

# Plaza Heights Christian Academy

## K-5th Grade Handbook

Pursuing His Call Always



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Train up a child in the way he should go: and when he is old he will not depart from it. Proverbs 22:6

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## **Mission Statement**

The mission of PHCA is to provide a comprehensive education that equips students to discover truth through the lens of Scripture, develops their potential for further educational pursuits, and prepares students to meet life's challenges with a Biblical Worldview.

## **Vision Statement**

The vision of Plaza Heights Christian Academy is to be authentic Christian community, unified by our common faith in Jesus Christ. As a body of believers, we will encourage each other to daily pursue righteousness. Together, we will strive to energize and equip each student to succeed in whatever path the Lord directs. Our desire is to see our students impact their communities and become purposeful, productive Christian adults.

## **Statement of Purpose, Educational Philosophy, and Objectives**

*Purpose:* PHCA is religious in its nature and is established to operate, without profit, one or more private schools that will provide students with instruction in the usual academic disciplines. Such instruction will be given in complete accordance with the school's philosophy of education thereby grounding it in the tenets of Biblical, Christian faith in order that the students may grow in the grace and knowledge of God through the Lord and Savior Jesus Christ and thus become worthy citizens of this great nation.

Consistent with the truth that God's grace and His love through Jesus Christ extend without partiality to all mankind, PHCA admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origins in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

*Educational Philosophy:* The educational philosophy at PHCA originates in a deeply-held belief in the divine inspiration and inerrancy of Scripture and the superiority of its teachings to the wisdom of men. PHCA stands, without reservation, on the absolutes of the Holy Bible and seeks to interpret all of life and learning from the basis of the principles set forth in God's Word. Faith, therefore, is in God; hope, in His Son, Jesus Christ; and trust, in His Word as the Holy Spirit guides in knowledge and understanding of truth.

These convictions provide the framework for the entire educational program of PHCA. Everything done in this institution, no matter how great or small, must be consistent with these foundational beliefs.

These convictions are equally operative in the methods with which the overall PHCA programs are conducted. From the establishment of board policies, to the hiring of personnel; from the recruitment of students to the selection and development of curriculum, plans are prayerfully made and executed in each phase of all programs to be in agreement with the foundational beliefs. The educational process at PHCA involves much more than the presentation of a Bible-enriched curriculum to students. It is a process in which the Word of God governs and informs every subject, every activity, and every idea employed.

PHCA faculty and staff view their ultimate purpose as assisting parents in the training of their children to be effective Christians in today's world by developing within each student a discerning Christian mind. This will not only enable the young person to come to a saving knowledge of Jesus Christ at an early age, but it will also, in concert with the instruction received at home and in the church, prepare him to serve the Lord faithfully and boldly in his chosen calling by teaching him to consistently choose to live his life in accordance with God's Word.

*Objectives:* As a Christian educational institution our objectives are listed below:

1. Teaching that the Lord Jesus Christ is to be preeminent in all of life, including education.
2. Encouraging students to receive Jesus Christ as their personal savior.
3. Urging students to involve themselves in some form of Christian service.
4. Prompting students to participate in civic responsibilities.
5. Assisting parents in training their children to be effective Christians in the world, but not of the world, by developing within each student a discerning Christian mind.

### **Statement of Faith and Guiding Principles**

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God in the original text and the only rule of faith and practice (2 Timothy 3:16-17).
2. We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
3. We believe that the universe originated by the creative act of God as revealed in Holy Scripture and that the form of every kind of life was fixed at the time of its creation (Genesis 1:1; John 1:13).
4. We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory (Colossians 1:13-20).
5. We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit (Romans 3:23-26; Titus 3:5).
6. We believe that the Lord Jesus Christ is the only mediator between God and man (1 Timothy 2:5).
7. We believe in the ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:9).
8. We believe in the bodily resurrections of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal damnation (John 5:24-25, 28-29).
9. We believe in the spiritual unity of all believers in the Lord Jesus Christ through the power of the Holy Spirit as established in the Bible (John 17:20-23; 1 Corinthians 12:12-13).
10. We believe that support and participation in the task of fulfilling the Great Commission is the responsibility of all believers in our Lord Jesus Christ (Matthew 28:19-20).

## General Information

**Chapel** – We have chapel services weekly as a part of our Bible curriculum. These services reinforce the teaching of spiritual truths, the importance of prayer, and encourage a desire to serve the Lord. Parents are always welcome to attend.

**Sunday School and Worship Attendance** – We strongly urge our families and students to attend a Bible-believing church of their choice.

