



Mountaintop

CHRISTIAN ACADEMY

Registration for 2026-2027

We are excitedly preparing for the 2026-2027 school year! The online registration form will be available on Gradelink on Wednesday, January 7th.

Thank you for your interest in Mountaintop Christian Academy! For questions or help with the registration process, please email director@mtchristian.org.

Registration Timeline

Registration for the 2026-2027 school year will open on January 7st, 2026. At that time, the online registration form can be completed and the enrollment process may be begun for any student. Re-enrollment acceptance letters will begin to go out in February. Re-enrollment forms are due by March 1st for returning students. After March 1st we will begin to accept new incoming students for the upcoming school year. We recommend that you begin the registration process as soon as possible so that all registration components are complete by the beginning of March. Many of our classes are full, almost full, or have a waitlist for the fall. If you do not complete the registration process before March 1st, your child may not have a space for the 2026-2027 school year. We do not want this to happen, so please be sure to submit the enrollment form, additional paperwork, and the registration fee early!

STEP 1: Online Registration

To register your child for next school year, create an online registration account using the following link:

<https://www.mtchristian.org/apply>

Once logged in, fill out the digital registration form and upload any requested attachments. Please note that we cannot process registrations until the following documents are provided. We recommend uploading them with your online registration.

- Copy of the most recent report card and standardized testing results (PSSA's, Keystones, iReady, aimsweb, etc.).
- IEPs, RRs, ERs, and/or 504 plan, if applicable
- Copy of immunization record or request a waiver
- If you are applying for Financial Aid, proof of income such as the most recent W-2's or tax return must be attached to the online enrollment form on Gradelink before submitting
- Any relevant court and/or custody orders

There is a non-refundable \$200 enrollment fee per family. If you have multiple children, this fee only needs to be paid on one child's account. This must be submitted with your online registration form.

STEP 2: Tour

After all registration materials have been submitted and reviewed, MCA staff will schedule a meeting and tour with the parents and the student if it has not yet been facilitated. At the tour, the following will happen:

- A tour of the building and an overview of policies and procedures will be provided. Families are welcome to ask questions about the school.
- MCA staff will speak with the family and student to ensure that they are in alignment with school position, policy, and procedures.

STEP 3: Academic Screening

After a tour is completed, the registered student will complete an academic screening. Sometimes this is able to be scheduled on the same day as the tour, but other times may need to be scheduled at another time. An academic screening is required for all new applicants. Screenings differ in nature depending on the registration information that was previously provided. Prospective students may be required to engage in an interview with the School Director and/or other school personnel, complete placement testing in core subjects, informally demonstrate several learning tasks (identifying letters, reading a book, counting objects, writing name, etc.). The following is a list of some general screening requirements, but these are subject to change depending on the information that is submitted during the registration process.



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STEP 3: Academic Screening Continued

General screening requirements (these are subject to change depending on the information that is submitted during the registration process):

- Preschool to 3rd grade students- Typically, we will have students complete a 30-minute informal inventory of reading, math, handwriting/fine motor, and other academic and social skills. This may involve reading or listening to an age-appropriate story and answering questions, holding a pencil, cutting with scissors, writing a few words or sentences in response to a question or prompt, solving a few math problems with manipulatives or on paper, etc.
- 4th-12th grade students- Most intermediate and secondary students will complete a math and reading standardized aimsweb assessment on the computer. Students will be provided with pencil and scratch paper, but must otherwise take the assessment independently. Two hours should be reserved for completion of these assessments. This may be waived if recent standardized testing scores, along with affirming academic records are provided in the registration process. Students may also be required to write and submit a paragraph expressing their desire to attend MCA and/or complete an entrance interview with MCA staff.

STEP 4: Acceptance

After all previous steps have been completed, applications are considered in the order in which they are completed. Our largest classes are capped at a maximum of 15 students. Preschool, prekindergarten, and kindergarten classes are capped at even fewer students. Available spaces are offered on a first come, first served basis. If a student is accepted into MCA, the family will be emailed an acceptance packet. To reserve the space, a tuition contract must be signed and an Automatic Payment Plan must be completed for the upcoming school year. Additionally, depending on the timeline of enrollment, other items such as a uniform order might be required to reserve a space.

Re-Enrollment Checklist

Did you complete all of the following?

- **Complete the online re-enrollment form on Gradelink**
 - Copy of the most recent report card and standardized testing results (PSSA's, Keystones, iReady, aimsweb, etc.).
 - IEP, RR, ER, and/or 504 plan, if applicable
 - Copy of immunization record or request a waiver
 - If you are applying for Financial Aid, proof of income such as the most recent W-2's or tax return must be attached to the online enrollment form on Gradelink before submitting
 - Any relevant court and/or custody orders
- **Pay the \$200 family registration fee-** Be sure to submit this with your online registration form
- **Return the following paperwork:** Once we receive your online registration form, we will send the following documents home that must be completed and returned. Once this paperwork is returned, we will send you an official acceptance packet indicating that your child's placement has been saved.
 - School District Non-public Enrollment Form
 - Signed 2026-2027 Tuition Statement
- **Due by August 1st but we recommend completing as soon as possible**
 - Automatic Payment Plan- Please note that your child will not be eligible to start in September if this is not set up on Gradelink
 - Health Packet (required for those going into kindergarten; must be dated after June 2026)
 - Uniform Order- This will be sent out over the summer with a separate summer due date determined by our uniform provider.



