

Admission Procedure (New and Returning Families)

In order for your children to attend St. Timothy's Classical Academy (St. Timothy's), we ask that you go through a formal application procedure. Reading this information and filling out these forms is the first stage in the process.

Before submitting an application, families may arrange to visit the school and meet with the Director and teacher(s).

New and Returning Families: Please provide the following:

- ✓ Application Form
- ✓ Tuition Payment Form.
- ✓ If applicable, a completed Tuition Assistance Form or a letter confirming an external grant.
- ✓ Cheques:
 - Application fee (\$100 non-refundable) (plus late fee of \$100 if applying after March 26, 2010.)
 - New families: Tuition payment cheques are required following your interview and enrolment decision. Returning Families: Enclose post-dated cheques for the selected tuition payment. If you are requesting Tuition Assistance post-dated cheques are due after the grant amount has been determined.
 - Ensure that all cheques are payable to St. Timothy's Classical Academy.

New families must also include:

- ✓ For each child, a copy of their most recent end-of-year report card (this does not apply to children who were home-schooled).
- ✓ A letter from your pastor or priest briefly describing your family's church involvement.

The application deadline for the 2010/2011 academic year is March 26, 2010. Late applications will be accepted at the Academy's discretion, and will be considered based on availability of spaces. For applications after June 15, please email or phone the school to confirm receipt, and note that interviews and acceptance decisions may not occur until early September.

Send your application package to:

Registrar
St. Timothy's Classical Academy
c/o 1900 Lauder Drive,
Ottawa, Ontario, K2A 1B1

Admissions to upper grades

Acceptance of new students into grades 5-8 will be reviewed on a case-by-case basis. This is done to ensure a good academic fit for students joining the upper grades.

Mid-Year Admissions

In the case of a mid-year admission request, a 3 day in-class assessment period is required.

What Happens Next

After the application package is reviewed, we will arrange a parent interview. The intention of the interview is to discuss both your child/ren's academic history and your family's commitment to a classical Christian education. As well, the Registrar will arrange a class visit for the student with the appropriate teacher(s). During this visit the teacher(s) will assess the student's academic fit for the appropriate grade.

After these steps a decision regarding acceptance will be made by the school and then confirmed by the parents. Remaining tuition cheques are submitted at this time.

Prior to the start of the school year a Family Information form will be sent to families (OHIP, immunization records, allergies, emergency contact information, volunteering)

Tuition

The cost of providing an education at St. Timothy's is funded both by parents of children enrolled in the school and community supporters. Tuition fees include textbooks and most field trips. Uniforms are extra, but efforts have been made to ensure they are reasonably priced. The 2009-2010 tuition rates are shown in the two tables below.

When considering these costs, please note that you will receive a charitable tax receipt for a significant portion of the tuition you pay. This receipt can be filed with your taxes to earn you a tax credit that will significantly offset your family's tuition costs.

Tuition for families with only one child attending St. Timothy's

Child	Tuition Fee (includes application fee, but not late fees or surcharges)		
	Family-paid	Estimated charitable tax credit	Employer-paid
Senior Kindergarten	\$5,500	\$4,400	\$6,800
Grades 1-8	\$6,900	\$5,200	\$8,800

Tuition for families with multiple children attending St. Timothy's

Child	Tuition Fee (includes application fee, but not late fees or surcharges)				
	Family-paid			Employer-paid	
	Per-child	Total	Estimated charitable tax credit	Per-child	Total
1 st	\$6,900	\$6,900	\$5,200	\$8,800	\$8,800
2 nd	\$4,275	\$11,175	\$7,800	\$6,000	\$14,800
3 rd	\$2,625	\$13,800	\$8,800	\$4,000	\$18,800
4 th	\$1,300	\$15,000	\$8,500	\$4,000	\$22,800
5 th	\$1,100	\$16,200	\$8,000	\$4,000	\$26,800

Senior Kindergarten

The Senior Kindergarten tuition is offered 3 full days per week (Mon/Wed/Fri). Availability of this program will depend on enrolment numbers at the registration deadline.

