



Biblical Worldview Instruction. Building Strong Foundations of Faith.

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

Admission

Salem Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its education, employment, admission policies, tuition assistance, and other school-administered programs. 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. Parents will receive a notice from the school pertaining to class assignment, teacher's name, and the opening of school. Enrollment in all grades will be determined by student readiness level and the approval of the principal.

Admissions Policy

1. **Acceptance Policy:** Students must score on grade level and complete the admissions process to be eligible for enrollment. All new students will take a placement test. SCA does not enroll students whose learning, behavioral, or physical needs cannot be met by our existing programs, services, or staff. IEPs and 504 plans are not available at SCA. SCA does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. **Wait List:** A wait list of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first served. Acceptance is based upon academic needs, teacher recommendation, siblings, principal recommendation, etc.

Required Supporting Documents For New Students

1. **Birth Certificate**
2. **Immunization Records:** Immunization must be up to date by North Carolina law unless a letter of religious exemption has been submitted.
3. **Medical Report**
4. **Current Report Card**
5. **Last year's Final Report Card**
6. **Transcript (rising 10th -12th)**
7. **Standardized Testing (i.e. EOG, Terra Nova, IOWA, PSAT, etc)**
8. **Discipline Reports**
9. **Paperwork related to modifications or accommodations, if applicable (i.e. psychological educational evaluations, IEP, 504 plan, etc)**

Salem Christian Academy is a ministry of Salem Baptist Church
430 Rockford Road, P.O. Box 462, Dobson, North Carolina 27017; (336) 374-1525
Website: www.SCADobson.com

NC Opportunity Scholarship

SCA is a participating school for the Opportunity Scholarship. All NC students must apply. The window to apply opens each year in February for the following school year.

Family Interview

Once an applicant's admission file is complete with all supporting documents, a family interview will be scheduled if there is space available in the grade level applied for. This conversation is an opportunity to learn more about SCA and share your goals for the next step in your student's educational journey.

Admission Decisions

Admissions decisions will be made once all the requirements and processes have been met. We are unable to accept students with failing grades and/or discipline issues.

Preschool Admission

A preschool student may be age 3, age 4 planning to enroll in Kindergarten the following year, or age 5 and using preschool as a transitional Kindergarten. Note: All students must be able to use the restroom consistently and independently.

Kindergarten Admission

A kindergarten student must be 5 by August 31. All students must be able to use the restroom consistently and independently.

Re-enrollment

Students, in good standing, attending SCA may be given the opportunity to re-enroll during the last two weeks of January. The non-refundable registration fee is due upon submission of the application.

Sibling Enrollment

Current students who have siblings who desire to attend the next school year will go through the same enrollment process as do new students.

Student Withdrawal

A student is not considered withdrawn until the school office is notified by the parent, a signed withdrawal form is received, and withdrawal fee is collected. Enrolled students who voluntarily withdraw, at any time, will be assessed a \$500 withdrawal fee. In the case of dismissal, the parent is notified by the principal and a signed dismissal form is completed.

Financial Policy

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.

Fees and Tuition

1. **Tuition Payment:** Parents may pay by cash, check, or online through DreamClass. Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by administration if the account is past due. Students may not attend class or participate in extracurricular activities if accounts are more than 30 days delinquent. Two Payment Plans:
 - a. Full Payment Plan: A 5% discount for prepayment of the entire year by the first week of school.
 - b. 10-Month Plan: Tuition is paid in ten equal installments from August to May and is due the first day of the month.
2. **Late Fees:** Payments after the 5th of the month will incur a late fee of \$30.00 per student. A returned check will result in a \$25.00 fee.
3. **The Opportunity Scholarship only applies to the cost of tuition. Parents will be responsible for paying fees and any uncovered tuition cost.**
4. **Registration Fee (per student):** The non-refundable registration fee is due upon application.
5. **Student Resource Fee (per student):** The non-refundable resource fee is used to help cover costs associated with curriculum and technology.
6. **Facility Fee (per student):** The non-refundable facility fee is used for upgrades and improvements of our facilities and maintenance of playgrounds.
7. **Withdrawal Fee (per student):** Students are considered enrolled for the entire year; therefore, budgets are set accordingly. **Enrolled students who voluntarily withdraw, at any time, will be assessed a \$500 withdrawal fee.** In addition, the full month's tuition is due for any month in which the student attends one school day. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at SCA.
8. **Tuition and Fees Reimbursement:** A student is considered enrolled for the entire school year. Tuition is calculated based on the entire year; therefore, no reduction can be made for vacations, school holidays, or school closure beyond our control. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly tuition through the current month enrolled and withdrawal fee. In addition, fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.
9. **Tuition Assistance:** Tuition assistance is based on the family's demonstrated need as determined by the school board. Contact administration for an application. Tuition assistance is determined annually and applies for only the current school year, based on availability of tuition assistance funds. Current families will be given priority in the tuition assistance process. The deadline for initial assistance is April 30th. Applications submitted after that date will be reviewed and assistance will be based on the amount of funds available. Tuition assistance is available for kindergarten and above. **Tuition assistance would only cover a portion of the total amount of tuition.**

10. **After School Care:** Our After School Program runs from 3:00 - 5:30 pm. Full-time aftercare is available as well as daily drop-ins. Payment is due by the end of the month in which the student attends after school care. The after school program is not available on half-days, teachers' workdays, school holidays, or summer vacation.
11. **Lunch Payment:** The cost of a student lunch will fluctuate from year to year and will be set at the beginning of the school year. Lunch is ordered daily from Central Cafe in Dobson. Please pay weekly or monthly for lunch charges.

EXTRA CURRICULAR ACTIVITIES

- Running Club - This club is available for 5th grade and above and practices weekly from September through December. The cost for this club includes a Running Club t-shirt and registration to the Rosy Cheeks 5K.
- Martial Arts - This club is taught by Mickey Heath and practices weekly from August through May. Kindergarten through 2nd grade will practice one day per week from 3:00-3:30 PM. 3rd grade through high school will practice one day per week from 3:00-4:00 PM. Fees are associated with this club.
- HOSA - This club is available for 6th grade and above and meets every week from September through May. Fees could be associated with HOSA.
- Robotics - This club is available for 4th through 7th grade students and practices weekly from 3:00-4:00 PM. The cost for this club includes a Robotics club t-shirt and club expenses.