**Extended Care** – We offer before and after school care for Kindergarten through twelfth grade. Before school care is available from 7:00am – 8:15am, and after school care is available from 3:30pm – 6:00pm. If you are interested in this service, please complete an Extended Care Enrollment Form when you enroll your child/children in school. Extra charges apply for this service.

**Parent Teacher Fellowship (PTF)** – The PTF program is an integral part of our total school program. This program keeps parents involved in their children’s education. Through this program, we enlist volunteers to help with various activities throughout the year. PTF meetings are held periodically throughout the school year.

**School and Business Office Hours** – School begins at 8:30am and dismisses at 3:30 p.m. Half-day Kindergarten begins at 8:30 a.m. and dismisses at 11:30 a.m. Unless your child is enrolled in morning Extended Care, or has made arrangements to meet with his/her teacher, he/she should not be in the building before 8:15 a.m. Students should be picked up by 3:40 p.m. unless arrangements have been made for them to be under the supervision of a staff member. If students are not picked up by 3:40 p.m. and there have been no arrangements made for them to stay for extra help, clubs, or for some other reason, they will be taken to Extended Care and parents will be charged according to the Extended Care fee schedule. If an emergency arises and you need to make special arrangements, please call the school office. All school business should be conducted during the regular business hours of 8:00 a.m. – 4:00 p.m.

**Cancellation of Classes** – If bad weather forces the closing of school, our school listing “Plaza Heights Christian Academy” will be on all major network television channels. We will also send a text message and email to those families that have registered their cell phones in Sycamore. **We do not close in conjunction with any school district.**

**Custodial Parent** – The school seeks the advice and follows the direction of the custodial parent(s). A parent that is not involved in the enrollment process is still allowed contact with and information about the student unless contact is prevented by court action. It is the responsibility of the custodial parent to make the school staff aware of such action and provide the appropriate paperwork.

**Car Line** – In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. **The speed limit is 15 mph.** From 8:15 a.m. until 8:45 a.m. and from 3:15 p.m. to 3:45 p.m. the parking lot is one way. Please enter the east parking lot and proceed to the very back, going around the large “island” at the back of the gym. Elementary pick-up is on the west side and cars should exit the west parking lot. Maps and details are available in the school office. Remember that we only ask you to follow these guidelines to be safe and have things flow as smoothly as possible. Please remember that your children and others are watching you as their example.

**Lunch Program** – A hot lunch program is available to those students wishing to purchase lunch at school. Hot lunches must be ordered via Sycamore, and money can be added to student accounts in the school office.

**School Supplies** – A list of supplies will be emailed to families in July. The lists will also be available on the school website.

**Field Trips** – Field trips will be a part of your child’s educational experience. If there is a particular field trip that you do not want your child to participate in, you will need to talk with your child’s teacher so that arrangements for your child can be made while his/her class is gone. Parents are welcome to attend school field trips with their children but should note that siblings are not permitted to attend. Students are expected to ride to and from all field trips on the transportation provided by the school unless the appropriate paperwork has been completed.

**Participation in Promotional Materials** – From time to time, we will photograph or video students and student activities and may include these in school publications and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities.

**School Programs** – We expect all students to participate in our school programs. These events provide an opportunity to invite family and friends to support our school activities.

**Students Leaving the School Premises** – All requests to leave the building while school is in session must be cleared through the school office. Leaving school without permission is classified as truancy.

**Sign in/Sign out Procedures** – Parents coming during class time to pick up their children must report to the office and **NOT** to the student’s classroom. Teachers have been instructed not to dismiss a child early unless contacted by the school office. Parents must sign their children out in the school office before leaving. Parents must also sign their children back in when returning to school.

**Visitors/Volunteers to the School** – All visitors to the building are required to check in at the school office and will be issued a visitor’s pass. Any visitor found without a pass will be sent to the front office.

Family members and pastors are welcome to have lunch with their child(ren) only, other students are not allowed to sit with these visitors.

School-aged children expressing an interest in future enrollment and will be allowed to “shadow” for part or all of a school day and will be paired with a helpful, friendly student to show them around.

**Recess** – Children need fresh air and exercise and are normally expected to go outside with their class. If your doctor recommends that your child stay inside, please send a note to that effect each day that he/she needs to stay inside. Normally, if the temperature/wind chill is above 35 degrees and it is not raining or snowing, students will go outside. Please dress your child(ren) appropriately.