Employer Paid Tuition

This tuition rate applies to families who have their tuition paid by their employer. This rate is calculated to cover the full education cost without any subsidy from donations to the school.

Tuition Assistance

Families with unusual circumstances that would affect their ability to pay the required amount may apply for tuition assistance. This assistance is given entirely at the discretion of the school's Board of Directors, and is based on the needs of all applicants and the availability of donated tuition assistance funds. The required form is found on the St. Timothy's website under 'Admissions'.

Tax Information

St. Timothy Classical Academy Society is recognized as a registered charity by the Canada Revenue Agency (CRA); accordingly, we are able to issue charitable donation receipts for financial gifts to the Academy. The CRA deems that families whose children attend St. Timothy's derive some benefit from that, and so only a portion of a family's tuition can be receipted as a charitable donation. The portion of a family's tuition that can be receipted as a charitable donation is significant (estimated at 50-60%) which means that the after-tax cost of an education at St. Timothy's will be less than the full tuition amount.

Other Financial Support

The revenue derived from tuition fees does not fully cover the total cost of providing a high quality classical Christian education. Donations, church offerings, and fundraising efforts all help to reduce the cost borne by parents.

Volunteering

All families are expected to contribute to the volunteer effort that is required to operate the school (at least 30 hours for the school year). This can be in a variety of capacities. Examples of this include committee work, classroom volunteering, lunch supervision, newsletter, fundraising activities, and so on.

Tuition Payments

The total tuition is payable in a variety of ways (single payment, two payments, or monthly payments), as outlined below:

Fee Payment Options and Schedule					
Option A – Single Payment		Option B – Two Payments (\$100 surcharge)		Option C – Monthly Payments (\$300 surcharge)	
Mar 26, 2010	\$100 Application Fee	Mar 26, 2010	\$100 Application Fee	Mar 26, 2010	\$100 Application Fee
Late applications after Mar 26, 2010	\$100 Late Fee	Late applications after Mar 26, 2010	\$100 Late Fee	Late applications after Mar 26, 2010	\$100 Late Fee
May 1, 2010	\$500 Initial Payment	May 1, 2010	\$500 Initial Payment	May 1, 2010	\$500 Initial Payment
June 1, 2010	Remaining Tuition Balance	June 1, 2010	50% of Tuition Balance	June 1, 2010 to March 1, 2011	1/10 of Tuition Balance paid on 1 st of every month from June 1, 2010 to March 1, 2011. (Accelerated payment schedules can be arranged.)
		Nov 1, 2009	Remaining Tuition Balance		
<u>Example for 2 students</u>		<u>Example for 2 students</u>		<u>Example for 2 students</u>	
Full tuition, including application fee: \$11000		Full tuition, including application fee + \$100 surcharge: \$11100		Full tuition, including application fee + \$300 surcharge: \$11300	
<u>Payments:</u>		<u>Payments:</u>		<u>Payments:</u>	
Application Fee:	\$100	Application Fee:	\$100	Application Fee:	\$100
May 1:	\$500	May 1:	\$500	May 1:	\$500
June 1:	\$10400	June 1:	\$5250	June 1/10 to Mar 1/11:	
		Nov 1:	\$5250	10 monthly payments:	10 x \$1070

Cheques held at the payer's request, or not honoured by the bank, or any other failure to abide by the payment schedule will be assessed an administration fee of \$30 per month until the situation is resolved. The Finance Committee will consider individual financial circumstances and may waive such fees at its discretion

Financial Obligations

In the event of withdrawal for any reason, parents or others accepting financial responsibility for the payment of fees must give notice in writing with the following financial obligations:

<u>Date of Notification</u>	<u>Financial Obligation</u>
On or before June 15, 2010	30% of full year's tuition
On or before Aug 15, 2010	60% of full year's tuition
On or before Nov 15, 2010	80% of full year's tuition
After Nov 15, 2010	100% of full year's tuition

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New Families: Complete all sections of this form.

