



**Preschool Admission and Financial Policies**  
**PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS.**

**ADMISSION**

Believing whole-heartedly that all people are created equally by God and have been made in His image, Salem Christian Academy welcomes students of all races, colors, and national or ethnic backgrounds to all the rights, privileges, programs, and activities made available to students at Salem Christian Academy.

Enrollment in our preschool program is open to children who will be 4 years old on or before August 31 of the school year for which they are registering, and are able to function independently in the bathroom. Preschool ready 3 year olds will be accepted pending an evaluation screening and space availability. Children who have special needs will be considered on a case by case basis.

- A completed Registration Application, the non-refundable registration fee, and a copy of child's birth certificate must be turned in to Salem Baptist Church to request enrollment of your child. This does not guarantee acceptance into our preschool program. You will be notified of your child's acceptance after a review of your registration application. Space is reserved on a first come, first served basis. The registration fee will only be returned if your child is not accepted, in the event the class applied for is full, or there are not enough children to hold a class.
- The Child's Medical Report and a current Immunization Record, signed by a licensed physician upon a physical examination of the child, must be turned in to Salem Christian Academy within the first 30 days of school. Any physical examination must have taken place no more than 1 year prior to the first day of school.
- Parents enrolling children do so with the understanding that they agree to the goals and policies outlined in the SCA Parent Handbook, and to the use of Biblical curriculum in accordance with and not contrary to the doctrines and practices of Salem Baptist Church.
- Please be aware that Salem Christian Academy may not be able to accept students with certain disabilities/limitations. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.
- Parents will receive a notice from the preschool in the summer pertaining to class assignment, teacher's name, and the opening of school.

## **FINANCIAL POLICIES**

In order to maintain a high quality of education for your child, it is necessary that certain guidelines be observed in regard to the financial policies of Salem Christian Academy.

- Tuition is based on the cost for one school year, divided into 10 monthly payments, August through May, or into 12 monthly payments, June through May. Tuition is not adjusted for absences, vacations, holidays, illness, or occasions when we must close early or for the entire day for inclement weather.
- Salem Christian Academy uses Blackbaud - Smart Tuition Management. They are a leading provider of tuition management services for schools. Services for parents include online account access, tuition and fees invoicing, payment processing, and customer care.
- The monthly tuition payments are due in full by the payment due date each month. All tuition payments are non-refundable at the time of receipt. A \$10.00 late fee will be charged for past due accounts. Payments are considered late after the fifth school day past the payment due date indicated in the Tuition Payment Schedule. If tuition is more than 30 days delinquent, your child may be dismissed by Salem Christian Academy.
- If a check is returned due to insufficient funds, immediate payment is required to keep your child's account up to date. A \$25.00 service fee will be charged for each returned check. Salem Christian Academy will then have the option to refuse any future checks.
- We request a 30-day written notice for early withdrawal from Salem Christian Academy. The full tuition for the month in which your student is withdrawn will be due.

### **Preschool Tuition Rates and Fees**

Salem Christian Academy preschool hours are 8:00 AM - 11:30 AM.

2 day Pre-K3 Class – \$110.00 per month

3 day Pre-K4 Class – \$165.00 per month

5 day Pre-K5 Class – \$200.00 per month

**Fundraisers:** Special fundraising opportunities for families will be held during the year to help offset tuition costs.

**Financial Aid:** Income-based scholarships are available. Please contact Drew Belton, 336-374-4419, for more information.

**Family Discount:** Families with more than one child enrolled will receive the following discount:

The second child's tuition will be reduced by 15% for a family with two children enrolled.

The third child's tuition will be reduced by 30% for a family with three children enrolled.

The fourth child's tuition will be reduced by 45% for a family with four children enrolled.

**Pastoral Discount:** Please contact Drew Belton, 336-374-4419, for more information.