



# Ottawa Victory Christian Academy Parent Agreement

## Calendar

The School year calendar will be available through email or our website on or before June 30, 2019. Our school year runs from September to June.

## Curriculum/School Supplies

The Curriculum Fees include an allowance for School Supplies, which includes some reward items, textbooks, workbooks, and consumable materials that are required and distributed to the students. This also covers Honor Roll rewards. This does not cover hot lunches, field trips, uniforms, sports, music, art, physical education, calculators, musical instruments, convention fees, transportation, and other expenses. This fee is non-refundable. \$700.00 our current rate for curriculum supplies is payable by August 01 each year. Preschool, K3-5 is \$600.00 payable by August 01 each year.

## Application Fee

A non-refundable **Application Fee of \$150.00 for a new student** is payable with his or her application. This is to cover additional administration costs and diagnostic testing. If entering from another ACE program this fee will be reduced to \$50.00.

## Enrollment Fee

Upon acceptance to the school, there is a one-time, non-refundable, **new student Enrollment Fee of \$200.00**. The Enrollment fee is used to fund accommodations and upkeep, equipment updates and repairs, furniture updates. This is due with your deposit. If you are a returning student in a new school year and your deposit is not handed in by June 01 each year indicating your child/ren are returning then you will be subject to being treated like a new Enrollment with a cost of \$200.00 per child and you will not be granted the privilege of being grandfathered in to any price you may currently be grandfathered in at.

## Child Care Fee

Prearranged child care:

Before School Care: \$100.00/month/child

After School Care: \$100.00/month/child

Before and After School Care: \$150.00/month/child

Day to Day care (Not prearranged) is subject to a \$15.00 per hour or any part of an hour. Example 1 hour 20 min is \$30.00.

## Registration Deadline – Returning Families

The registration deadline for returning families is June 01 each year. This must be accompanied by a \$500.00 deposit per child. Any returning families who register after that date will be treated as a new family and subject to the new student Enrollment Fee of \$200.00

## Outings & Miscellaneous Fees

All school outings, field trips, and off-site Phys. Ed. activities are mandatory as part of the program and will be billed separately, regardless of attendance. Outings and Miscellaneous fees are billed separately and are non-refundable.

## Sports Fees

All sports activities and sports team activities will be billed separately, regardless of attendance. These fees are billed separately and are non-refundable. High school students participating in gym will be charged a membership fee to the local YMCA or similar gymnasium for the winter months. To reduce cost all sports teams will be responsible for fundraising and/or finding sponsorships.

## Art Fees

All expenses paid that are directly used for art program, hiring of specialists, etc. will be receipted and able to be used for tax purposes if applicable.

## **Summer School**

Summer School is offered sometimes for three weeks each summer. Please check the yearly calendar for the weeks. This is not included as part of the yearly fee. Fees will be payable at the beginning of summer school. We also offer the use of IXL membership via the school with Mrs. Oke monitoring student's progress and giving suggestions on areas on need or help. This service is available for \$50.00 for July and August usage.

## **Photo and Video Release**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_ [Child] grant Ottawa Victory Christian Academy my permission to use photographs for any legal use, including but not limited to: publicity, social media such as Facebook, copyright purposes, illustration, advertising, Yearbook, and web content.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use. I also understand that Ottawa Victory Christian Academy will not sell said photographs to outside sources.

## **Email**

I, \_\_\_\_\_, understand that by providing email addresses for communication with my family that I grant Ottawa Victory Christian Academy my permission to use the email addresses to communicate with our family, that I agree to be part of the parent group email addresses. I understand that Ottawa Victory Christian Academy will not use these email addresses to give or sell to third parties.

## **Dress Code**

It is the parent's responsibility to provide adequate and seasonally appropriate clothing and footwear to meet the school standard as set out in the handbook. Please adhere to our rules on our Dress Code in the handbook. Failure to comply will mean a student could be sent home. We do not allow hoodies and hats to be worn in the school.

## **Room and Board**

Any student that requires room and board must indicate so by July 01 each school year. Room and board will include three meals per day and a suitable place to sleep. It will also include the use of laundry facilities. Personal hygiene, clothing expenses, spending money, transportation, sports fees, etc. is not included in the room and board fee. It may or may not include the use of internet and transportation. In some cases a student may be able to reduce their costs by doing chores. All students will be required to clean up after themselves and keep their bedroom and bathroom clean. The school will help find you accommodations but all costs associated with this will be between the student's family and the host family. Parents will sign a contract with the host family and will be obligated to pay the prearranged fee to the host family in a timely manner. Any late or non payment may lead to the student being removed from the host family and being sent home at the cost of the student's family. Ottawa Victory Christian Academy will not be responsible for the day to day living support of the students.