**Search and Seizure** - Students may be subject to random searches of their person, lockers, cars, backpacks, and other property when deemed necessary by the administration. Teachers should use the utmost discretion when considering a search of a student's belongings in the classroom. Teachers should always call for the administrator or office personnel if they feel that a search is necessary. Teachers can confiscate students' property in certain circumstances:

- Things that are being used as distractions in the classroom (i.e.: cell phones, tablets, etc.).
- Things that are not allowed at school as stated in the student handbook (i.e.: weapons, etc.)
- Things that are deemed inappropriate by the administration (i.e.: inappropriate reading material, pictures, etc.)

***If a student will not give the staff person the item, teachers should not grab it or forcefully take it away. Instead they should write the student up as this will be noted as an act of disobedience.***

Students should be informed as to the length of time that their belongings will be held. That amount of time should be congruent with the severity of the distraction. Belongings may also be held until parents come to retrieve them. This requires the students to tell parents what they had and what they were doing with it at school.

## **Admissions**

**Admissions Policy** – Plaza Heights Christian Academy accepts students entering kindergarten through twelfth grade upon successful completion of registration requirements. These requirements include occasional placement testing for students entering first through twelfth grade, a review of their previous school records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

The biblical and philosophical goal of PHCA is to develop students into mature, Christ-like individuals who will be able to exhibit qualities of Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe different, while enrolled at PHCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, PHCA retains the right to refuse enrollment, or to expel, any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13 and Romans 1:27).

**Registration** – A child is NOT officially enrolled until ALL of the following requirements are met:

1. The application form has been completed online and accepted. The application fee must accompany the application (new students only).
2. Parents have attended an interview with a school administrator. Students entering fifth grade and above will be required to attend the interview. Students wishing to return after transferring out of PHCA must interview again with their parents/guardians as part of the re-admission process.
3. A copy of the State Certified birth certificate for kindergarten and first grade students must be on file in the school office. To be eligible for enrollment, students entering

kindergarten should be five by August 1<sup>st</sup>; students enrolling first grade should be six by August 1<sup>st</sup>.

4. Children must have all the required immunizations as specified by Missouri State law (see Immunizations).
5. If the student is transferring from another school, we must have an authorization form signed by the parent or guardian requesting all records from the previous school(s). There must be no outstanding balance owed to the school that you are transferring from.
6. If the transferred school records do not include yearly testing scores from the previous spring semester, a reading, math, and math computation test will be administered by PHCA.
7. A student will not be readmitted if there is an outstanding balance from the previous year.
8. All fees must be paid in full.
9. Financial arrangements for tuition must be made with the school office.

**Your child is not officially enrolled until all these requirements have been met.**

**Plaza Heights Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship programs, and athletic and other school-administered programs. PHCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with PHCA's administration and to abide by its policies.**

#### **Attendance Policy**

- *Excused Absences* – Attendance is essential to ensure optimum academic achievement. For this reason, excessive absences may threaten student promotion and/or credit for classes. If a student is absent, parents should notify the office by 8:45am. This will confirm parental knowledge and/or consent for the absence. Excused absences include, but are not limited to: illness, death of a family member, and other emergency situations. Medical and dental appointments should be scheduled for after school hours whenever possible.
- *Unexcused Absences* – All absences will be considered unexcused until a parent calls to inform the office of the reason for the absence. PHCA respects the right of parents' final authority regarding their child's absence from school for special family occasions. However, to be consistent with an overall attendance policy, the school administrator reserves the right to determine if the absence is excused or unexcused.
- *School-Related Absences* – Attendance in the classroom should always take precedence over participation in extra-curricular activities. However, there are instances when these absences are unavoidable. In these instances, teachers should attempt to give students the work ahead of time so that it may be completed before or during the absences if possible.



- Prearranged Absences – For planned absences, parents should attempt to notify teachers as early as possible, and arrangements should be made before the absence concerning the work that will be missed.
- Tardy Policy – When students arrive after school begins at 8:30, they must stop at the school office for a pass before reporting to class. For students in grades 6-12, these will be counted as a tardy for their first hour class and will be treated as per the tardy policies in the student handbook. After 8:45, parents of K-5 students should come in with their children and sign them in.

### **Dress Code**

At PHCA, we recognize that appearance does not conclusively reflect a person’s spiritual condition. However, clothing and appearance have an influence on attitude, behavior, and schoolwork. Therefore, we feel that following a dress code will aid each student in developing a positive self-image while keeping good standards of modesty, neatness, and cleanliness, recognizing that we are representative of Jesus Christ.

