

Westside Christian Academy Enrollment Information for 2011-2012

Attached are the enrollment forms for the upcoming school year. Please complete the information and return to the main office as soon as possible in order to secure a spot for your child next year. Also attached is a registration form for the Extended Care program. Please fill out and return this form **ONLY IF** you are interested in using the Extended Care program for the 2011-2012 school year. **YOU DO NOT NEED TO PAY NOW** for Extended Care registration. Registration Extended Care will be billed in August. **Please note: below are the criteria for new students.**

New Students:

- *\$75.00 Matriculation Fee (3K-8th) (Due upon enrollment)
- *\$150.00 Registration Fee (3K-8th); \$100.00 for Nursery (Due upon enrollment)
- *a copy of student's birth certificate
- *a copy of student's social security card
- *updated immunization record on SC Form
- *proof of physical from doctor

The fees and tuition are as follows:

Grade Level	Book /Supply Fee Due June 1, 2011	Tuition	Monthly First payment due Aug 1, 2011
3K	\$175.00	\$2,200.00	\$183.34
4K	\$175.00	\$2,300.00	\$191.67
5K	\$225.00	\$2,820.00	\$235.00
1st-5th Grade	\$275.00	\$3,300.00	\$275.00
6th-8th Grade	\$300.00	\$3,400.00	\$285.00

Discounts: There is a 5% discount for tuition paid in full for ALL grades, including Nursery. **This discount will only apply if payment is received by August 1st.** A 10% Multiple Child Discount applies to children who attend WCA and reside within the same household. First child is full price and subsequent children receive the 10% discount. The 10% discount applies to children within the same family but **does not apply to children enrolled in the Nursery program.** Families with multiple children who are paying in full may receive both discounts. The 5% Paid in Full discount is taken first and then the 10% Multi-Child discount is applied.

Late fees will be assessed after the 15th of each month on all past due accounts.

Matriculation: This \$75.00 reservation fee is due upon enrollment, which opens to current students in February and new students in March. It reserves your child's space for the year and covers processing costs. This fee is non-refundable.

Registration: This \$150.00 charge is due upon enrollment and covers expenses such as achievement testing, furniture, equipment, maintenance and the like. This fee is non-refundable.

Book/Supply: This fee (see chart above) covers student books, teachers' materials, classroom instructional supplies, copies, and the like. This fee is non-refundable.

Monthly tuition payments: The monthly tuition reflects the total tuition divided into twelve (12) monthly payments. SCACS (SC Association of Christian Schools) membership, InfoDirect Accessibility and technology fees are included in tuition.

Referral Credit: A \$25.00 credit is available to currently enrolled, tuition paying families who refer new students to WCA. A credit will be applied to the current student's account upon a written referral from the new student's family. There is a place for the referral on the WCA new student enrollment form.

Student Accident Insurance: As part of WCA's commitment to student's needs and safety, each student will be enrolled in student accident insurance at a cost of \$10.00 per student and due August 1 with first tuition payment. This policy covers students while at school or while attending school sponsored activities and can also cover expenses not covered by student's health insurance policy such as deductibles, out-of-pocket expenses, etc.

Nursery Information: The WCA nursery is open any day that students are in attendance for school. Registration is \$100.00 which can be made in two payments of \$50.00. There are two payment options available: \$480.00 per month with payments due September 1, 2011 – May 1, 2012 or \$360.00 per month with payments due August 1, 2011 – July 1, 2012.

Please complete the following, attach to the Enrollment form, and return to the main office if you choose to take advantage of one of these options. This is only for new students who enroll during the month of March.

Student Name _____

I am choosing to take advantage of the Deferred Registration Payment Option for new students. I agree to pay \$50.00 of the \$150.00 registration fee upon enrollment with the other two payments due April 1 and May 1, 2011.

My child is enrolled in the WCA nursery program and I wish to take advantage of the Deferred Registration Payment Option. I agree to pay \$50.00 upon re-enrollment and the final payment within 30 days.

Academic Information

Last School Attended _____ Grade _____

Address _____ Phone _____
Street City/State/Zip

Fax _____ Contact Name _____

Has student ever been referred for academic evaluation? yes no If so, please provide WCA with a complete copy of evaluation.

Does student have any known learning disabilities, or behavioral problems such as ADD or ADHD, if so, please describe. yes no

Has student ever been suspended or dismissed from school for academic, disciplinary or other reasons?
 yes no If yes, please explain:

Emergency Contact Information

Emergency/Medical Contacts (other than parents)

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Authorized Pick Up/Contact Information

The following are authorized to pick up my child from school

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____ Phone Number _____

Business Phone _____ Cell Phone _____

Permission to Photograph/Video

WCA often uses student pictures in our various publications, (i.e., newsletter, Westside Baptist Church bulletins, yearbook and website.) If you prefer that your child NOT be photographed or videotaped, please inform the school in writing of your wishes.

