

S M C A

THE GOLDEN STANDARD

STUDENT RE-ENROLLMENT APPLICATION



2021-2022



2714 Frederick Blvd., Portsmouth, VA 23704

Phone: (757) 399-7176

Email: smca@stmarkva.org

SMCA TUITION & FEES 2021-2022

ENROLLMENT FEE

- Enrollment Fee – \$50.00 per returning child/family
- When a family enrolls more than one (1) child, only one (1) fee is required.
- The Enrollment Fee is non-refundable and non-transferable.

TUITION

- Tuition is \$525.00 monthly, beginning September 1st and continuing for 10 months through June of the following year.
- Tuition for the month of June is \$525.00 and is due on the 1st of the month.
- A ten percent (10%) discount on tuition and before and after care discount will be applied to additional siblings.

TECHNOLOGY

An annual \$50 technology fee is assessed for the school year due on September 1st. If you have more than one student the fee is \$25 per additional student.

BREAKFAST & LUNCH

- Breakfast \$1.00 per day
- Lunch \$2.00 per day

BEFORE & AFTER SCHOOL (EAGLE'S NEST AM & PM)

SMCA offers the following extended morning and afternoon care at an additional cost. In addition, extended care will only be offered if we have at least 13 students enrolled in before care and 12 students enrolled in after care.

- Before School Program (Eagles' Nest AM): 6:00 A.M - 8:15 A.M.
- After School Program (Eagles' Nest PM): 3:05 P.M - 6:00 P.M.

FEES

- Registration Fee of \$25.00 per child/family (*non-refundable and non-transferable*)
- Morning Fee \$ 75.00 per month

- Afternoon Fee \$100.00 per month
 - Before & Afternoon Fee \$175.00 per month
 - Drop-In Fee (AM or PM care) \$ 10.00 per day
 - School Late Pickup Fee \$ 10.00 per day
 - Eagles' Nest Late Pickup Fee \$ 15.00 (if picked up after 6:00 P.M.)
- *Please call the school if you will be late.*

TEXTBOOK FEES

Textbook fees include all textbooks for the entire year. The 1st – 4th Grades pay a user fee for all hard back books and may not keep them at the end of the year. **Textbook fees are due no later than July 30, 2021 and are non-refundable should the student transfer to another school.** If textbook fee is paid after the deadline there is no guarantee of books for the first day of school.

- Textbook Fee for K3 \$ 80.00
- Textbook Fee for K4 \$115.00
- Textbook Fee for Kindergarten \$195.00
- Textbook Fee for 1st – 4th Grades \$275.00

STRINGS (VIOLIN) LESSON FEES

Strings classes are only offered to SMCA students in the 1st – 4th Grades. Beginner, Intermediate and Advanced lessons are provided after school, twice weekly, and are 30-minutes to 40-minutes in length. Families may provide their child with a violin or choose to use a violin provided by the school at an additional cost. **Seating for Strings classes are limited and are available on a first-come basis. In addition, Strings will only be offered if we have at least 8 students enrolled.**

- Strings with Instrument Rental: \$75.00 per month
- Strings w/o Instrument Rental: \$60.00 per month

FINANCIAL POLICY

- All fees, to include, tuition, extended care and strings are the same regardless of holidays, absences, or school closures.
- No refunds are given for absences or illnesses or closures due to inclement weather or emergencies.
- All fees, to include, tuition, extended care, and strings class are due on the 1st of each month, beginning September 1, 2021.

- A late fee of \$25.00 will be assessed if all outstanding fees are not paid in full by the close of business (3:30 p.m.) on the 5th day of the month. If the 5th day should fall on the weekend, payments must be paid prior to.
- A fee of \$35.00 will be assessed for all checks returned to the school by the bank for any reason. After two (2) checks are returned, all remaining payments must be made by money order or cashier's check.
- **Failure to pay on time and in full (including late fees) may result in dismissal.** While we are a Christian school, we are dependent on tuition being paid on time.

DRESS CODE

The uniform is seen as an external statement of the quality of education offered at SMCA. Our dress code demonstrates a sense of unity and discipline, helping to keep us focused on Christ and not ourselves or one another. It is expected that parents will assure that all students comply with the dress code policy and all of its requirements. **Jeans/denim, tanks and sleeveless shirts, and hats or other headgear are not allowed. Uniforms must be worn daily. Any changes to the school attire will be authorized at the discretion of the school principal.** Violation of the dress code may result in disciplinary action. **The official colors of SMCA are navy blue and yellow.**

ALL CLOTHING MUST FIT APPROPRIATELY.

