



SALISBURY

CHRISTIAN SCHOOL

ADMISSIONS AND FINANCIAL INFORMATION

Thank you for your interest in Salisbury Christian School. SCS is an interdenominational, state approved, accredited Christian school committed to excellence academically, spiritually, and physically. It is our firm belief that an excellent Christian education can be achieved when the family, church and school are all working together. We are committed to providing a quality Christ-centered education for children in pre-kindergarten (age 3) through grade 12.

Please be aware that if your application is received in our office after August 15 for the school year beginning in September, we cannot guarantee your application will be processed in time for your child(ren) to begin school on the first day.

ENROLLMENT PROCEDURE

□ STEP ONE – INITIAL APPLICATION

The following completed items should be forwarded to the Admissions Office:

1. Student Application
2. Application and testing fees (a late fee is added for applications received after August 15)
3. Written statement of faith from at least one parent briefly sharing how they came to know the Lord as their personal Savior
4. Immunization record and completed current Health Inventory or comparable health assessment
5. Copy of birth certificate
6. Copy of social security card
7. Copy of transcript and/or report card from last school year completed, current report card, and standardized testing results
8. Copy of reports and testing for students who have special or individualized learning needs or issues
9. Request for Release of Records form, signed by parent

□ STEP TWO – REFERENCES

The following reference forms should be forwarded to the Admissions Office by the individuals who have completed them:

1. Personal Reference Form – to be completed by a friend of your family
2. School Reference Form – to be completed by a teacher or administrator at the student's previous school
3. Church Reference Form – to be completed by the family's pastor or priest

□ STEP THREE – RECORDS REVIEW AND TESTING

The administration will review the school records that you have provided (step one, # 8 above). For students entering kindergarten through 12th grade, placement testing will be scheduled. Incoming kindergarten students will be given a kindergarten readiness test; 1st through 8th graders take both a math and a reading test. 9th through 12th grade students are given a math and a writing test. For international students, an English proficiency test and/or Skype interview will be required.

□ STEP FOUR – MEETING AND ACCEPTANCE

The final application step is a meeting between the new family and an SCS administrator. The purpose of the meeting is to further familiarize you with Salisbury Christian School, to discuss with you the meaning of Christian education, and to talk about the possibility of your child being enrolled. After this meeting, your application will be reviewed by the SCS Admissions Committee. You will receive a letter or phone call from the SCS Admissions Office informing you of the decision of the committee concerning enrollment for your child.

ADMISSIONS POLICIES

Salisbury Christian School admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and in the administration of its educational policies, admission policies, and school-administered programs. Salisbury Christian does not discriminate on the basis of race, color, sex, or national and ethnic origin in the recruitment of faculty and staff.

Attendance at SCS is a privilege and not a right. Each student should value positive attitudes toward spiritual matters and the school. Additionally, each student should recognize the positive culture of the school as important for his/her own

personal welfare, as well as the welfare of classmates... “Live peaceably with all men.” Romans 12:18. Students are asked to seek a spirit of humility, willingness to learn, obedience, self-discipline, kindness, and love.

REQUIREMENTS FOR ADMISSION

Salisbury Christian School is a professional educational resource for Christian families. Therefore, the following admission requirements have been established:

1. At least one parent has a personal relationship with Jesus Christ, as evidenced through a written statement of faith
2. Students must display a respectful attitude toward and a willingness to participate in activities and courses that are based in the fundamental beliefs of the Christian faith, such as (but not limited to) Bible classes, daily prayer, and weekly Chapel services.
3. Willingness and desire of student to attend SCS
4. Completion of the application process, as outlined in the Enrollment Procedure section of this document
5. Satisfactory scholastic and behavioral records from previous school
6. Satisfactory performance on a placement test administered by SCS teachers
7. New family meeting (to include parents and students) with an SCS administrator
8. It is expected that pre-kindergarten students be fully toilet-trained

POLICIES FOR ADMISSION

1. Applications for admission of new students will be received at any time during the year. The appropriate enrollment fee must be included with the application. Since space availability is limited, applying early is highly recommended.
2. Eligibility is based on Christian commitment (testimony and Church Reference), academic and social readiness, letters of reference, space availability, and the determination that the academic needs of the student can be adequately met by SCS faculty and staff.
3. Eligible students will be considered for acceptance in the following order:
 - a. Staff members' children
 - b. Siblings of students already enrolled
 - c. New students / families
4. New students will be eligible for admission onto our waiting list after the requirements for admission have been completed. SCS will endeavor to admit an entire family at the earliest possible time.
5. Since specialists are needed to properly minister to children with special needs, and since we are unable to provide programs for them, we are unable to accept children: a) who have severe physical handicaps, b) who have severe learning or social difficulties, c) who are emotionally disturbed, and/or, d) who have a history of unruly or disruptive behavior.
6. If an applying student has been expelled from his/her previous school, SCS will only consider admission to SCS after the student has successfully completed at least one semester at another school. Depending upon the severity of the reason for expulsion, acceptance to SCS may not be offered.

