca](http://www.springschristianacademy.ca)

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Dear Parent/Guardian:

Thank you for expressing an interest in Springs Christian Academy, offering Licensed Preschool through Grade 12. Your decision to enroll your children in SCA will ensure them the competitive edge for life – excellence in academics, athletics, fine arts and technology fueled by a relationship with God.

The school is easily accessible from all parts of the city and surrounding areas. We offer Manitoba curriculum infused with Biblical principles. We place strong emphasis on the spiritual, intellectual, physical, social and emotional development of each student. At SCA we are passionate about training and equipping your children to be tomorrow's leaders and we are grateful for an environment that helps us raise confident kids that are able to carry out the amazing plans God has for their lives. We believe that God has given authority to parents to lead their children and teach them spiritual doctrines. We want to come alongside Christian families and the Church to help teach their children to live a Christ-centered life, while providing them with a high-quality education. Please read our full Handbook, available online.

There is a great demand for solid Christian education; openings will be limited. We encourage you to complete and submit application forms to either school campus, in a timely manner, as many classes fill quickly.

We look forward to hearing from you. If you have any questions, please contact Springs Christian Academy Administration Office at 204-231-3640 or visit our website [www.springschristianacademy.ca](http://www.springschristianacademy.ca).

In Christ,

Kim Fuller, Principal

KF/mh



**Family Name:** \_\_\_\_\_

**Child(ren) Name(s):** \_\_\_\_\_



**PRESCHOOL  
NEW ENROLLMENT CHECKLIST**

**Administration Office**

261 Youville St., Winnipeg, MB, R2H 2S7

Phone: 204-231-3640 Fax: 204-257-1286

Enrollment Forms Checklist	
	Application Forms (one per child)
	Parental Agreement signed & <b>witnessed</b> (located on page 2 of application form)
	Preschool Student Information
	Financial Page
	Application Fee (paid by cheque, cash, debit or credit over the phone and is required prior to application being processed)
	Payment Plan (select one of the following) <input type="checkbox"/> post-dated cheques <input type="checkbox"/> cash <input type="checkbox"/> pre-authorized debit <input type="checkbox"/> credit card <input type="checkbox"/> online bill payments
	Pastoral Reference for Applicant Family ( <b>one per family</b> )
	Statement of Faith ( <b>one per family</b> )
	Informed Consent for Release of Photos/Video
	Library Acceptable Use Agreement
	Copy of Birth Certificate (and any subsequent name changes)
	Handbook is available online at <a href="http://www.springschristianacademy.ca">www.springschristianacademy.ca</a>
	<b>Additional Forms Upon Request</b>
	Parent Advisory Council Information
	Parent Volunteer Application
	Medical Alert/Medication Dispensing Form
	Parental Agreements (legal – please supply copy of legal documents.)

**Please use this checklist and attach to completed forms.**





# SPRINGS CHRISTIAN ACADEMY

## NEW STUDENT APPLICATION

Administration Office

261 Youville Street, Winnipeg, MB R2H 2S7

Phone 204-231-3640 Fax 204-257-1286

APPLICATION FOR ENTRY INTO GRADE: \_\_\_\_\_ FOR THE SCHOOL YEAR: \_\_\_\_\_

### STUDENT INFORMATION

Legal Last Name	Legal First Name		
Middle Name(s)	Gender (please circle) M / F	Birth Date	M: D: Y:
Preferred Name	Address		
Student Email	City	Province	
Student Cell #	Postal Code	Home #	
Language spoken at home	If mailing address is different, please enter below:		
Entry date to Canada (please provide documentation)			
Mailing Address			
Citizenship <input type="radio"/> Canadian Citizen <input type="radio"/> Permanent Resident <input type="radio"/> Temporary Resident <input type="radio"/> Refugee <input type="radio"/> International Visitor			
<b>Indigenous Identity Declaration:</b> Is your child an Indigenous person that is First Nation (North American Indian) Métis Inuk (Inuit)			
If you have selected an Indigenous identity, select <u>up to two</u> of the following cultural-linguistic identities that best describe your child			
<input type="radio"/> Anishinaabe (Ojibway/Saulteaux) <input type="radio"/> Dakota <input type="radio"/> Inuktitut <input type="radio"/> Ininiw <input type="radio"/> Oji-Cree <input type="radio"/> Dene (Sayisi) <input type="radio"/> Michif <input type="radio"/> Other			
The info you provide is collected in compliance with section 36(1)(b) of The Freedom of Information and Protection of Privacy Act. This information helps to support the efforts of MB Education and Advanced Learning, the School Division and schools to plan and improve programs in a way that is responsive to Indigenous learners. Providing this information is voluntary. For more information visit: <a href="http://www.edu.gov.mb.ca/aed/abidentity.html">http://www.edu.gov.mb.ca/aed/abidentity.html</a> or contact our Registration Office.			