Returning Families: List names of returning children, complete info for new children, and any changes to personal information.

PLEASE PRINT CLEARLY – COMPLETE BOTH SIDES OF THIS FORM			
CHILD 1	Surname		Given names
	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd / mm / yyyy)
			Expected grade for September 2010
	Does your child have any special learning needs (ADD, ADHD, dyslexia, etc.) or medical conditions that are a factor in a school setting? If yes, please describe.		
	Has your child ever experienced disciplinary problems at another school? If yes, please describe.		
Has your child ever repeated a grade for any reason? If yes, which grade?			
CHILD 2	Surname		Given names
	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd / mm / yyyy)
			Expected grade for September 2010
	Does your child have any special learning needs (ADD, ADHD, dyslexia, etc.) or medical conditions that are a factor in a school setting? If yes, please describe.		
	Has your child ever experienced disciplinary problems at another school? If yes, please describe.		
Has your child ever repeated a grade for any reason? If yes, which grade?			
CHILD 3	Surname		Given names
	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd / mm / yyyy)
			Expected grade for September 2010
	Does your child have any special learning needs (ADD, ADHD, dyslexia, etc.) or medical conditions that are a factor in a school setting? If yes, please describe.		
	Has your child ever experienced disciplinary problems at another school? If yes, please describe.		
Has your child ever repeated a grade for any reason? If yes, which grade?			
ADDRESSES	Mailing address		
	City	Province	Postal code
	Residence address (leave blank if same as mailing address)		Phone number ()
PARENTS	Mother's name		
	Home phone number ()	Work phone number ()	E-mail
	Father's name		

	Home phone number (if different than mother) ()	Work phone number ()	E-mail
CURRENT SCHOOL	For any children currently in school, list the school name, address, and telephone number . If children are attending different schools, please list information for each school along with the child(ren) attending that school.		
CHURCH	Name of your family's current church		Number of years attending
	Pastor's name	Pastor's telephone number ()	Pastor's e-mail (optional)
OTHER	How did you hear about St. Timothy's Classical Academy?		
	Do you have any children – including those not yet of school age – who will not be attending St. Timothy's? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes , please indicate the ages of these children:		

St. Timothy's Family-School Education Covenant

St. Timothy's recognizes parents as the primary educators of their children. The Academy does not function above parental authority, but rather with delegated authority from the parents.

St. Timothy's will accordingly consult with and welcome parents into school discussions and actively seek feedback. Parents are likewise expected to support teachers and those in positions of school authority and reinforce what is being taught in school.

St. Timothy's is only able to build on what is offered in the home, therefore families of children at St. Timothy's are expected to ground learning at the school with daily family prayer and devotions, creative play, developing good work habits, minimizing the amount of time using electronic media (see Appendix B), encouraging healthy eating and activity, and being active and responsible community members and stewards of financial and material resources.

All families whose children attend St. Timothy's must agree with the school's statement of faith (see Appendix A) and be practicing Christians.

Families will pray regularly for the school.

Families at St. Timothy's are expected to honour financial commitments to the school.

All families are required to volunteer at least 30 hours for the school year. This can be in a variety of capacities that vary from year to year. Examples of this include committee work, fundraising activities, classroom volunteering, etc.

The Academy reserves the right to review admission decisions if during the year it becomes apparent that the family is not continuing in its commitment to details of this covenant.

I / we, the parent(s) / guardian(s) of the above named child(ren) have read this family-school covenant and agree to it.

Signature (Parent / Guardian 1) _____ Date _____

Signature (Parent / Guardian 2) _____ Date _____
(if applicable)

See previous information pages for tuition details. Please fill in all information, even if repeated on other forms.

