



Salem Christian Academy, LLC

'Educating Young Minds and Hearts for Life'

6500 Southway Road
P.O. Box 309
Clayton, OH 45315

Phone: 937-836-9910
Fax: 937-836-7630
Email: SCAPrincipal@aol.com
www.SalemChristianAcademy.com

2010-2011 School Year

Dear Parents Inquiring of SCA:

We are pleased to learn of your interest in Salem Christian Academy. SCA offers a Kindergarten through Grade six Christ-centered curriculum and is fully accredited by the State of Ohio. The SCA teachers and staff are evangelical Christians and strive to live a life worthy of that calling daily. Our teachers are state certified and hold at least a bachelors' level degree. SCA is committed to developing and nurturing the total child through a stimulating environment in the following areas: academic, emotional, physical, spiritual and social. Our goal is to convey the love of God to each child by providing a loving, caring atmosphere in which to learn. In addition to a full academic program, we have an extended day care program for enrolled students. "Soaring Eagles" opens at 7:00 a.m. and closes at 6:00 p.m..

In accordance with the Ohio Revised Code, children enrolling in Kindergarten must turn 5 by August 1, 2010 to enroll in SCA. Kindergarten screening and grade level performance testing is required for all new students, unless a child is entering from Salem Christian Preschool and has successfully completed Pre-Kindergarten testing through SCPS. A \$15 testing fee is due at the time of the entrance screening.

Northmont School district provides bus transportation for our students living in their district. Families living outside this area may be entitled to home district monetary reimbursement if the public school does not provide transportation. If transportation is available and you choose not to use it, you are not eligible for reimbursement. Reimbursement forms may be sent home from the SCA office shortly after the school year begins, or you may contact your home school district transportation department for forms.

Financial information and a registration form are included in this packet. If, after reading through this information, you have any questions and would like to talk with us further, please contact our office at 836-9910 or you may visit us at www.SalemChristianAcademy.com.

Sincerely,
Tim & Ronda Kegley
Principal/ Administrators

Salem Christian Academy Registration begins...

- January 25th - Current Salem Christian Academy families
- February 1st - Salem Christian PRESCHOOL families
- February 16th - Open to NEW FAMILIES at 7:30 am

Partnering together with families and Salem Church of God to make a difference!



Salem Christian Academy LLC

Registration Check List

- ___ **Student Registration Form**
- ___ **Parental Authorization/ Commitment Form**
- ___ **Payment Plan Form**
- ___ **Discounts Application**
- ___ **\$ 15.00 EFT Processing Fee**
- ___ **\$ _____ Non-Refundable Registration fee**
- ___ **\$ _____ Classroom/ Fieldtrips Fee - Non-Refundable after June 4, 2010**
- ___ **\$ _____ TOTAL DUE AT REGISTRATION**

New Students Only - Additional Items Required

- ___ **Kindergarten/ Grade Level Screening**
- ___ **\$15 Screening Fee - due at time of screening**
- ___ **Family Interview with the Principal**
- ___ **Birth Certificate**
- ___ **Shot Record**
- ___ **Custody Agreement**

Grade Level _____

Home Phone # _____

1. _____
Student's full legal name Name student goes by

_____ Gender (M/F) Date of Birth

2. Public school district where student resides _____

3. _____
Father/Guardian Name Home Telephone

_____ Father/Guardian Address Street City State Zip

_____ Place of Employment Work Telephone Cell phone/Beeper Number

4. _____
Mother/Guardian Name Home Telephone

_____ Mother/Guardian Address Street City State Zip

_____ Place of Employment Work Telephone Cell phone/Beeper Number

E-Mail Address (Please specify if home or work) _____ @ _____

5. If parents are separated, with whom does child reside? _____

*A copy of your custody agreement must be on file with SCA.