### PARENT(S)/GUARDIAN(S) INFORMATION

<b>FATHER</b> <input type="radio"/> Parent <input type="radio"/> Legal Guardian <input type="radio"/> Guardian	<b>MOTHER</b> <input type="radio"/> Parent <input type="radio"/> Legal Guardian <input type="radio"/> Guardian
Is this student <input type="radio"/> Biological <input type="radio"/> Adopted <input type="radio"/> Foster <input type="radio"/> Other	Is this student <input type="radio"/> Biological <input type="radio"/> Adopted <input type="radio"/> Foster <input type="radio"/> Other
Title <input type="radio"/> Dr <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms	Title <input type="radio"/> Dr <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms
Legal Last Name	Legal Last Name
Legal First Name	Legal First Name
Relationship to student	Relationship to student
Home # Cell #	Home # Cell #
Email	Email
Employer Business #	Employer Business #
Parent(s)/Guardian(s) are <input type="radio"/> *Married <input type="radio"/> Single <input type="radio"/> Separated <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Common-Law	
Custody <input type="radio"/> Joint <input type="radio"/> Sole Student lives with <input type="radio"/> Both Parents <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian <input type="radio"/> Other	
If applicable, a copy of legal custody documents must accompany this application	
* <b>MARRIED</b> as defined by the Statement of Faith: We believe marriage is a covenant union between God, one naturally born man and one naturally born woman. This covenant is a spiritual and legal contract performed by a minister of the Gospel or a duly authorized government official in the presence of witnesses. (Matthew 19:4-6; Mark 10:6-9) <b>See Handbook for complete Statement of Faith</b>	

### HEALTH INFORMATION

Physician	Phone #
<b>MEDICAL ALERT</b> Students with medical conditions and/or life-threatening allergies (anaphylaxis) that may require immediate action must complete a school U.R.I.S. medical plan. (Health Information remains in student file.)	
Medical conditions that may require immediate action:	
Allergies that may require immediate action:	
Does the student require: Epi-pen Y / N	Medications (please list): Other:
Personal Health ID # _____	Family Medical # _____

### SCHOOL HISTORY

*SCA is not presently able to provide services for severe psychological, cognitive, behavioural or physical disabilities.*

Has student received?	<input type="radio"/> Student Services	<input type="radio"/> IEP/AEP (please attach)	<input type="radio"/> Behavioural Support/IBP
	<input type="radio"/> Gifted/Enrichment	<input type="radio"/> Level 2 or 3 Funding	<input type="radio"/> None
Has student ever?	<input type="radio"/> Repeated any grade or course	<input type="radio"/> Been suspended	<input type="radio"/> Graduated from Gr 12
	<input type="radio"/> None		
	<input type="radio"/> Been refused admission to, or dismissed/expelled from, another school		

Please explain any checked items:

Last school attended	City	Province
Last grade completed	(include copy of most recent report card or transcript)	
	Phone #	

### EMERGENCY CONTACT INFORMATION (if parent is not available)

<b>#1 - Alternate Emergency Contact (Not Parent/Guardian)</b>		<b>#2 - Alternate Emergency Contact (Not Parent/Guardian)</b>	
Name		Name	
Relationship to student		Relationship to student	
Daytime #	Cell #	Daytime #	Cell #
Address		Address	

### PARENTAL AGREEMENT

- For academic and character references, I give permission to SCA to contact my child's previous school.
- I understand SCA must know in advance every potential or probable time required of our Student Services, including Clinician services. Failure to accurately inform SCA about these needs, or a change in needs, may lead to the discontinuation of the school's ability to meet the applicant's needs in the future. This could result in the potential removal of the student from SCA.
- I have read the SCA Handbook, SCA Preschool Policy (if applicable), and SCA Before/After School Handbook (if applicable), as interpreted by SCA and Springs Church including the Statement of Faith, and agree to support the School Administration and SCA's Policies & Procedures as interpreted by SCA and Springs Church.
- SCA is a respectful workplace, and as such, we require that all SCA staff be treated in a respectful manner. Any failure to comply may result in your child being removed from SCA.
- I agree to meet my financial obligations as outlined on the financial page.
- I understand that if my child is in breach of the Honour Code, there will be consequences which could include immediate expulsion from SCA.
- I understand that by signing the Parental Agreement, I agree to support both Springs Christian Academy and Springs Church verbally and digitally.
- I have supplied all necessary documentation to the school as required. (see checklist)
- In the event of an accident, I hereby authorize SCA to call an ambulance to provide first aid and transportation to the nearest hospital.
- In the case of an emergency, I give SCA permission to transport my child to a safe location.
- The information provided will be for SCA (a ministry of Springs Church) and Springs Church use only. I understand my phone number/email may be released to a Parent Advisory Council member or volunteer to contact me re: school or school related events. If I do not want this information released or if I have questions regarding the Privacy Act, I understand I will need to contact the SCA Compliance Officer at the Administration Office.
- I will notify the SCA Administration Office of any changes to my child's information.
- I solemnly declare that the statements made in this New Student Application and Pastoral Reference are true. Consequences for untrue statements may result in expulsion of the student.
- **I have read and accept the Parental Agreement.**