PLEASE PRINT CLEARLY		
Mother's Name	Father's Name	
Children's Names and Expected Grades for Sept 2009		
Home address	City/Province	Postal Code
Telephone number	E-mail address	
Payment option selection (check one): <input type="checkbox"/> Option A – Single Payment, no surcharge <input type="checkbox"/> Option B – Two Payments, \$100 surcharge <input type="checkbox"/> Option C – Monthly Payments or other, \$300 surcharge		
Please indicate if employer paid tuition fee applies: <input type="checkbox"/> Yes		
Please indicate if you are also applying for tuition assistance: <input type="checkbox"/> Yes (If Yes, a Tuition Assistance form must be completed – available on St. Timothy's web page under 'Admissions'. The Tuition Balance due will be finalized after the Tuition Assistance is determined.)		
Please indicate if you are receiving an external grant (e.g. Children First): <input type="checkbox"/> Yes (Please attach confirmation letter or send this in when available)		
Some applicants may be receiving an external grant, or may arrange that others (grandparents, other relatives) will pay part of the tuition fee by making a donation to St. Timothy's. Please provide details. Note that the fee payment schedule must be followed.		
Total Tuition, including application fee (from table on page 2)		
Add late fee \$100 if applying after March 26, 2010		
Add Surcharge for Option B (\$100) or Option C (\$300)		
Subtract: external grant amount		
Subtract St. Timothy's Tuition Assistance amount	(Will be updated when assistance amount is determined).	
Tuition Balance Due		
If you are planning an extra donation to support St. Timothy's, please provide details:		
In the event of withdrawal for any reason, parents or others accepting financial responsibility for the payment of fees must give notice in writing with the following financial obligations:		
<u>Date of Notification</u>	<u>Financial Obligation</u>	
On or before June 15, 2010	30% of full year's tuition	
On or before Aug 15, 2010	60% of full year's tuition	
On or before Nov 15, 2010	80% of full year's tuition	
After Nov 15, 2010	100% of full year's tuition	
<i>I / we have read, understood, and will abide by the Payment Schedule and Terms outlined on the previous pages of this form. In addition, I / we have attached post-dated cheques as per our selected payment schedule above, payable to St. Timothy's Classical Academy or a letter to explain any alternate plan.</i>		
Signature	Date	
Office use only:	Cheques included:	
Date received _____	App fee (+ late fee): _____ May 1 deposit: _____ June 1 and other cheques: _____	

THE FAITH AND BASIS OF ST. TIMOTHY'S CLASSICAL ACADEMY
Preamble

Believing that it is our duty and privilege to provide high-quality Christian and classical education for our children and believing that this can best be accomplished by concerted action, we do hereby make and adopt the following tenets.

Basis

The basis of the Society is the Holy Scriptures as interpreted in the Nicene Creed from the 4th Century. This historic summary of the Church's faith is unique in its confession by Catholic, Orthodox and Protestant Christians alike:

The Nicene Creed

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son.* With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

**Eastern and several other Christian churches recite the original form of the Creed and do not include "and the Son" in this sentence.*

Philosophy of Christian Education

St. Timothy's aspires to be a community of educational excellence that strives to support families in raising children to realize the essential summons to "love the LORD your God with all your heart, with all your soul, with all your strength and with all your mind," and to "Love your neighbour as yourself" (Luke 10:27). As an ecumenical Christian initiative, we emphasize those truths that Christians have believed in for centuries, across boundaries of time, place, race, and culture, while leaving unique practices not common to all Christians to home and church. Through a classical curriculum, we engage a tradition of excellence in thought, word and deed, where students may grow in fullness of life to "reverence truth, desire goodness and rejoice in beauty; so that all may come to know and worship God, the giver of all that is good" (Collect from the Anglican Book of Common Prayer).

