

**Mountainside Christian Academy
Packet Content Summary
2016-2017 School Year**

School Calendar & Upcoming Dates to Remember:

1. School Opening
School opens for grades K–12 at 8:30 am on Tuesday, September 6th.
Pre-school begins on Wednesday, September 14th.
2. School Buses
Schroon Lake and North Warren buses will start running on Wednesday, September 7th.
If you are new to MCA and want to use the public busing system, students in grades K–12 may request a transportation form from the MCA office. The busing form is then turned into the public school office.
3. Parents' Night (PTF)
The first Parent-Teacher Fellowship night is Tuesday, September 13th, at 7:00 pm. This PTF is for all parents of students and we will cover important information. We will meet in the sanctuary of the church building.

Medical Information

Please make note of the **Immunization Requirements for 2016-17 School Year** letter. There are revised regulations from the New York State Department of health for children attending school. Included on the back of this letter is a helpful chart indicating what dosages are now required for school attendance.

As you know, we are required to maintain accurate and up-to-date health records as a nonpublic school, and we must comply with the Department of Health requirements. Therefore, we are asking you to read carefully the Immunization Requirement Letter and chart on the back to be sure your children are properly immunized.

Physical exams are required for all new students as well as for those entering Pre-K, K, grade 2, grade 4, grade 7, and grade 10. Please read our **Physical Examination Record** form carefully. The information from your doctor and the yellow Physical Examination Record form for MCA are due by the first day of school, September 6th for K-12 or September 14th for Pre-K.

Students entering 6th grade are required to show proof of being immunized against the polio, Tdap, and Varicella. Please read the **Important Vaccination Information for Parents of 6th Grade Students** form carefully. Please return this form along with immunization records by September 6th.

Students entering 12th grade must show proof of being immunized against meningococcal disease. Please read the **Important Vaccination Information for Parents of 12th Grade Students** form carefully and return along with immunization records by September 6th.

New York State law requires all schools to have written parent permission to dispense over-the-counter medications. Please fill out the enclosed **Medical Information Form** and return it to the school office by the first day of school, September 6th for K-12 or September 14th for Pre-K.

Handbook Policy and Procedure Agreement

Please take the time to carefully read this form. Be sure to sit down with your students attending MCA and read the handbook with them (or to them). This form is due by September 16th. Please note also the list of minor changes to the Handbook. New pages with this information updated will be given out at the PTF meeting on September 13th.

Photo and Work Release Form

Included in this packet is a Photo and Work Release Form for you to complete regarding the use of your child's photo and/or schoolwork for our school website, Facebook page, or online local newspapers. Return by September 6th for K-12 or September 14th for Pre-K.

Student Pick-Up Authorization Form

This form is for you to list those individuals who are authorized to pick your child up from school at the end of the school day. Return by September 6th for K-12 or September 14th for Pre-K.

Volunteer Recruitment Form

Please see the enclosed form. There is a listing of a variety of ways you can be involved at MCA! We so appreciate all the help given thus far with fundraising and projects.

We try to keep our tuition costs comparatively low. We are able to say we are the lowest-tuition private K-12 Christian school in this area. In order to keep this status, we need continual volunteer help. Parents are the best volunteers – research shows that student achievement is increased when his or her parent(s) are actively involved with the child's school. Please take time to prayerfully consider how you could help, fill out the form, and return to the school office by September 6th for K-12 or September 14th for Pre-K.

9th Grade Track Declaration Form

Students entering 9th grade should choose to follow a course of study in one of three categories: College Preparatory, General, or Vocational. Which track one chooses is based upon what type of college he/she is considering attending. Please fill out the attached form with your 9th grader and return to the school office by September 6th.

General Information Update Form

Please update your personal information so that our files are current. Email will be used for much communication from the school office; so please verify that we have your current address. Return this form by September 6th for K-12 or September 14th for Pre-K.

Supplies Lists

Please be selective as you choose school supplies with themed pictures on them. Some of the styles would be considered inappropriate or contrary to godliness.

Students do most of their work on notebook paper. Loose notebook paper would be the best kind to use. Paper ripped out of spiral-bound notebooks has uneven edges, which make them difficult to stack with other papers. Thanks for your cooperation with this.

Each family should have a supply account of \$10.00 with the school office so that students can purchase on account basic school supplies if they run out during the school day. Unused money from the previous year is rolled over to the next school year. New families will see a \$10.00 supply charge on their first bill. Returning students are billed when their supply account drops below the minimum balance of \$1.00.

Checklist of Items to Return to MCA

All forms are due by September 6 for K-12th grade or September 14 for Pre-K, except where noted.

- 1. Physical Examination & Immunization Record Request (one for each new student and those entering grades PK, K, 2nd, 4th, 7th, and 10th)
- 2. Polio, Tdap, and Varicella (for 6th grade students)
- 3. MenACWY (for 12th grade students)
- 4. Medical Information Form (one per student)
- 5. Handbook Policy and Procedure Agreement (one per family due by September 16th)
- 6. Photo and Work Release Form (one per family, listing each student)
- 7. Student Pick-Up Authorization Form (one per family)
- 8. Volunteer Recruitment Form (one per family)
- 9. 9th Grade Track Declaration (for 9th grade students)
- 10. General Information Update (one per family)