Parent or Legal Guardian (Print)	Parent or Legal Guardian signature	Date (Month/Day/Year)
Witness (Print)	Witness signature	Date (Month/Day/Year)

How were you introduced to Springs Christian Academy? ☐ Friend ☐ Website ☐ Social Media ☐ Springs Church ☐ Other

**If someone referred you, please let us know; they will be eligible for a Tuition Credit.**

#### FOR OFFICE USE ONLY:

Date Received _____	Interview Date _____	Approved _____
Student # _____	Family # _____	

**STUDENT INFORMATION**

Student's Name \_\_\_\_\_ Date of Birth (M) \_\_\_\_ (D) \_\_\_\_ (Y) \_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

**Drop-Off & Pick-Up Times**

Limited spots are available from 7:30-8:30 am and 4:00-5:30 pm. No additional charge required. Please check all that apply.

☐ YES, I need to drop off my child between 7:30-8:30 am

☐ YES, I need to pick up my child between 4:00-5:30 pm

**RELEASE INFORMATION**

List Persons to whom your child may be released. Any persons unfamiliar to staff will be requested to produce photo ID.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**SIBLING INFORMATION**

Please list names and ages of siblings.

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

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

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

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

Is there any other information that may help us to facilitate your child's transition into the SCA Preschool? (Special interests; specific likes and dislikes; major changes within the family, etc.)

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**TOILET LEARNING**

Please check all that apply to your child's present stage.

- ☐ Completely capable of using the toilet
- ☐ In underwear during day
- ☐ Asks to use the toilet
- ☐ Will use the toilet when taken

**NAPPING**

I want my child to nap Yes ☐ No ☐

My child usually naps from \_\_\_\_\_ to \_\_\_\_\_

If yes, children who do not fall asleep will still rest on a cot for 30 minutes.



### Application Fee

An application fee of \$125.00 per student must accompany the application form(s). This amount will be applied to the last month's tuition payment. This fee is for the processing of your application and does not indicate acceptance to attend SCA.

### Tuition

Tuition is received to supplement the cost of education for students and is calculated on the basis of the entire school year; therefore, no reductions can be made for vacations or missed days. Students will only be enrolled and a classroom space reserved if a family's account is up-to-date.

### Tax Information

Parents will receive income tax deductible receipts each February for the following:

Fees: 100% Child Care Receipt Donations to SCA exceeding \$20.00

Child Care Receipts are based on payments received by SCA during the calendar year, January 1 to December 31.

### Returned Item Policy

A \$20.00 service charge will be administered for each returned item. In addition, if a family has two returned items in a given school year, SCA reserves the right to request future payments in cash.

### Accounts in Arrears

Families in arrears 60 or more days will be charged interest at a rate of 12% per annum.

#### FOR OFFICE USE ONLY

Date application received at SCA \_\_\_\_\_

Student start date \_\_\_\_\_

a) Application Fee \$125.00 x \_\_\_\_\_ = \_\_\_\_\_ Ck # \_\_\_\_\_

b) Application Adjustment \_\_\_\_\_ = \_\_\_\_\_

c) Total Application Fees (Line a – Line b) = \_\_\_\_\_

#### Tuition Fees Breakdown:

Monday \_\_\_\_\_ (# of days) x \$20.80\* = \_\_\_\_\_

Tuesday \_\_\_\_\_ (# of days) x \$20.80\* = \_\_\_\_\_

Wednesday \_\_\_\_\_ (# of days) x \$20.80\* = \_\_\_\_\_

Thursday \_\_\_\_\_ (# of days) x \$20.80\* = \_\_\_\_\_

Friday \_\_\_\_\_ (# of days) x \$20.80\* = \_\_\_\_\_

d) Total Tuition Fees = \_\_\_\_\_

e) Tuition Adjustment \_\_\_\_\_ = \_\_\_\_\_

f) Total Fees Owng (Line d - Line e) = \_\_\_\_\_

#### Payment Plan

- ☐ 12 Payments  
☐ 10 Payments  
☐ 2 Payments  
☐ 1 Payment  
☐ Other

## 2022-2023 SCA LICENSED PRESCHOOL FEE SCHEDULE

**STUDENT APPLICATION FEE**  
(*must accompany application form*)

**STUDENT NAME** \_\_\_\_\_

\$125.00 per child x \_\_\_\_\_ (# of children) = \$ \_\_\_\_\_  
This amount will be applied to the last month's tuition payment.

**Separate payment is required for this amount.**

### TUITION

\$20.80 per day \*

\*MB Child Care sets the rate for the fee charged per day; at the time of printing it is currently \$20.80  
**This rate is subject to change.**

### NOTE:

- Tuition is calculated on the entire school year; no reductions can be made for vacations or missed days.
- Fees are based on student contact days.
- Families enrolled at SCA will not be charged more than the yearly family maximum for combined Preschool-Grade 12 tuition fees.
- Two weeks notice required for withdrawing.
- Late fees.