GIRLS' Uniforms shall consist of:

- † Solid navy jumpers, skirts, skorts, or pants (dress or Docker style)
 - Must be modest, falling below the length of the fingers when arms are at the side
 - Must not be tight or form fitting (*no leggings as pants*)
 - Skirts, skorts, and dresses must be no more than three inches above the knee
- † Solid yellow or navy collared blouse
- † Solid yellow or navy collared knit shirt
- † Solid navy, yellow, or white tights or socks (*no prints*)
- † Solid navy cross tie (*wearing of this item is optional*)
- † Solid navy cardigan sweater or jacket (*wearing of this item is optional*)
 - *No hoodie*
- † T-shirts with our school logo
- † Shoes or sneakers (*without heels*)
 - No crocks or boots

BOYS' Uniforms shall consist of:

- † Solid navy pants (dress, uniform or Docker style)
 - Must not be skinny or overly baggy in style
 - Must not be sweatpants

- † Solid yellow or navy knit collared shirt
- † Solid navy or white socks
- † Solid navy cardigan or jacket (*wearing of this item is optional*)
 - *No hoodie*
- † T-shirts with our school logo
- † Black belt for pants
- † Shoes or sneakers (no crocks)

The following items are unacceptable for boys to wear to school:

- † Earrings, jewelry, or piercings
- † Pants without a belt (except K3 and K4)

ST. MARK CHRISTIAN ACADEMY

2021-2022 Re-enrollment Admission Application

STUDENT INFORMATION

Check List (ALL Students)

- ___ Completed Application
- ___ Enrollment Fee (\$50.00)
- ___ Statement of Cooperation
- ___ EN Registration Fee (\$25.00)
- ___ Book Fees (*varies, due July 30th*)
- ___ Current VA School Health Form
- ___ Custody Agreement (*if applicable*)

<input type="checkbox"/> Returning student from 2020-2021		<input type="checkbox"/> Former Student Last Year attended _____			
Last Name:		First Name:		Middle Name:	
Grade level entering:		Date of Birth:		Current Age:	
Entering Grade:	Race/Ethnicity:		Male _____	Female _____	
<input type="checkbox"/> Check if Primary Address has changed: (Street)					
(City)		(State)		(Zip Code)	
Cell Phone:		Primary E-Mail Address:			
Father (First/Last Name):		Mother (First/Last Name):			
Student Lives With:			Is There A Custody Agreement? If yes, please provide papers if the agreement is new or has been updated. <p style="text-align: center;">YES NO</p>		
Guardian (First/Last Name):			Church & Pastor:		
Does Student Require:		Before School Care (Eagles' Nest AM) _____			
<i>*Check Both if Applicable*</i>		After School Care (Eagles' Nest PM) _____			

STUDENT MEDICAL INFORMATION (Please complete if this information has changed)

Physician:	Phone:
Dentist:	Phone:
Preferred Hospital in case of emergency:	
Insurance:	Policy Number:
Food Allergies: _____ Other Allergies: _____ Please check if your student will drink milk or water at breakfast/lunch: <input type="checkbox"/> Whole milk <input type="checkbox"/> Soy milk <input type="checkbox"/> Lactose milk <input type="checkbox"/> Water	

PARENT/GUARDIAN INFORMATION

<u>Father's/Guardian Information</u>		
Last Name:	First Name:	Middle Name:
Allowed to Pick Up Child? Yes No	Emergency Contact? Yes No	
Primary Address: (Street)		
(City)	(State)	(Zip Code)
Primary Phone:	Cell Phone:	
Employer:	Job Title:	
Business Phone:	E-Mail Address:	

<u>Mother's/Guardian Information</u>		
Last Name:	First Name:	Middle Name:
Allowed to Pick Up Child? Yes No	Emergency Contact? Yes No	
Primary Address: (Street)		
(City)	(State)	(Zip Code)
Primary Phone:	Cell Phone:	
Employer:	Job Title:	
Business Phone:	E-Mail Address:	

- **If divorced/separated, primary custody belongs to:** Mother _____ Father _____
- **Other parent has permission to receive:**
 Academic Info. _____ Financial Info. _____ All Correspondence _____