ADMISSIONS DECISIONS

1. Upon completion of the admissions process, each application will be reviewed by the Admissions Committee, which makes the final decision regarding acceptance of the student.
2. The decision of the Admissions Committee will be communicated to the parents of the applicant by a letter or phone call from the Director of Admissions at the earliest possible time.

RE-ENROLLMENT

1. In mid to late January every year, procedures for re-enrolling students for the next school year will be clearly communicated to every family by an email from the Admissions Office. These procedures will include the payment of a re-enrollment fee.
2. If the re-enrollment procedures are not followed by the stated deadline, no guarantee can be given for placement of the student for the next school year.
3. Parents who have an outstanding balance on their financial account will be ineligible to re-enroll their children for the next school year. If an account is in arrears at the end of a school year, the Admissions Office will not consider the student(s) enrolled for the following school year. If a family wishes to re-apply for admittance for their children after they have paid the amount owed, they are welcome to do so.
4. If a student is not eligible for re-enrollment, the parents will be notified no later than the end of the school year.

RETURNING ADMISSION POLICY

If a family chooses to transfer their child/children from Salisbury Christian School to another school and then desires to return to SCS, the following is required:

1. If a family has not been registered with SCS for one school year or less, please provide the following when requesting re-entry: (1) student application, (2) family information sheet, (3) release of student records form(s), (4) school reference form, and (5) application fee. The returning student may be required to take an SCS placement test and the parents may be asked to come for a meeting with the principal.
2. If a family has not been registered with SCS for more than one school year, the family will be asked to repeat the entire application process.

AGE OF ELIGIBILITY

One of the factors used to determine eligibility for students entering pre-kindergarten, kindergarten, and first grade is the birth date of the child. Please refer to the following chart for the appropriate birth date deadline for your child. These dates are consistent with guidelines established by the state of Maryland. Our experience has shown that children in these age groups are generally more successful academically and socially when these guidelines are followed.

Pre-Kindergarten 3	Age 3 by September 1 of current school year
Pre-Kindergarten 4	Age 4 by September 1 of current school year
Kindergarten	Age 5 by September 1 of current school year
First Grade	Age 6 by September 1 of current school year

HOME SCHOOL ENROLLMENT POLICY

SCS offers partial enrollment to homeschool students desiring specific courses. The purpose of this service is to aid homeschool parents in the education of their children. The application process is the same as that of fully enrolled students, with the following exception: SCS will not guarantee admittance into any course before August 15th of the school year in which the course is requested. The fee per course is 1/7 of the yearly tuition cost for the grade of the student enrolled in fewer than four classes. For a homeschool student to participate in extra-curricular activities, he/she must be enrolled in four courses. If a student is enrolled in four or more courses, he/she is considered full-time and full tuition will be required.

EXTENDED CARE **BEFORE SCHOOL CARE**

For an additional cost, pre-kindergarten through 5th grade students may come to the before-school program beginning at 7:15 am. We ask that you register and pay in advance for this service. 6th-12th grade students may come to school beginning at 7:15 am for no additional charge. The students report to the multi-purpose room.

AFTER SCHOOL CARE

For an additional cost, pre-kindergarten through 8th grade students may join the after-school program from the end of the school day until 5:30 pm. Please register and pay in advance. A snack will be provided. The afternoon consists of homework time and age appropriate supervised activities.

FINANCIAL POLICIES

TUITION PHILOSOPHY

The Board of Governors prayerfully sets tuition annually using historical data, realistic projections, and other relevant factors. As a non-profit organization, our goal is to balance the budget and fully fund an excellent academic program at the lowest possible cost and to be consistent with Biblical concepts of good stewardship and responsibility to students, parents, staff, and administration.

TUITION PAYMENT OPTIONS

1. Parents may choose one of the following options for tuition payments:
 - a. Pay in full on June 1st. A 1% tuition discount applies for this option. Families applying to SCS after June 1st who desire this discount will be required to pay in full at the time they are notified of the acceptance of their children.
 - b. Pay in 12 equal monthly payments by bank draft from June through May.
 - c. Pay in 24 equal semi-monthly payments by bank draft from June through May.
2. The administration may adapt an individual payment plan as it deems necessary. Parents should communicate any unforeseen needs to the Business Manager at the earliest possible time.

ACCOUNT STATEMENTS

Account statements will be emailed semi-monthly from the business office, typically the first and third weeks of each month.