**A statement of fees with payment plan options will be sent to you once the 2022-2023 school calendar has been confirmed (April 2022).**

### DAYS REQUESTED

(Circle requested days)

Monday      Tuesday      Wednesday      Thursday      Friday

**\*Minimum 2 Days**

### PAYMENT PLAN OPTIONS

(Post-dated cheques, cash, credit card, pre-authorized debit or online bill payments)

- ☐ 10 month plan (Sept. 1, 2022 – June 1, 2023)
- ☐ Payment in full (Sept. 1, 2022)

**FOR OFFICE USE ONLY**

**STUDENT #** \_\_\_\_\_

**FAMILY #** \_\_\_\_\_



## PRE-AUTHORIZED DEBIT

**Office Use Only:**

Family Name: \_\_\_\_\_

Family ID#: \_\_\_\_\_

Pre-authorized debit is a banking process that allows funds to be transferred directly from your bank account to Springs Christian Academy's bank account on the date specified. This is done in accordance with the Canadian Payments Association's (CPA) rules or standards.

Direct deposit is convenient and eliminates the use of post-dated cheques. It allows funds to be drawn on any account and reduces processing and paper costs.

***What is needed from you?***

You, the payor, are required to sign the agreement and provide Springs Christian Academy with either a voided cheque or have your bank complete the banking section.

***Agreement***

I authorize Springs Christian Academy to debit my account for the payment of **tuition and capital**. I understand that I am responsible to inform Springs Christian Academy of any changes in banking information a **minimum of 10 days prior** to the run date. I understand that in the event of a chargeback/returned item, I will be charged a service fee of \$20.00 in addition to fees charged by my banking institution.

***Please complete the following:***

☐ Over 10 months (September to June) OR until balance is paid in full

OR

☐ Over 12 months (July to June) OR until balance is paid in full

***I would like my monthly payment to be processed on:***

☐ 1<sup>st</sup> of each month

OR

☐ 20<sup>th</sup> of each month

**Note:** SCA will continue to process fees with this agreement for the duration of enrollment, until balance is paid in full. Should you wish to change your payment plan please contact the administration office.

\_\_\_\_\_  
**Payor Signature**

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

To be completed by your bank

**BRANCH NUMBER****INSTITUTION NUMBER****ACCOUNT NUMBER****NAME OF ACCOUNT HOLDERS****BRANCH STAMP**

## **TERMS AND CONDITIONS**

1. I hereby authorize Payee, in accordance with the terms of my/our account agreement with Processing Institution, to debit or cause to be debited the Account for the purposes indicated in the "Payment Types" section on page 1 of this Agreement.

2. Particulars of the Account that Payee is authorized to debit are indicated in the "Payment Details" section on page 1 of this Agreement. A specimen cheque, if available for the Account, has been marked "VOID" and attached to this Authorization.

3. I/We undertake to inform the Payee, in writing, of any change in the Account information provided in this Authorization prior to the next due date of the PAD.

4. This Authorization is continuing but may be cancelled at any time upon notice being provided by me/us, either in writing or orally, with proper authorization to verify my/our identity within the specified number of days before the next PAD is to be issued as noted on Page 1, Cancel Payment section. I/we acknowledge that I/we can obtain a sample cancellation form or further information on my/our right to cancel this Acknowledgement from Processing Institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca). I/we acknowledge that if I/we wish to cancel this Authorization or if I/we have any questions or need further information with respect to a PAD, I/we can contact the Payee at the telephone number or address set out in this Agreement.

5. Revocation of this Authorization does not terminate any contract for goods or services that exists between me/us and Payee. This Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

6. I/We acknowledge that provision and delivery of this Authorization to Payee constitutes delivery by me/us to Processing Institution. Any delivery of this Authorization to Payee constitutes delivery by the Payor.

7. If this Authorization is for fixed or variable amount business, personal or funds transfer PADS recurring at set intervals, unless I/we have waived any and all requirements for pre-notification of debiting in the "Waiver of Pre-Notification 1" section on page 1 of this Agreement, or unless the change in the amount of any such PAD will occur as a result of my/our direct action (such as, but not limited to, telephone instructions or other remote measures), I/we acknowledge I/we will receive:

(a) with respect to fixed amount business or personal PADS, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of the first PAD, and such notice will be received every time there is a change in the amount or the payment date(s); or

(b) with respect to variable amount business or personal PADS, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of every PAD; or

(c) with respect to business, personal or funds transfer PADS, at least 10 calendar days written notice from the Payee of any change in the amount of the PAD which results from a change in any applicable tax rate, a top-up or other adjustment. No pre-notification will be given if the amount of the PAD decreases as a result of a reduction in municipal, provincial, or federal tax.

Pre-notification may be given in writing or in any form of representing or reproducing words in visible form, which, if I/we have provided an email address to the Payee, includes an electronic document. The amount of pre-notification provided will change when there is a change in the pre-notification requirements contained in the CPA Rules.