6. Please answer the following questions: (For New Enrollment only)

a. Has this student ever been retained? Y N Grade(s) _____ Basic Reason _____

b. Has this student ever been suspended? Y N Expelled? Y N Asked to withdraw from a school? Y N

If the answer to any of the above is "Yes", please explain and include the name of the school and the principal's name (use another sheet of paper if necessary). _____

c. Has this student ever received counseling or psychological testing? _____

d. Has this student ever had an IEP written? Which subject(s)? _____

e. Has this student experienced any physical, emotional, mental or social problems within the past year? Y N Explain _____

7. List the schools this student has attended in the past two years: (For New Enrollment only)

School Year Grade School Attended School Address/Phone Number

School Year Grade School Attended School Address/Phone Number

8. Church Currently Attending: _____

Describe your Church Involvement: _____

I am registering my child for one of the following:

_____ Kindergarten School Session Only. We will try to meet your preference as to the morning or afternoon sessions. Please circle one of the below preferences...

Morning session (8:30 – 11:20) or Afternoon session (12:10 – 3:00)

_____ School session with Extended Day Care (Every day at regular times – at least 25 hours per week of Extended Day; at least 15 hours per week for grades 1 – 6)

_____ 1st – 6th Grade School Session Only

_____ Regular part-time Extended Day Care is needed on which days:

Total Fees due upon Registration (*The \$15.00 financing fee is NOT included in these prices):

K - \$215 1st - \$245 2nd - \$255 3rd - \$255 4th - \$260 5th - \$275 6th - \$275

**Copy of Birth Certificate, Shot Record and Parental Commitment form must be turned in for registration to be complete.

Registration/Book Fee – If requested, currently enrolled families who have more than 1 child, may pay 1/2 of the of registration/book fees with the applications. The balance must be paid by Friday, March 26th in order for us to complete your child’s registration and proceed with plans for the 2010-2011 school year.

Tuition for 2010-2011	See Financial Information Form	(K)	\$ 2420
		(1 – 6)	\$ 3740
Full Time Extended Care	Paid monthly with Tuition and Full-Time Daycare combined	(K)	\$ 6017
		(1 – 6)	\$ 5896

ALL KINDERGARTEN AND NEW STUDENTS MUST BE SCREENED FOR KINDERGARTEN/ GRADE LEVEL READINESS. SCREENINGS WILL BE CONDUCTED BY SCA STAFF AND WILL BE SCHEDULED THROUGH THE OFFICE (UNLESS THE CHILD HAS SUCCESSFULLY COMPLETED PRE-KINDERGARTEN TESTING THROUGH SALEM CHRISTIAN PRESCHOOL). THERE IS A \$15.00 TESTING FEE THAT IS DUE WHEN THE TEST IS ADMINISTERED. IN ACCORDANCE WITH OHIO REVISED CODE A CHILD MUST TURN 5 YEARS OF AGE BY AUGUST 1ST TO BE ELIGIBLE TO ENROLL AT SCA.

Non-Discrimination Policy

Salem Christian Academy recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Salem Christian Academy will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.



Salem Christian Academy, LLC

'Educating Young Minds and Hearts for Life'

6500 Southway Road
P.O. Box 309
Clayton, OH 45315

Phone: 937-836-9910
Fax: 937-836-7630
Email: SCAPrincipal@aol.com
www.SalemChristianAcademy.com

Electronic Fund Transfer (EFT)

January, 2010

Dear Parents:

All monthly tuition payments are paid using Electronic Fund Transfer (EFT) by having the funds automatically withdrawn from either your checking or savings account. You are not required to have an account with our bank for the EFT to work. There is a \$15 charge due upon registration for the set-up of this service that will spread your tuition fees over an 11 month interest-free time frame. Electronic Fund Transfers begin in July, 2010.

Monthly Tuition Payers: You have the option of having your automatic withdrawal processed on *either the 1st or the 15th of each month*, beginning in July and going through May.

Monthly Tuition/ Full-Time Daycare Payers (those who are paying for tuition and full-time extended care combined): Your payments will be withdrawn using Electronic Fund Transfer on *either the 1st or the 15th of each month as well, beginning in July and going through May.*

***Please mark your calendars for when your payments will be withdrawn – we will send reminders to current families in the year-end grade cards in May. In June, we will make a phone call to all SCA current and new families through our 'PHONE TREE' to remind you of the upcoming withdrawal in July.**

For any account that is not processed due to Non-Sufficient Funds, the bank will charge an NSF fee of \$20. In addition, there will be a late payment fee assessed in the amount of \$15. After the second time an account is not processed, the NSF fee will increase from \$20 to \$30. Due to special circumstances, if a withdrawal needs to be delayed for a few days, please fill out the 'EFT Adjustment Request Form' to arrange this with the school office a minimum of 3 business days before the withdrawal is due so that we may assist you in avoiding the penalty fees.