NEW STUDENTS: PLEASE BRING WITH YOU A COPY OF SOCIAL SECURITY CARD, BIRTH CERTIFICATE, CURRENT IMMUNIZATION ON A SC IMMUNIZATION FORM , AND PROOF OF RECENT PHYSICAL.

Medical Information

Allergies _____

(If student has an allergy that requires an *Epi-pen* or any medications that need to be taken at school, you MUST see the school health room attendant to complete the necessary forms.)

Any physical health problems yes no If yes, please explain _____

Is the Student on any medication yes no Type and Dosage _____

Physician _____ Phone Number _____

Has the student ever consulted, or been referred to, a psychiatrist, psychologist, or psychiatric social worker for professional assistance? yes no If yes, please explain _____

Please provide the health room attendant with any additional information regarding health/well being that will assist WCA in caring for your child. Any known fears/phobias, i.e. closed spaces, spiders, heights, etc.

Medical Consent

In the event of an emergency, and the parents or contact persons cannot be reached, I authorize and direct the Westside Christian Academy staff to send my child, (properly accompanied) to the hospital, doctor or medical facility deemed necessary.

yes no

Parent's Signature _____ date _____

Student's Name _____
Please print

Parent's Name _____
Please print

Referred to WCA by: _____

WESTSIDE CHRISTIAN ACADEMY EXTENDED CARE

554 PINWOOD ROAD
SUMTER, SC 29154
803-775-4406

WCA Extended Care is available only to students enrolled in Westside Christian Academy. The program begins on the first full day of school and is available Monday – Friday beginning at 7:00 a.m. to the start of class time and from class dismissal until 6:00 p.m. The program operates on the same calendar schedule as the school; whereas, no Extended Care is available when the Academy is closed. The Extended Care program is offered as a Full Time program or is available on a Drop in basis.

When enrolling your child as a full time attendee in the program, all accounts will be charged whether your child is present or not. If you no longer wish to utilize the Extended Care Program, you must complete a withdrawal form or your account will continue to be charged. There will be no exceptions to this policy. If unusual circumstances arise and full time care is needed on a temporary basis, please see the Extended Care Directors, and these matters will be addressed on a case by case basis.

Students must attend school in order to stay for Extended Care. Students cannot miss their scheduled class time and be signed in late just to utilize Extended Care services. This service is provided solely as a convenience to students that attend WCA.

For all children that attend Extended Care there will be sign in/out sheets at the Welcome Center. Your child must be signed in/out for Early Morning and Extended Care by a parent/guardian. For Middle School students that attend Early Morning Care, it is not necessary for these students to be escorted by a parent/guardian, they may come in and sign themselves in at the Welcome Center; however, all students must be signed out at the end of the day. **NO EXCEPTIONS.** Please make sure all individuals that will be dropping off or picking up your children are aware of the sign in/out policies.

Please be mindful of the time that your child/children's classes begin each morning. If your child arrives too early, your child will be signed into Early Morning Care by Westside staff and charged accordingly. In addition, if you are late picking up your child from school they will automatically be sent to Extended Care and you will be charged accordingly. All Extended Care fees are billed in nine monthly installments from September – May.

The attached fee schedule consists of monthly rates for all full time attendees and daily rates for drop-in situations. There is a \$30.00 (non-refundable/non-transferable) registration fee that is charged to each child upon the completed registration form being turned in to the office. For drop-ins, fees are due on the day your child stays in the program.

There will be a late charge of \$1.00 per minute if your child is not picked up by 6:00 p.m. All accounts should be paid each month by the 15th; whereas, after this date, a late fee of \$20.00 will be applied. If your child's account is in past due status, you will be contacted and your child will be removed from the program immediately. In addition, a past due status of your Extended Care account will result in the retention of your child's report card as stated in the Academy handbook.

