

Preschool through Grade 6 Application Procedures

To ensure prompt and thorough consideration of your child's application for admission, please complete all paperwork in this packet. (All 7th grade and higher students will apply to the high school, Cross Factor Academy.)

NEW STUDENTS

STEP #1

Submit all application materials to the Admissions Department. The following items must be submitted for your application to be considered complete:

- [Student application](#)
- \$45 non-refundable application fee** per student
- Completed Entrance Exam (Grades K - 6)** – Please contact the main office to schedule your assessment.
- Tour/Interview with PCA Staff** (You may contact the Main Office at any time to schedule the tour. The tour and interview will last approximately 20 minutes and should include both parent/guardians if applicable.)
- Copies of standardized test scores and report cards** from the past 2 years (Grades 4 – 6).
- Copies of any relevant tests**, IEPs, medical reports or other documentation pertaining to your child's development and learning (All grades)
- [Reference Form](#) (Grades 4-6) – *This can be emailed, faxed or mailed.*
- Completed **Financial Aid Application** (if applicable)

STEP #2

The deadline for Priority Admissions is **March 15**. After that, students will be admitted as openings are available. Once a completed application is received, including the Reference Form, the Admissions Committee will review the application to determine if Parkside is a good fit for the student. Applications *must be complete*, including all test scores, interviews, etc., before reaching the Admissions Committee. Parents will be notified by letter of acceptance or non-acceptance by **April 1**. This letter will also include a draft enrollment contract outlining the costs for parents to review.

STEP #3

Following notification of acceptance, you should submit your signed enrollment agreement with your tuition deposit by **April 15** to hold your child's place and assist the school in its hiring projections for the new school year. The tuition deposit will be credited to the student's tuition balance in accordance with the Tuition, Fees and Refund Policy outlined in the enrollment contract. *Tuition deposits are refundable if notice of withdrawal is received in writing by July 1.*

RETURNING STUDENTS

STEP #1

The following items must be submitted for your re-enrollment application to be considered complete:

- Student Re-enrollment Form
- \$45 non-refundable application fee per family (If submitted **after** March 15)
- Student Commitment Contracts (Grade 4 -6 Only)

STEP #2

Once a completed application is received, you will be invited for a meeting with PCA Staff to go over enrollment contract details. At the conclusion of the meeting, all contracts will be signed. The deadline to submit tuition deposits is **Mar 15**. A tuition deposit will be required to hold your child's place for the upcoming year. The tuition deposit will be credited to the student's tuition balance in accordance with the Tuition, Fees and Refund Policy outlined in the enrollment contract. *Tuition deposits are refundable if notice of withdrawal is received in writing by July 1.*

ALL STUDENTS

Students entering *after* the first day of school will be required to pay the first month of tuition in advance of the child's starting date. Additionally, the following items are needed before your child can start school:

- Tuition Deposit (Preschool and Kindergarten - \$400; Grades 1-6 - \$500)
- Enrollment Contract, signed and returned
- Prior year's tuition balance paid
- Release of School Records Form Sent to Former School (Grades K-6) – *new students only*
- Current Immunization/Physical Form & Records
- All Release Agreement Forms
- Completed Enrollment with FACTS Tuition Management Services (if applicable)

2010-2011 Tuition Rate and Schedule

	Preschool (Sep – Aug)	K0, K1, and K2	1 st – 6 th
Base Tuition Rate	\$7,500	\$7,500	\$7,500
Activity Fee	\$400	\$400	\$500
Summer Enrichment Program	included (8 weeks)	\$1,080 (6 weeks) minimum of 3 weeks	\$1,080 (6 weeks) minimum of 3 weeks
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Sibling Discount	20% off Base Tuition Rate – Child 2 25% off Base Tuition Rate – Child 3+		
Pastors Discount	20% off Base Tuition Rate		

Before School Care

7:30 am to 8:30 am	\$5 per day
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After School Care

5:00 pm to 6:00 pm	\$5 per day
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Notes about Tuition and Fees

- Tuition for Preschool through Grade 6 covers the normal school day from 8:30 am to 5:00 pm.
- Students arriving before 8:30 and leaving after 5:00 pm will be charged the daily before care and after school care fee. Parents must be prepared to pay their before and after care fees on the same day that they are incurred, unless fees are paid up front.
- Activity fees cover all school supplies, school trips, books, testing and uniform tops only. School supplies include pencils, paper, notebooks, agenda books, markers, headphones, glue, etc. The fee **does not** include backpacks, sleeping bags and calculators. *Students can pick up their supplies at Orientation in August or throughout the summer at the Parkside Christian Academy School Store. **All Activity Fees must be paid up front by July 1 to ensure timely orders of uniforms, books and supplies.***

Affording a Parkside Education

At Parkside Christian Academy, we believe that ALL children and their families should have access to a quality Christian education. We have intentionally kept our tuition at a rate to help ensure that any child and his/her family that have a heart for excellence and learning will be able to choose Parkside. To help make this possible, we do offer financial assistance to families based on financial need.

Applying for Financial Assistance

To qualify for financial assistance, please submit the following information to FACTS Management Tuition Services by **April 1**.

- Completed Financial Assistance online application
- 2009 Tax Return and W2's mailed or faxed to FACTS.
 - FACTS will calculate the amount of need for each family.
 - Financial assistance is distributed on a first-come, first-served basis. *Funds are limited.*
 - Returning families must submit new financial assistance applications each year in order to receive an award.
 - Families must be current and paid up on tuition and fees in order to be eligible for any type of financial assistance.

Tuition Discount and Payment Programs

Parkside also offers various types of discount programs and payment arrangements to help make costs more reasonable for families.

Pay In Full Discount

- Families receive 7% off the base rate of tuition if the tuition and all fees are paid prior to **July 1**.
- Families receive 5% off the base rate of tuition if the tuition and all fees are paid prior to **August 1**.
- Families may also elect to pay their tuition in full in 2 installments: **½ Aug. 1** and **½ Dec. 1**. This plan DOES NOT include a discount off of the base rate, but the family will not be charged the monthly 6% finance charge.

Monthly Payment Plan

All families not paying their tuition in full are REQUIRED to enroll with FACTS Management Tuition Services to have their tuition payments withdrawn automatically from a bank account or credit card account. Students will not be able to start school until families are enrolled with FACTS.

- Families can pay over 10 months – starting Aug. 1 or Aug. 15 and ending May 1 or May 15.
- Families can pay over 12 months – starting June 1 and ending May 1.
- A 6% service charge is added to the total cost for those families paying monthly.

Family Referral Program

Current PCA families are eligible for a \$500 tuition reduction for every new family they recruit that ultimately enrolls at PCA. The criteria are as follows:

- The new family must sign a verification form identifying the family that referred them.
- Tuition reductions are given after the referred family has been enrolled for 3 months.

Summer Enrichment Program

Parkside is excited to offer its Summer Enrichment Program for 2010. It is a 6-week program (8-weeks for Preschool) offering academic enrichment, social development, and fun learning activities and exploration. We will expect all new students from 4th – 6th to participate for the first 3 weeks in order to get them prepared for the rigors of the upcoming school year. Returning students we feel need extra help will also be expected to be a part of the program.

- Families enrolled in the Summer Enrichment Program have the option to combine their summer costs and 2010-2011 Tuition Costs and pay over a period of 12 months. The first monthly payment must begin **June 1**.

Voucher Program

- Parkside currently accepts vouchers for eligible families. Please contact your local agency for more information about obtaining a voucher for your child.

**Note: Only one discount can be applied against the base rate (with the exception of the Family Referral Program). Financial Assistance and Tuition Discounts are assessed separately.*