8. If this Authorization provides for PADs with sporadic frequency, I/we understand that the Payee is required to obtain an authorization from me/us for each and every PAD prior to the PAD being exchanged and cleared. I/we agree that a password or security code or other signature equivalent will be issued and will constitute valid authorization for the Processing Institution to debit the Account.

9. I/We acknowledge that Processing Institution is not required to verify that a PAD has been issued in accordance with the particulars of this Authorization, including, but not limited to, the amount.

10. I/We acknowledge that Processing Institution is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by Payee as a condition to honouring a PAD Issued or caused to be issued by Payee on the Account.

11. I/We acknowledge that, if this Authorization is for personal or business PADs or for funds transfer PADS that have recourse through the clearing system, a PAD may be disputed but only under the following conditions:

(a) the PAD was not drawn in accordance with this Authorization;

(b) this Authorization was revoked; or

(e) pre-notification was required and was not received.

I/We further acknowledge that in order to be reimbursed, a declaration to the effect that either (a), (b), or (c) took place must be completed and presented to the branch of Processing Institution holding the Account on or before the 90th calendar day in the case of a personal PAD or a funds transfer PAD that has recourse through the clearing system or, in the case of a business PAD, on or before the 10th business day, in each case after the date on which the PAD in dispute was posted to the Account.

12. I/We acknowledge that any claim made after the periods set out above must be resolved solely between me/us and the Payee and there is no entitlement to reimbursement from the Processing Institution.

13. I/We acknowledge and agree that if this Authorization is for funds transfer PADS and the Payee does not provide recourse through the clearing system, then no recourse will be provided through the clearing system (that is, I/we will not receive automatic reimbursement in the event of a dispute) and I/we must seek reimbursement or recourse from the Payee in the event a PAD is erroneously charged to the Account.

14. Unless this Authorization is for a funds transfer PAD that does not have recourse through the clearing system, I/we acknowledge that I/we have certain recourse rights if a debit does not comply with this Authorization. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Authorization. To obtain more information on my/our recourse rights I/we can contact Processing Institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

15. I/We acknowledge that I/we understand that I/we are participating in a PAD plan established by Payee and I/we accept participation in the PAD plan upon the terms and conditions set out herein.

16. I/We consent to the disclosure of any personal information that may be contained in this Authorization to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule HI of the Rules of the Canadian Payments Association.

☐ New Applicant Family    ☐ Re-enrolling Family

Applying for (please check all that apply)

☐ Preschool    ☐ Kindergarten-Grade 6    ☐ Grade 7-12

List Student's Names \_\_\_\_\_

**TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN**

Parent(s)/Guardian Information:	FATHER/STEP-FATHER <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian	MOTHER/STEP-MOTHER <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian
Full Name: (First, Surname)		
Street Address:		
City/Province/Postal Code:		
Telephone:	H:                      W or C:	H:                      W or C:
Please Circle:	Single      *Married      Separated Divorced      Widowed      Common-Law	Single      *Married      Separated Divorced      Widowed      Common-Law

\* **MARRIED** as defined by the Statement of Faith: We believe marriage is a covenant union between God, one naturally born man and one naturally born woman. This covenant is a spiritual and legal contract performed by a minister of the Gospel or a duly authorized government official in the presence of witnesses. (Matthew 19:4-6; Mark 10:6-9) See Handbook for complete Statement of Faith.

Name of Home Church:		
Pastor's Name:	Phone #:	Phone #:
Church Attendance: (including online church)	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Rarely	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Rarely
How long have you attended:		
What areas are you currently involved in at your church: (including prior to Covid-19)		

Have You?	Father	Mother	Legal Guardian(s)
Accepted Jesus Christ as personal Lord & Saviour according to Romans 10:9-10?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**UPON COMPLETION OF THE APPLICATION, PLEASE ARRANGE A MEETING WITH YOUR PASTOR TO COMPLETE THE PASTORAL PORTION ON PAGE 4.**

IF SPRINGS IS YOUR HOME CHURCH, PLEASE CONTACT THE CHURCH OFFICE (204-233-7003).

ARRANGE AN APPOINTMENT WITH THE PASTOR OF YOUR CHOOSING.

THE COMPLETED FORM WILL BE SUBMITTED TO SCA DIRECTLY BY THE CHURCH OFFICE.

SCA RESERVES THE RIGHT TO EVALUATE PASTORAL REFERENCES FOR ACCEPTANCE PURPOSES.

**TO BE COMPLETED BY STUDENTS – YOUNGER CHILDREN MAY NEED PARENTAL HELP**

*These questions are to help your pastor to know your child better as they complete your reference. These answers don't necessarily impact entrance to Springs Christian Academy.*

**Preschoolers are not required to answer any questions.**

**Kindergarten to Grade 6**

1. List 5 words that remind you of God.
2. Share something that God has done for you lately.

**Grade 7 – 12 Students**

1. Please tell how and when you came to know Jesus as your personal Lord and Saviour.
2. The Bible tells us that we are to ask God for "Our Daily Bread" and that "God's mercies are new every morning". How often do you have devotions? Please share something that God has done for you.
3. Most churches have places you can volunteer, do you volunteer in your home church, school or community. If so, where and how often?