If you have any questions regarding this information, please call us for clarification.

Thank you,
SCA Office Staff

Partnering together with families and Salem Church of God to make a difference!



Salem Christian Academy, LLC

www.SalemChristianAcademy.com

937-836-9910

2010- 2011	Financial Information
-------------------	------------------------------

Registration Fees: ** Due at Registration – Non-Refundable

Kindergarten Registration/Book Fee.....\$160.00 + \$15 Finance fee for monthly payments.

First – Sixth Grade Registration/Book Fee.....\$190.00 + \$15 Finance fee for monthly payments.

Classroom/Fieldtrip Fees: **Due at Registration - Non-Refundable after June 4, 2010.

Kindergarten	1st	2nd	3rd	4th	5th	6th
\$ 55	\$ 55	\$ 65	\$ 65	\$ 70	\$ 85	\$ 85

Tuition:

Tuition Fees Only	Oldest Child	2nd Child	3rd Child	4th Child
11 Month Plan	Monthly	Monthly	Monthly	Monthly
1/2 day Kindergarten - \$2420	\$ 220	\$ 209	\$ 200	\$ 191
1st - 6 th - \$3740	\$ 340	\$ 323	\$ 309	\$ 296
Tuition + Full Time Daycare	Oldest Child	2nd Child	3rd Child	4th Child
11 Month Plan	Monthly	Monthly	Monthly	Monthly
1/2 day Kindergarten - \$6017	\$ 547	\$ 520	\$ 498	\$ 476
1st - 6 th - \$5896	\$ 536	\$ 509	\$ 488	\$ 466

Soaring Eagles Daycare: Hours – 7:00 a.m. – 6:00 p.m.
 Cost - \$4.00 per hour (Full time daycare break point is 25 hrs. per wk. for K and 15 hrs. per wk. for 1st - 6th grades.)
 \$2.00 per ½ hour \$1.00 per minute after 6:00 p.m. paid directly to Daycare Worker. No exception.

Method of Payment
 Tuition: Year Full year payment is due by August 2nd.
 Semester Half year payments are due August 2nd and January 3, 2011.
 Monthly Funds are electronically transferred from your checking or savings account on either the 1st or the 15th for 11 months. Payments begin July 1 with the last payments in May. Requests for emergency changes must be made at least 3 business days to prevent late fees.

Daycare: Bi-Monthly Statements are sent home with students every two weeks with payment expected the next week.

Finance Fee Non-refundable Finance Fee of \$15 per family to set up EFT due at registration.

Withdrawal Fee One month tuition fee plus each day the student is enrolled.

Late Fee A Late fee of \$15.00 will be assessed for all the payment options. Overdue balances jeopardize student enrollment.

Insufficient Funds Return A charge of \$20.00 will be assessed for the first incident and \$30 thereafter.

Lunch Fees A school lunch is available at a cost of \$3.00 if a student forgets theirs.

Make all checks payable to: Salem Christian Academy

Tuition Assistance SCA does not offer tuition assistance. However, Parents Advancing Choice Education does offer some financial assistance to families that qualify. Contact PACE directly at 228-PACE or pactedayton.org

Discounts Salem Christian Preschool, Salem CHOG Families, Full-time Ministry, (forms available in office)

Transportation Northmont school district provides busing to families in that district. Contact them directly at 832-5050. Transportation Reimbursement Forms are available for all other districts.