We assert that the best way to prepare children for life in the contemporary context is by following the classical approach to education, which derives from the medieval curriculum known as the Trivium or "three-fold way." Instruction in the Trivium involves equipping students with the essential tools of learning: the ability to retain facts easily, to think logically and to express ideas eloquently. Children educated in this way are best enabled to understand and engage the rich intellectual and artistic heritage which forms Canadian society. A St. Timothy's education applies the classical approach to learning English, French, and Latin; reading the great books; studying mathematics and the sciences; and growing in artistic and musical skill, and physical fitness.

Determined, therefore, for the sake of our children, our families and our society, to "Stand in the ways and see, and ask for the old paths, where the good way is, and walk in it" (Jer. 6:16) that we may "take every thought into captivity to the obedience of Christ," (II Cor. 10:5) we also affirm the following principles for Christian education:

As a Christian community we affirm the following principles for specifically Christian education:

THE BIBLE. The Holy Scriptures teach solidly, faithfully and without error that truth which God wanted put into sacred writings for the sake of salvation: "All Scripture is divinely inspired and has its use for teaching the truth and refuting error, for reformation of manners and discipline in right living, so that the man who belongs to God may be efficient and equipped for good work of every kind."(II Tim. 3:16-17).

We acknowledge the Canon of Scripture held in common by all Christians, inclusive of 39 Old Testament and 27 New Testament books. We respect further that the Catholic and Orthodox churches' canons differ from that of Protestants, the former having included from earliest times nine other books or parts of books, and the latter, several more, depending on the church. These texts, while not received as Scripture by all Christians, are nonetheless worthy at least of esteem as important Christian literature, given their historical and contemporary significance in several ancient churches.

NATURE. That in their education, children must come to learn that, "The earth is the LORD's, and all its fullness, The world and those who dwell therein." (Psalm 24:1) The cosmos and our relationship to it can rightly be appreciated only in relation to the Triune God who has created it, redeemed it and made it an effective sign of his glory, beauty and beneficent power. We in turn are called to be responsible stewards of creation, gratefully offering it back to God through our work and play, generously sharing the goods of the world with those in need, and creatively manifesting a respect for the earth that witnesses to our love for the God who made it out of love for us.

THE HUMAN CONDITION. That a primordial Fall has brought upon all people the curse of death, the inclination to do that which is evil, and the suffering of an impeded relationship with their Creator, their neighbour, and the world itself. Sin has distorted our view of the true meaning and purpose of life, and misdirected human culture, including the education of children. We are therefore all in need of God's grace to enable us to know the Truth which will set us free (John 8:32).

JESUS CHRIST. That through our Saviour Jesus Christ there is redemption and renewal of the educational enterprise since he himself is "the way, the truth and the life" (John 14:6). It is in his light that we see light (Psalm 36:9), and in turn all of human existence and experience in its proper perspective. Only in him, through the indwelling of his Spirit, are we re-oriented to the Father and enabled to live in such a way that his will be done on earth as it is in heaven.

SCHOOLS. That the purpose of the Christian school is to educate children for a life of faithfulness to their identity as image-bearers of God; that this identity implies knowledge of God's creation and revelation, appreciation of the course and content of humanity's striving to understand themselves and their world, and consecration of the whole of their talents and endeavours to the essential summons to "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind," and, "Love your neighbour as yourself" (Luke 10:27).

PARENTS. That the primary responsibility for education rests upon parents to whom children are entrusted by God. Parents should seek to fulfil this responsibility through school associations and school boards which will foster their children's growth in the virtues of prudence, justice, temperance and fortitude, esteemed by all cultures, as well as in the theological virtues of faith, hope and love proper to the Gospel.

TEACHERS. That Christian teachers, both out of reverence for God and the service to neighbour, have the prerogative to co-operate with parents to "train up a child in the way he should go," that "when he is old he will not depart from it" (Prov. 22:6). This prerogative, moreover, implies the solemn task of representing to students Christ the Teacher, the Rabbi who ever condescended to meet his disciples at their own level and yet lift them up to his. Teachers ought, therefore, to constantly pray to the Holy Spirit, that he himself teach them in the way they should go and guide them with his eye (Psalm 32:8).