**TO BE COMPLETED BY STUDENT**

**STUDENT NAME:**

**GRADE ENTERING:**

**AGE:**

Have you accepted Jesus Christ as personal Lord & Saviour according to Romans 10:9-10?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My personal devotion life is	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly <input type="checkbox"/> Rarely
I attend a kids or youth group/Bible study	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly <input type="checkbox"/> Rarely

**TO BE COMPLETED BY STUDENT**

**STUDENT NAME:**

**GRADE ENTERING:**

**AGE:**

Have you accepted Jesus Christ as personal Lord & Saviour according to Romans 10:9-10?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My personal devotion life is	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly <input type="checkbox"/> Rarely
I attend a kids or youth group/Bible study	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly <input type="checkbox"/> Rarely



## TO BE COMPLETED BY PASTOR

Dear Pastor,

Admissions requirements for both, new applicant families, and re-enrolling families at SCA, state that \* **"SCA serves as an extension of the Christian home and church. At least one parent and the student(s) must give clear testimony of Jesus Christ as personal Lord and Saviour and must be actively attending their home Christian Church on a regular basis. Volunteering/involvement in their home church should be a natural outflow of being plugged into a local church and is required to be considered for Admissions. Only parents and prospective students living in accordance with God's Word and Springs Church Statement of Faith will be considered for Admission."** Please note that due to Covid-19 restrictions, we understand that families may be unable to attend church in person and that volunteer opportunities may be limited.

(Handbook is available to view at <http://springschristianacademy.ca/admissions/admissions/>)

The expectation is for families to arrange a meeting with their local church pastor to complete this reference. Please note that while Springs Church serves as an outreach, Springs Christian Academy is intended to be a Christian school for the active and involved Christian family. SCA serves as an extension of the Christian home and church. Our mandate is to build upon each family's sincere growth in Christ. As such, in filling out this reference, we need you to tell us about their church attendance, volunteer involvement, devotional lives and review the student's response on the previous page as this is the criteria vital to entry into SCA.

## TO BE COMPLETED BY PASTOR AFTER FAMILY INTERVIEW

1. Has at least one parent/guardian in this family read the SCA Handbook? ☐ Yes ☐ No
2. How long have you known this family personally? \_\_\_\_\_ (weeks/months/years)
3. How long has this family been actively attending and volunteering in your local church? \_\_\_\_\_
4. Confirm this family's church attendance, as stated on the front of this form. weekly // monthly // rarely \_\_\_\_\_
5. Where does this family volunteer in your church? \_\_\_\_\_
6. List some specific ways in which you feel that this family is demonstrating a living relationship with the Lord Jesus Christ:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. In your opinion, does this family meet the Admission requirements for SCA? ☐ Yes ☐ No  
\*By checking yes, you have read the requirements and expectations listed above.  
\*Your Pastoral Reference will be kept in confidence.
8. Please feel free to make any additional comments about this applicant family.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Name (Please Print)

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Church Name

Date signed M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

\_\_\_\_\_  
Church Address

Pastor's Phone Number \_\_\_\_\_

Pastor's Email Address \_\_\_\_\_

(Please submit the complete form to [info@springs.ca](mailto:info@springs.ca) or fax at 204-257-1286).

Document Updated November 2021

### For Office Use Only:

Date Received: M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

Received by: \_\_\_\_\_

Does this family meet the Admission requirements for SCA? Yes / No



**We believe... THE SCRIPTURES** – The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, established through the death, burial, resurrection and ascension of the Lord Jesus Christ as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine. (2 Timothy 3:16; 1 Thessalonians 2:13; 2 Peter 1:21)

**We believe... THE GODHEAD** – Our God is one, but manifested in three persons – the Father, the Son, and the Holy Spirit, being co-equal. (Philippians 2:6) God the Father is greater than all: the sender of the Word (Logos) and the Begetter. (John 14:28; John 16:28; John 1:14)

The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning. (John 1:1; John 1:18; John 1:14)

**We believe** in the Lord Jesus Christ, the Saviour of all men, conceived by the Holy Spirit, born of the Virgin Mary. He is totally God and yet, totally Man. (Luke 1:26; John 1:14-18; Isaiah 7:14, 9:6)

**We believe** Christ died for our sins, was buried and rose again on the third day. (1 Corinthians 15:1-4; Romans 4:25)

**We believe** in the bodily ascension of Jesus to heaven. The Holy Spirit proceeds forth from both the Father and the Son and is eternal. (John 15:26)

**We believe that** the operation of the gifts and ministries of the Spirit that are listed in 1 Corinthians 12 & 14 and Ephesians 4 are still relevant for us today.