TUITION AND FEES

The Board of Governors sets tuition and fees annually. Some fees are required for every family and every student; other fees are based upon participation. Please see the tuition and fees information on the SCS website (www.salisburychristian.org).

FINANCIAL ASSISTANCE

1. SCS offers financial assistance (for tuition only) on a limited basis to students in kindergarten through twelfth grade. Financial assistance is not offered for pre-kindergarten students.
2. Financial assistance is a service provided to enrolled SCS families. Therefore, families applying for assistance need to be enrolled at SCS or nearing completion of the application process in order to be considered for aid.

3. The amount of financial assistance provided is based on the need of the primary person(s) responsible for paying the tuition.
4. Inquiries about the process of applying for financial assistance should be directed to the SCS Business Manager.
5. The assistance application process should be completed in its entirety no later than April 15th. Applications processed after that deadline may not result in the awarding of financial assistance. After a review of all relevant financial information by an outside source, including tax returns, the SCS administration will make the final decision about the awarding of financial assistance. Notification of the amounts awarded will be made by June 1st.
6. The school has limited funds to help families who desire Christian education and typically has more requests than funds available.
7. Parents wishing to share God's blessings with others may contribute to a fund for other families at any time.

TRANSFERRING FROM ANOTHER PRIVATE SCHOOL/DAYCARE

If your child is coming to SCS from another private school or daycare, SCS may call the previous school to check your payment history. If you have outstanding debt at that school, SCS will place your application on hold until that debt is fully paid. If your payment history shows that your monthly bill was paid late on numerous occasions, SCS may ask you to meet with the Business Manager before accepting your children.

WITHDRAWAL/TUITION REFUNDS

In the event that it becomes necessary to withdraw a student from SCS, please immediately notify the Principal, Director of Admissions, and Business Manager in writing. Please review the tuition obligation and refund information below.

1. If a student withdraws before July 1 and you have paid tuition, there will be a 100% refund for tuition.
2. If a student withdraws between July 1 and August 31, there will be an early withdrawal fee deducted from any potential tuition refund. The early withdrawal fee will be 10% of annual tuition.
3. If a student withdraws between August 31 and October 11, there will be an early withdrawal fee deducted from any potential tuition refund. The early withdrawal fee will be 15% of annual tuition.
4. If a student withdraws after October 11, any applicable tuition obligation or refund will be pro-rated based on the number of school days.

LATE PAYMENT

1. Returned Check: Upon notice of a returned check, RenWeb will be disabled and a \$25 fee applied to the account.
2. 10 Days: A \$25 late payment fee is applied to an account if the regular monthly payment is paid after the 10th day of the month (this applies to tuition accounts not set up with automatic payment drafts from a savings or checking account).
3. 30 Days: If an account is in arrears beyond 30 days, RenWeb access will be disabled and report cards will be held. RenWeb access will be restored upon payment of the balance due.
4. 60 Days: If an account is in arrears beyond 60 days, enrollment in the current school year will be in jeopardy.
5. If an account owner is experiencing a financially challenging time and is struggling with making payments, he/she should schedule a meeting with the SCS Business Manager to discuss the situation and establish a viable payment plan.

RE-ENROLLMENT

1. Parents who have an outstanding balance on their tuition account will be ineligible to re-enroll their children for the next school year. Approved payment plans with the business office may provide an exception for reenrollment.
2. If an account is in arrears at the end of a school year or becomes delinquent over the course of the summer, the Admissions Office will not consider the student(s) enrolled for the following school year.
3. Re-enrollment fees are non-refundable.

Delinquent Accounts

A sound and compassionate accounts receivable program is vital to the continual existence of SCS and is in alignment with Biblical principles. In circumstances that require an individualized payment plan, open communication between the account owner and the Business Manager is extremely important. Please note the following:

1. Violation of Payment Plan: If the payment plan is violated by the account owner, immediate communication from the account owner to the Business Manager is expected. Open communication is vitally important. If communication cannot be established and a new plan created, the account will be considered "severely delinquent" and the student will be withdrawn from SCS.
2. Severely Delinquent: In the unfortunate event that a student is withdrawn due to violation of a payment plan, permanent school records will not be forwarded to another school until either all financial requirements have been met or a promissory note for the account balance is established and signed.
3. Collection: SCS reserves the right to forward a delinquent account to a collection agency if necessary. If an account is referred to a collection agency, all associated collection fees will be added to the delinquent account.

FORWARDING OF STUDENT RECORDS

If a student leaves SCS and transfers to another school, records for that student will be forwarded to the new school if the parents' account at SCS is in good standing. If the account is not in good standing, student school records will be retained at SCS until the outstanding balance is paid.