Copies of legal documentation required

FINANCIAL RESPONSIBILITY

Name of Responsible Person(s) to Appear on Billing:		
Address: (Street)		
(City)	(State)	(Zip Code)
Primary Phone:	Alt Phone:	

EMERGENCY CONTACTS/ AUTHORIZED PICK UP *(other than parents)*

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

<u>Application Affirmation</u>		
I hereby confirm that all information provided in this enrollment application is thorough and correct to the best of my knowledge. I understand that any changes needing to be made to this application must immediately be submitted to the main office in writing and that I will provide copies of all legal documentation where required.		
Signed: _____	Print: _____	Date: _____



STATEMENT OF COOPERATION

Parents' Names: _____ Student's Name: _____

In enrolling my child, it is my desire to have him/her complete the 2021-2022 school year. *It is also my understanding that the policy of the school is to make no refunds on registration, application, tuition, or book fees.* I give my permission for my child to take part in all school activities, and school sponsored trips away from the school premises, and I absolve the school from liability to me or my child because of injury to my child at school or during any school activity.

It is also my understanding that students are admitted for one year at a time and SMCA reserves the right to dismiss a student at any time during the school year for poor behavior, failure to pay tuition on time, or discovery that a child has a special need that we cannot meet. Any student, who persistently neglects work, fails to meet academic standards, exercises poor citizenship, fails to cooperate, or is consistently late may be asked to withdraw from the school. I acknowledge that I will still be responsible for any unsatisfied payments charged prior to separation from the school. **I understand, accept, and give my permission for photographs of my child at school sponsored events to be taken and used on the school's website, social media and in school publications.**

Discipline Agreement

I agree that the faculty and administration are given discretion in the discipline of our child(ren) and that appropriate consequences will be determined by age of the child and offense. I further understand that the school administration reserves the right to dismiss, expel, or suspend any student at any time according to the guidelines stipulated in the handbook.

Matthew 18 Principle

I agree to follow the Matthew 18 Principle and always go to the person directly involved to work out any problems that I may encounter.

Example: Teacher →School Administrator →Pastor (Headmaster) →SMCA School Board.

Financial Agreement

School salaries and operating expenses are paid by tuition. Knowing the financial agreement by parents is very important to the financial stability of the school, I agree to pay enrollment, registration, book, tuition, technology, fundraising and any other fees in accordance with the 2021-2022 Tuition and Fee Schedule. **I understand that monthly payments are due by the 1st of the month, and are considered late and subject to a \$25.00 late fee when received after the close of business (3:30 p.m.) on the 5th of the month. When the 5th of the month falls within a weekend or holiday, fees are due on the last business day prior to the 5th.** At any time during the year, report cards, progress reports and/or school records will be held until all outstanding and miscellaneous fees (tuition, extended care, late fees, etc.) have been paid. If tuition and/or extended care fees become more than ten days in arrears, the child/children may not attend classes until payment is submitted or arrangements made with the Principal.

Withdrawal

In accordance with the financial agreement, if you choose to withdraw your student from St. Mark Christian Academy for any reason, you are still responsible for paying the next two months of tuition.

Parental Cooperation Agreement

In full cooperation with the school, we will endeavor to attend parent/teacher meetings. I agree to read the SMCA handbook, and cooperate fully with the policies and purposes of the school. Failure to work in positive agreement with all school policies, faculty and staff, and to meet all financial obligations, including paying book, tuition, and strings fees in full, including late fees in a consistent and timely manner, will result in termination of services. I agree that all school paperwork and submitted paperwork becomes the sole property of the school. When transferring to another school, education records will be faxed and/or mailed to the new school at the school's request. I agree not to sue SMCA for any reason and agree to resolve any disputes through legally binding arbitration with SMCA Administrators and the Headmaster. I understand that breakfast items are not to be brought to school; however, if my child does not like or is allergic to what is being served for lunch, I may send in a lunch that does not require microwaving or refrigeration. I also agree to follow all ACSI AdvancED Accreditation requirements as SMCA works to attain full accreditation.

I hereby acknowledge that I/we have read the preceding aspects and agree to comply with each of their requirements as stated, and all information provided is true to the best of my/our knowledge.

Signature(s)

(Parents or Guardians)

Date _____

(Parents or Guardians)

Date _____