**We believe... MAN, HIS FALL AND REDEMPTION** - We believe all people were created equal. (Genesis 1:27; Genesis 5:1-2; James 2:1-9)

**We believe** our bodies are not to be abused. (1 Corinthians 6:9-20; Ephesians 5:18; Proverbs 23:20-21; Proverbs 31:4-5)

**We believe** life starts at conception in the womb. Life is therefore sacred and deserving of protection beginning at conception. (Jeremiah 1:4-5; Psalm 139:13-16; Romans 8:28-31; Ephesians 1:4-6, 10-12)

All people were created in the image and likeness of God. Through Adam's transgression and fall (voluntary disobedience) sin came into the world. "...All have sinned and come short of the glory of God," and "There is none righteous, no, not one." Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God. (Romans 5:12-15; Romans 3:10; Romans 3:23; 1 John 3:8)

**We believe** that while we were still sinners, Christ died for us, offering forgiveness to all who believe in Him. (John 3:16; Romans 5:8) Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God. (Ephesians 2:8-10)

**We believe... ETERNAL LIFE AND THE NEW BIRTH** – Man's first step toward salvation is godly sorrow that worketh repentance. We believe that upon sincere repentance and whole-hearted acceptance of Christ, we are forgiven and made perfect before God. We believe that salvation is a spiritual new birth that offers new life in Christ. The New Birth is necessary to all men, and when experienced produces eternal life. (1 John 1:1; 2 Corinthians 5:17; John 3:5-7; 2 Corinthians 7:10; 1 John 5:12; John 3:3-5)

**We believe... COMMUNION AND WATER BAPTISM** – These are ordinances to be observed by the Church during the present day. We believe in the commemoration of the Lord's Supper by the use of the bread and the juice of the vine. (1 Corinthians 11:24-25)

Baptism in water is by immersion, a direct commandment of our Lord, an outward sign of an inward work, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (Matthew 28:19; Romans 6:4; Colossians 2:12; Acts 8:36-39)

**We believe... BAPTISM IN THE HOLY SPIRIT** – The present day ministry of the Holy Spirit is to comfort and guide the believer, with the final purpose of glorifying the Lord Jesus Christ in the earth. During this age, He indwells guides, instructs, and empowers the believer for godly living and service. The Baptism in the Holy Spirit and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the New Birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. (Matthew 3:11; John 14:16-17; Acts 1:8; Acts 2:38-39; Acts 19:1-7; Acts 2:4)

**We believe... SANCTIFICATION** – The Bible teaches that without holiness no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return. (Hebrews 12:14; 1 Thessalonians 5:23; 2 Peter 3:18; 2 Corinthians 3:18; Philippians 3:12-14; 1 Corinthians 1:30)

**We believe... SEXUAL RELATIONSHIPS** - We believe marriage is a covenant union between God, one naturally born man and one naturally born woman. This covenant is a spiritual and legal contract performed by a minister of the Gospel in the presence of witnesses. (Matthew 19:4-6; Mark 10:6-9)

Sex was designed by God and is only acceptable when occurring between one naturally born man and one naturally born woman within the confines of a covenant marriage. (Genesis 2:23-25; Acts 15:28-30; 1 Corinthians 6:17-19; 1 Corinthians 7:1-3; Galatians 5:19-21; Thessalonians 4:2-4; Leviticus 18:22; 1 Corinthians 6:9 (Amplified); Leviticus 20:13; Romans 1:21-32)

**We believe... DIVINE HEALING** – Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in the atonement of Christ, and is the privilege of every member of the Church today. (Mark 16:18; James 5:14, 15; 1 Peter 2:24; Matthew 8:17; Isaiah 53:4, 5)

**We believe... CHURCH RELATIONSHIPS** – We believe that there is one true universal Church that is made up of genuine believers. However, this one universal Church is composed of many local churches in different localities. (Acts 15:22; Matthew 16:18, 18:15-20) The Universal Church of the Lord Jesus Christ is composed of all those who are born again. Through the new birth we are united together in the Body of Christ. Jesus Christ is the Lord and Head of the Church, and has provided leadership for the local church through ministry gifts, which only He can give. It is the Christian's responsibility to identify with a local church and to support it with their time, gifts, and finances. (Colossians 2:19; Ephesians 4:12; Colossians 1:18; Colossians 3:15; Acts 16:5; Hebrews 10:25)

**We believe... TITHES AND OFFERINGS** – Believers should give tithes and offerings to their church to support and spread the cause of Christ. (Malachi 3:10; 2 Corinthians 9:7)

**We believe... RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD** – The pre-millennial second coming of Jesus Christ is two-part in nature; He will come in the air to resurrect the righteous dead and catch away the living saints. (1 Thessalonians 4:16-17) He will then before the millennium come to the earth to establish His physical Kingdom and begin His thousand-year reign. (Revelation 20:6) The angels said to Jesus' disciples, "...this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen Him go into heaven." His coming is imminent. When He comes, "...the dead in Christ shall rise first; then we who are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air..." (Acts 1:11; 1 Thessalonians 4:16-17) Following the tribulation, He shall return to earth as King of kings, and Lord of lords, and together with His saints who shall be kings and priests, He shall reign a thousand years. (Revelation 20:6)

**We believe... HEAVEN** – We believe that Heaven is the glorious eternal home of believers, the place that the Lord Jesus said He was going to prepare. (John 14:1-3; Revelation 7:15-17)

**We believe... HELL AND ETERNAL RETRIBUTION** - The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost in the lake of fire and, therefore, has no further opportunity of hearing the gospel or repenting. The lake of fire is literal. The terms "eternal" and "everlasting", used in describing the duration of punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the Presence of God. (Hebrews 9:27; Revelation 19:20).