It is the responsibility of all parents/guardians to read and understand the policies of the Westside Christian Academy Extended Care program. Upon registering your child in the program you are agreeing to abide by said policies and understand that all fees must be paid as a condition of remaining in the program. **Please remember to write your child/children's name in the memo section of your check to ensure posting to the proper account.**

GENERAL POLICIES AND PROCEDURES

- Fees are due monthly (Sept- May).
- Drop in fees are due the day your child stays for Extended Care
- Late fees are assessed monthly.
- A past due account will result in the retention of report cards.
- Full Time Attendees: You are charged whether your child attends the program or not.
- If you want to remove your child from Extended Care or change their Status, you must see an Extended Care Director or come to the school office. You must adjust their enrollment documents.
- All children must be signed in/out each day by a parent or guardian.
- Homework: The program offers a 45 minute session for students to work on their homework assignments. It is the responsibility of parents/guardians to make sure your child's homework assignments have been completed.
- If your child is being picked up by a person not listed on the Emergency Card, you must provide permission, in writing, prior to the day of pick-up. No phone calls will be allowed.
- Pick-up time is 6:00 pm. If you are late picking up your child you **will** be charged **\$1.00 per minute** for every minute after 6:00. There are no exceptions to this policy. Please do not be late.

- Please make any necessary arrangements if your child is attending a sporting event on or off campus (i.e. ball practice). Please understand that these are not WCA events, and the Extended Care staff will not be responsible for escorting nor dressing your children for these events.
- WCA does not provide blankets or pillows during nap time. If you want your child to have one of these during this time, you must bring one from home. We ask that you take these articles home each Friday for washing.

WESTSIDE CHRISTIAN ACADEMY EXTENDED CARE FEE SCHEDULE

\$30.00 Registration Fee

FULL-TIME FEE SCHEDULE

	<u>Before & After Care</u>	<u>Early Morning Care</u>	<u>After Care Only</u>
3K & 4K	(Preschool)		
1 Child	245.00/ Month	70.00/ Month	175.00/ Month
2 Children	375.00/ Month	90.00/ Month	285.00/ Month
3 Children	485.00/ Month	110.00/ Month	375.00/ Month
5K – 8th	Elementary/ Middle		
1 Child	175.00/ Month	50.00/ Month	135.00/ Month
2 Children	285.00/ Month	70.00/ Month	225.00/ Month
3 Children	375.00/ Month	90.00/ Month	290.00/ Month
Combination of Preschool & Elem./ Middle Students			
2 Children	355.00/ Month	90.00/ Month	265.00/ Month
3 Children	440.00/ Month	115.00/ Month	335.00/ Month
4 Children	540.00/ Month	135.00/ Month	400.00/ Month
*Preschool	FullTime-Partial Day		110.00/ Month

* **Note:** The above fee is applicable only to students that attend 3K or 4K that stay in EC until their older sibling is dismissed from school. Hours are from 12:00 – 2:30 only, any time after that the student will be charged as a drop in.

DROP-IN FEE SCHEDULE

*Preschool Full Time - Partial Day ----- 110.00/ month

	<u>Brfore & After Care</u>	<u>Early Morning Care Only</u>	<u>After Care Only</u>
Preschool	-----	5.00/ Day	15.00/ Day
Elementary/ Middle	15.00/ Day	5.00/ Day	10.00/ Day
2 Children	25.00/ Day	10.00/ Day	20.00/ Day
3 Children	30.00/ Day	10.00/ Day	25.00/ Day
Preschool Lunch	12:00 – 1:00 pm	-----	5.00/ Day

EXTENDED CARE REGISTRATION

2010 – 2011

Students Name (Oldest) _____ Grade _____

Full Time Extended Care:

- _____ Early Morning (7:00am-class time)
- _____ Preschool Lunch (12:00pm-1:00pm)
- _____ Preschool Partial Day (12:00pm-3:00pm)
- _____ Extended Care (Class dismissal-6:00pm)
- _____ COMBO: Early Morning & Extended Care (7:00am-6:00pm)

Drop In Basis:

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Students Name _____ Grade _____

Full Time Extended Care:

- _____ Early Morning (7:00am-class time)
- _____ Preschool Lunch (12:00pm-1:00pm)
- _____ Preschool Partial Day (12:00pm-3:00pm)
- _____ Extended Care (Class dismissal-6:00pm)
- _____ COMBO: Early Morning & Extended Care (7:00am-6:00pm)

Drop In Basis:

=====

Students Name _____ Grade _____

Full Time Extended Care:

- _____ Early Morning (7:00am-class time)
- _____ Preschool Lunch (12:00pm-1:00pm)
- _____ Preschool Partial Day (12:00pm-3:00pm)
- _____ Extended Care (Class dismissal-6:00pm)
- _____ COMBO: Early Morning & Extended Care (7:00am-6:00pm)

Drop In Basis:

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Parent/Guardian(Please Print)

Parent/Guardian Signature Date

If at any point during the year you wish to remove or change the status of your child's extended care enrollment please come to the office and fill out a form.