PAYMENT PLAN FORM

Child(ren) enrolled: _____
(Please include
Grade level/s) _____

Parent/Guardian Name(s): _____

Party accepting financial responsibility: _____
Name

Address Phone Number

Discounts applicable for Salem Christian Preschool, Salem CHOG families & Full-time Ministry
(Application forms available in the SCA office)

*****PLEASE mark your calendar when payments are due/will begin being withdrawn. SCA will send an additional phone reminder to you in June before the first withdrawal. Thanks!**
Choose payment method:

_____ Year – Due August 2nd, 2010 _____ Semester – Due 8/02/10 and 1/03/11
Kindergarten \$ 2420 / 1st – 6th grade \$ 3740 Kindergarten \$ 1210 / 1st – 6th grade \$ 1870
(If your financial situation should change and are unable to make the installment payments when due, we will arrange for the monthly electronic transfer payment to assist in your child's tuition payments)

_____ Monthly – Direct electronic transfer payment, Begins July 1st or July 15th for 11 months
TUITION ONLY: (Kindergarten \$ 220 / 1st – 6th \$340)

_____ Monthly – Direct electronic transfer payment, Begins July 1st or July 15th
TUITION AND FULL-TIME DAYCARE FEE: (Kindergarten \$547 / 1st– 6th \$536)

If you have chosen the **monthly payment method**, you will need to complete the remainder of this form. Your payments will be electronically transferred from your checking/savings account each month. You are not required to have an account with SCA's bank for the EFT to work. Any bank in the U.S. will be recognized.

AUTHORIZED AGREEMENT FOR DIRECT PAYMENT

I (we) hereby authorize Salem Christian Academy, LLC to initiate electronic entries from my account.
_____ Checking Account _____ Savings Account

I would like my **monthly** electronic withdrawal initiated on the:
_____ 1st of each month _____ 15th of each month

ATTACH A VOIDED CHECK, COPY OF A CHECK OR SAVINGS DEPOSIT SLIP HERE

Financial Institution _____

Routing/Transit Number _____

Checking/Savings Account Number _____

This authority is to remain in full force and effect until Salem Christian Academy, LLC has received written notification from me at least two weeks prior to termination.

Authorized Signature _____

Print Name _____ Date _____

Parental Authorization/ Commitment Form

By signing below, we give permission for our child to take part in all school activities, including school-sponsored trips away from the school premises for the current school year. In the event our child becomes ill or is injured while under school supervision, we authorize the school authorities to take the following steps: (a) contact a parent of the student and follow his/her instructions; (b) in the event neither parent can be reached, contact the student's physician and follow his/her instructions; (c) if the student's physician cannot be reached, to contact, at their own discretion, a licensed practicing physician and follow his/her instructions. We release Salem Christian Academy LLC, its employees, agents and representatives from any claim we may have resulting from any illness or injuries sustained by our child while under school supervision whether at school or away from school premises. We further agree to hold harmless Salem Christian Academy LLC, employees, agents, and representatives from any injury or damage which may be caused by our child(ren). These above statements do not in any manner lessen or negate the expected responsibility that SCA should have in adequate and proper oversight of our child(ren).

By signing below, we agree that the continued enrollment of my child(ren) is dependent on parental support of SCA, its staff and its policies. I/we will encourage the Salem Christian Academy staff and administration in teaching the principle of the Christian faith as stated:

I/We understand that SCA believes in and teaches the divine inspiration and literal interpretation of all scripture; the forgiveness of sin through the atonement of Christ's death on the cross which assures salvation; the repentance of sin by the believer; the resurrection of Christ and His personal return.

By signing below, we acknowledge the following:

- a. SCA's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children or to maintain enrollment to affirmatively support and cooperate with the school. As a parent:
 1. I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people following the Matthew 18 principle.
 2. I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).
 3. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)
- b. Our commitment to pay the tuition either annually or semi-annually to Salem Christian Academy or monthly via EFT electronic withdrawals. If we are unable to pay on the date established, we will fill out the 'EFT Adjustment Request Form' a minimum of three (3) business days prior to arrange a delay with the SCA office before the withdrawal is due. We further understand we will be liable to our bank for the charge of the overdraft and to Salem Christian Academy for the NSF charge they incurred and any late fees assessed.
- c. We further agree to the following financial policy on early withdrawal or late entry.
 1. **EARLY WITHDRAWAL:** Student withdrawals are figured on the basis of teacher contract days. The student will be billed for one month tuition fee plus each day the student is enrolled. Registration fees are non-refundable.
 2. **LATE ENTRY:** Students entering after the first official day of school are assessed tuition and classroom fees based on actual teacher contract days remaining from the beginning of the entry month. The Registration fee must be paid in full.
- d. We realize that all progress reports will be held until accounts are current or paid in full. School records will not be transferred if money is due Salem Christian Academy.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date