We believe that the Devil is a real spiritual person who will eventually be judged with his angels in the Lake of Fire. (Matthew 25:41; Revelation 20:10-15)

The heart of Christian Education at SCA is to infuse Biblical principles into all we do giving a spiritual emphasis to the daily routine of school. As a ministry of Springs Church, our culture is "spirit contemporary". We allow the Spirit of God to move while we teach in a contemporary way to help our students understand the Bible and how it is relevant in their lives today.

**I have read and accept the Statement of Faith.**

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Parent or Legal Guardian's Name (please print)

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Parent or Legal Guardian's Signature

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Date



**INFORMED CONSENT FOR RELEASE OF  
PHOTOS/VIDEO  
All Grades**

**Purpose**

We believe Springs Christian Academy (SCA) is a great school with dynamic activities happening on a daily basis! Because of this, SCA often documents everyday learning and fun happening in and around the school through photos or videos. We are seeking your permission to share externally these photos and videos, showcasing SCA students, with our current families and prospective parents. These photos and videos represent the “life” of the school and help paint a picture of how SCA is pursuing Christ and pursuing excellence.

These photos and videos may be used in the following ways (this list is not exhaustive):

- Social Media.
- Media shown at SCA and Springs Church.
- Print and web advertising.
- Website, blog and e-newsletters.

With all photos or video taken by SCA, we will ensure:

- SCA activities are the focus.
- Students are represented in a God-honouring way.
- Any request to have a photo removed will be honoured.
- All photos or video are not sold to other organizations.

**Authorization**

We have read the *Informed Consent for Release of Photos/Video* and we understand that in allowing our child to appear in external media, including the Internet; we are assuming the risks associated with doing so. This consent is in effect from the date below until such time as we inform SCA, in writing, of our choice to discontinue the standing consent.

[ ] YES, I will allow SCA to use photos/video taken of my child for the purposes listed above.

[ ] NO, I will NOT allow SCA to use photos/video of my child for the purposes listed above.

Student's Name (please print) \_\_\_\_\_

Parent or Legal Guardian's Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian

M \_\_\_\_\_ D \_\_\_\_\_ Y \_\_\_\_\_



## LIBRARY ACCEPTABLE USE AGREEMENT

### All Grades

Springs Christian Academy is pleased to offer access to the Library, provided students honour the SCA acceptable use policy. SCA provides such access because we view access to the Library as a necessary component of a student's education. We ask that you read each of the conditions below and that the student and parent or guardian sign to indicate a commitment to keeping the letter and spirit of this policy.

#### RESPONSIBILITIES

1. Springs Christian Academy (SCA) Library is open to the following: SCA students, parents and employees, Springs of Living Water Church (SLWC) employees, and SCA Preschool employees.
2. All transactions should take place during school hours at the Elementary Campus. Library hours are 7:30am to 4:30pm at the Jr./Sr. High Campus and all transactions should take place during these hours.
3. All books, CD's and DVD's have a borrowing period of two weeks (some exceptions may apply).
4. Some materials have restrictions on borrowing privileges.
5. Encyclopedias, specified reference materials, and magazines may not be removed from the Library.
6. All items checked out of the Library may be subject to fines beginning the first day after the due date. Borrowing privileges will be discontinued until fines have been paid in full.
7. Fines are on a per-day rate and continue until the item has been returned. Several times a year, the Library purchases books with any fines/charges collected.
8. If a book is not returned, the client will be responsible to pay the replacement cost of that item plus a \$3.00 administration fee.
9. If the replacement cost of a book has been paid and is then found and returned in the same condition as when checked out, 50% of the replacement cost will be refunded.
10. Parents agree to be responsible for their child(ren) using the SCA Library and will pay any fines and charges incurred by their child(ren).
11. Terms of this agreement are at the discretion of SCA and are subject to change without notice.
12. This agreement applies to and is in effect throughout the entire period of my enrollment as a student in SCA, unless modified by mutual agreement in writing by the signatories to this agreement and by SCA.

#### **AGREEMENT:**

**I have read and understand the terms and conditions of this agreement and accept these terms.**

Student/Patron Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature of Student (Grade 4 and up)

M \_\_\_\_\_ D \_\_\_\_\_ Y \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian (required for all students)

M \_\_\_\_\_ D \_\_\_\_\_ Y \_\_\_\_\_