Mountaintop Christian Academy does not discriminate in its admission policies on the basis of race, sex, nationality, or ethnicity. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on disqualifying academic, social/emotional and behavioral abilities, or whose personal or family lifestyle is not in harmony with the stated philosophy and mission of Mountaintop Christian Academy.

General Admission Requirements

- Family Requirements:
 - At least one parent or guardian in the household must genuinely acknowledge a saving relationship with Jesus Christ, a commitment to Christian education, and attendance at a local, Bible-believing church.
 - The parent(s) or guardian(s) enrolling the child must have legal custody of the child(ren) and they must reside in the household for the majority of the time.
 - The parent(s) or guardian(s) enrolling the child must read and acknowledge MCA's Family Handbook and Statement of Faith.
- Student Requirements:
 - To be admitted, a student must present evidence of readiness, including a satisfactory completion of work for the grade previous to that for which he or she is submitting an application and/or age-appropriate academic screening.
 - Applicants for Kindergarten must be five years of age by August 31, 2025, OR have attended our prekindergarten program and received a recommendation for kindergarten.
 - No student shall be admitted who:
 - has emotional or disciplinary problems that cannot be met by the faculty and support staff of MCA
 - has a court record, been previously expelled from another school, or a reputation that is not aligned with the mission and philosophy of MCA
 - has a physical handicap or learning impairment for which our program is not equipped to support

Steps to Admission

- Complete an online application at www.mtchristian.org/apply
 - While completing the online application, at least one parent or guardian in the household must sign the MCA Family Handbook.
 - The following documents should be uploaded with your application: a copy of current academic records including report cards, previous standardized assessment results, and any applicable IEP and supporting documents; a copy of immunization records; and proof of income (if applying for financial aid)
 - The registration fee of \$200 must be paid on Gradelink before the admissions process continues.
 - References, who may be contacted, from the student's current school must be provided. If references from a current or previous school were not provided on the online registration form, letters of recommendation may be required.
- **After all registration materials have been submitted and reviewed, MCA staff will schedule a meeting and tour with the parents and the student. At the tour, the following will happen:**
 - A tour of the building and an overview of policies and procedures will be provided. Families are welcome to ask questions about the school.
 - MCA staff will speak with the family and student to ensure that they are in alignment with school position, policy, and procedures.



Steps to Admission Continued

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- After all previous steps have been completed, applications are considered in the order in which they are completed. Our largest classes are capped at a maximum of 15 students. Preschool, prekindergarten, and kindergarten classes are capped at even fewer students. Available spaces are offered on a first come, first served basis. If a student is accepted into MCA, the family will be emailed an acceptance packet. To reserve the space, a tuition contract must be signed and an Automatic Payment Plan must be completed for the upcoming school year. Additionally, depending on the timeline of enrollment other items such as a uniform order might be required to reserve a space.

Continued Enrollment and Re-Enrollment

- Inaccurate Application: Failure to provide required admissions documents or disclose pertinent information relative to the education of the student, including but not limited to chronic absenteeism, behavioral concerns, learning concerns, and communication concerns may result in denial of admission or dismissal.
- Confirmed Grade-Level: A student's acceptance at any grade level is contingent upon the student's ability measured by a standardized testing program and by the interview data. A probationary period of 1 academic quarter will be required for final placement of grade. Should a change be deemed necessary, parents will be notified before the end of the quarter-long probation period.
- Probationary Period: A probationary period of one marking period for all new students will be required prior to final acceptance. If, after reviewing the student's probationary period, the student has not met the school's spiritual, academic, physical or emotional standards, an additional probationary period or the possible request for withdrawal of the student will be required. The School Director will notify the parents in writing at the end of each marking period until the student is removed from probationary status.



Continued Enrollment and Re-Enrollment

- Continued Enrollment: It is incumbent on each individual student to demonstrate that he or she desires to be part of Mountaintop Christian Academy. Should it become apparent that the student is not committed to the goals of MCA or if there is a violation of the Family Handbook, he or she will be dismissed.
- Re-Enrollment: Re-Enrollment in subsequent school years is not guaranteed. All current students are required to re-enroll by March 1st for the upcoming school year. Failure to complete the re-enrollment process by the due date may result in loss of placement if there is a waitlist for a class. Families seeking re-enrollment for the following year are responsible for payment of the yearly enrollment fee, payment of any past due bills, and submitting all required paperwork on time. Re-enrollment applications for students who have outstanding tuition balances from the prior year will not be accepted unless the School Board grants special permission. Failure to comply will potentially forfeit the student's placement at MCA for the upcoming school year.