STUDENTS. That St. Timothy's Classical Academy must compassionately take into account the variety of abilities and requirements of children, together with the inclination to sin, while ever seeking to lead them to fullness of life for which they have been created. Only by thus recognizing the high calling of children to take hold of God's "exceedingly great and precious promises," through which they "may be partakers of the divine nature, having escaped the corruption that is in the world through lust," (II Peter 1:4) will Christian education express both wholeness and holiness.

COMMUNITY. That because God's plan for parents and their children implicates the ministry of the entire Church, and because Christian education contributes directly to the advancement of God's kingdom, it is the privilege not only of parents but of the Christian community at large to establish and maintain Christian schools, to pray for them, work for them, and give generously to their support.

EDUCATIONAL FREEDOM. That Christian schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to these above-mentioned principles.

A CLASSICAL AND CHRISTIAN APPROACH TO MEDIA

St. Timothy's Classical Academy asserts that the at-home regulation of today's media, be it television, the internet, or video games, is a necessary component of a thorough and well-balanced education.

A classical education requires students to engage in serious and contemplative work at home. As the years progress, St. Timothy's assignments, test preparation, and research demand of the student diligence and thoroughness, not just business. Only through private study can the child guarantee preparedness in the classroom. It is, therefore, essential the St. Timothy's student have a place at home free of noise and distraction for at least a couple of hours a day.

As Christians, we believe the careful monitoring of our children's media-intake to be necessary for two reasons: We are to raise our children to think on things that are true, honest, just, pure, lovely, and of good report (Philippians 4:8), and to be good stewards of their time. Not only is much of the current media a waste of time and antithetical to the aforementioned qualities, we believe it compromises the imagination and stifles a child's natural inquisitiveness. Reading, drawing, playing of an instrument, outdoor activity – these are activities which feed a child's imagination and spirit, and invite him/her to pursue further studies.

St. Timothy's cannot enforce students' behaviour outside of the school. We do, however, offer these suggestions to the parents to encourage our students to use off-school time wisely.

1. Turn off the television and/or radio while studying. Also, restrict the amount of television watched per day. We recommend no more than one show a day. Movies are rather different than television. Classic films both of the past and present can be both entertaining and of educational value. However, watching movie after movie can be as destructive to the imagination as television. Remember, as well, that what our culture deems as age-appropriate viewing material likely does not meet the standard upheld in a Christian home. For a good discussion around the issue of television, we suggest Neil Postman's *Amusing Ourselves to Death*.
2. Since music speaks directly to the passions, we must be careful what sorts of music our children listen to. We strongly urge parents to monitor not only the amount of time their children spend listening to music, but also the quality of that music. Alan Bloom's *The Closing of the American Mind* and William Kilpatrick's *Why Johnny Can't Tell Right from Wrong*, while both American in their focus, each contain pertinent sections around the topic of music.
3. Video games are another questionable use of one's time, and again the time your child spends playing them ought to be restricted. It should also go without saying that a child should not be allowed to move from one mind-stultifying activity to another. Watching a television show, then listening to a CD, capped off with 45 minutes of playing a video game, is an unacceptable use of time.
4. The use of computers is a necessary part of the age in which we live. However, unrestricted access to the internet and e-mail is greatly discouraged. We recommend placing your computer in a high-traffic, highly visible part of your home. A short time limit ought also to be set for "non-academic" use of the computer.

These suggestions are not made to spoil children's fun or to deny them rest after a busy day; rather, they are made to promote a higher concept of leisure than that currently held by most young people. While not denying children "free time" in which they should be allowed to choose what they would like to do, they ought to be guided towards activities that develop their mind, character, and body. In this way, St. Timothy's hopes to guide our students towards being fully alive to the glory of God, be it in their studies, hobbies, and varied pursuits.