## **Out of Canada Students**

Upon arrival in Ottawa, Canada there may need to be temporary accommodations. Unless such have been pre-arranged, transportation to and from the airport to temporary accommodation, transportation, food, etc. are at the students expense. OVCA is not responsible for these expenses.

## **Paper work to be in Canada**

Application for entry into to Canada is up to the individual students and families to take care of all paper work in a timely manner. It is not the responsibility of OVCA. All costs associated with such paper work will be billed to the parents.

## **Transportation**

Transportation to and from the academy and events are the responsibility of the parents. Costs can vary. We recommend that students that are boarding should budget \$100 per month.

## **Health Care**

Families of students from out of Canada must ensure that your child has adequate health insurance. Proof and a copy of this must be provided to the academy by August 01 before being accepted into the academy and by August 01 each school year. Proof of vaccinations with dates, etc. must also be provided by August 01 each year.

## **Birth records or Passport**

We are required to have proof of identity. This must be in the form of birth records or passport. Foreign students must supply both records on or before August 01 each year or before starting school.

## Method of Payment

All payments will be in the form of cash, e-transfer, Pay Pal (any cost associated with the use of Pay Pal will be billed to the family). Please note we no longer accept postdated cheques. We have had too many issues collecting the money from returned cheques. Please indicate the following options: \_\_\_\_\_ Option #1 \_\_\_\_\_ Option #2 \_\_\_\_\_ Option #3  
Please indicate the method of payment by circling the one that applies: cash e-transfer direct wire transfer Pay Pal

The total cost of the fees for the new school year are:

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## Service Charges & Overdue Accounts

All invoices are due upon receipt, and the **service charge is \$75.00 for any returned cheques**. OVCA charges interest at the rate of 20% per month on all overdue accounts including, but not limited to, tuition payments, supplies billings, outing costs and other charges.

I/we understand that any interest charges incurred as a result of late payment will be added to my/our account. Overdue accounts by one week will result in child/children being asked to not attend until all fees are caught up including interest incurred.

## Withdrawal/Expelled

Written notification of withdrawal is required for any student leaving the school. All fees and payments are non-refundable once realized. If a child is expelled from school the following applies and all fee payments due must be continued and paid in full.

### Cancellation Before

**Before August 1:** All non-refundable fees will not be refunded. All tuition prepaid fees will be refunded excluding the deposit.

**Before September 1:** All non-refundable fees will not be refunded. All tuition prepaid fees will be refunded up to 80% but not the \$500 deposit. The curriculum fee of \$600 will not be refunded.

**Before October 1:** All non-refundable fees will not be refunded. All tuition prepaid fees will be refunded up to 75% but not the \$500 deposit.

**Before November 1:** All non-refundable fees will not be refunded. All tuition prepaid fees will be refunded up to 50% but not the \$500 deposit.

**Before December 1:** All non-refundable fees will not be refunded. All tuition prepaid fees will be refunded up to 30% but not the \$500 deposit.

**After January 1:** All money is non-refundable and any money agreed upon for the school year is counted as due.

Any money or services due in place of tuition must be paid in full upon withdrawal of student without giving at least one month written notice.

## Dismissal

I/we understand and agree that Ottawa Victory Christian Academy reserves the right to accept or reject applicants, or to withdraw services from students at its sole discretion for reasons which, in the opinion of OVCA, are in the best interests and welfare of the school and its students. Students who live with families outside of Canada will be returned home at their parent's expense.

## Handbook

I/we understand and agree that to follow and have our child(ren) follow Ottawa Victory Christian Academy's handbook and to support and follow the procedures set out by ACE Canada. I understand this handbook can be updated throughout the school year and it is the parents/students responsibility to read the changes and to adhere to these changes.

### Acceptance of Payment Schedule for OVCA 2019-2020

I/we herewith have read and agree to the Ottawa Victory Christian Academy Ltd. payment Schedule as outlined for my son(s) and/or daughter(s), (print name(s) below)

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for the school term of 2019-2020.

I/we understand and will abide by all conditions set herein.

I/we understand and agree that the undersigned and my/our child/ren must comply with any and all rules,

Regulations and policies of Ottawa Victory Christian Academy in force from time to time. I/we agree that if we have a difference of opinion from the academy or any of its staff that we will approach this in a manner which is pleasing onto God and uphold each other in prayer and agree to work through our differences without putting down anyone in front of our own children and the children of others.

I/we understand and agree that this Agreement shall be effective for a one year term only ending on: August 31, 2020.

Parent(s) printed names: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of  
Parent(s): \_\_\_\_\_

Address of Parents: \_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**RETURN WITH DEPOSIT ON OR BEFORE August 01, 2019** \_\_\_\_\_

**Upon acceptance of a student a signed copy of this agreement will be returned to the parents.**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Danielle Oke, M.Ed  
Principal**