#### *Boys Should Wear:*

- **Pants:** Dress slacks, khakis, jeans, or athletic pants may be worn. They should be worn at the waist or just below the waist. Pants that are labeled “regular,” “loose fit,” or “relaxed” are acceptable styles. A belt must be worn if pants are loose and cannot stay at the waist or just below the waist without one.
- **Shorts** – Shorts must follow the pant standard and be no shorter than three inches from the top of the knee.
- **Shirts** – T-shirts, dress shirts, collared shirts, polos, turtlenecks, mocks, Henleys, sweaters, sweatshirts, and sports jerseys may be worn.
- **Shoes** – Dress shoes, tennis shoes, or boots are acceptable.

#### *Boys Should NOT Wear:*

- Bib overalls
- Oversized clothing
- Pants that have the appearance of holes, rips, tears, or frays as well as saggy or “droopy” pants.
- Earrings
- Flip Flops, athletic sandals, house slippers, Crocs, or moccasins
- Hats (except of special designated days)
- Sweat pants
- **Other** – undergarments should not be seen at any time. Any clothing with writing, pictures, cartoons, etc. must display positive values. No skin should be exposed at the waist when standing, bending, sitting, stretching, or any other normal activity.

#### *Girls Should Wear:*

- **Dresses or Skirts** – Dresses or skirts must be to the top of the knee or longer, including all slits and layers.

- **Pants** – Dress slacks, khakis, or jeans may be worn. They should be worn at the waist or just below the waist. Jeans that are labeled “regular,” “loose fit,” and “relaxed” are acceptable styles.
- **Shorts** – Shorts must follow the pant standard and be no shorter than three inches from the top of the knee.
- **Capris** – Capris may be worn but must follow the pant standard regarding fit and wear around the waist.
- **Shirts** – T-shirts, collared shirts, blouses, polos, turtlenecks, mocks, Henleys, sweaters, or sweatshirts may be worn.
- **Shoes** – Dress shoes, tennis shoes, or boots are acceptable.

*Girls should NOT wear:*

- Bib Overalls
- Oversized clothing
- Tight fitting clothing
- Tank tops or sleeveless tops
- Low-cut tops (no cleavage should be showing)
- Low-waisted pants, skirts, shorts, capris
- Short-waisted tops
- Make-up (K-5<sup>th</sup> Grade)
- Flip Flops, athletic sandals, house slippers, Crocs, or moccasins
- Hats (except of special designated days)
- Sweat pants
- **Other** – undergarments should not be seen at any time. Any clothing with writing, pictures, cartoons, etc. must display positive values. No skin should be exposed at the waist when standing, bending, sitting, stretching, or any other normal activity.

*Grooming:* All clothing is to be neat and clean. Hair should be clean and neatly combed. Girls’ and boys’ hair will not cover their eyes. No unnatural colors should be used on hair. No symbols or words should be cut or dyed into the hair. Emphasis will be placed on cleanliness and appropriate dress.

**Plaza Heights Christian Academy reserves the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate by the school administration.**

### **Medical Guidelines**

**Immunizations** – Every student must have all the required immunizations as specified by Missouri State law OR an *Immunization Exemption Card* OR an *Immunizations in Progress Card* on file with the school office. All standard immunizations must be current as specified by the Missouri Department of Health. Proof of immunization consists of a statement, certificate, or record from a physician or other recognized health facility or personnel. The statement must include the type of vaccine given and the month, day, and year of administration. Failure of the parent to complete the child’s immunization requirements will result in the child being removed from the school.

**Medication** – All medications should be given at home before or after school if at all possible. The first dose of any medication should be administered at home by a parent or guardian to ensure that the child has no reaction to the medication. Parents may arrange to personally administer their child’s medication at school if they desire. Prescription medication may be given at school through the office. All medications must be delivered to the school by a parent, guardian, or designated adult. All prescribed medication must be in a current prescription container. Upon presentation of doctor’s orders, inhalers and EpiPens will be allowed to be carried by students.

Standing orders will exist for the following medications only if the parent has given consent: Pepto-Bismol, cough drops, and chewable antacid tablets, antibiotic ointment, hydrocortisone lotion, and sunscreen. Ibuprofen and Acetaminophen will only be given if written consent has been given by the parent/guardian.

All medications not picked up by a parent/guardian within five days of notification, discontinuation of use, withdrawal from school, or the last day of school will be destroyed.

**Illness** – When your child is ill, please do not send him/her to school. A child must be fever free for 24 hours without the use of fever reducers before returning to school. A child should be kept home if any of these symptoms are present:

- Fever
- Diarrhea or vomiting
- Undiagnosed rash
- Discharge from eyes

If a student develops any of the above symptoms while at school, a parent will be contacted to pick the child up.

Please notify the school office in case of hepatitis, meningitis, rubella, measles, lice, pink eye, or other communicable diseases. Students will not be allowed to attend classes while they are contagious.

### **Academic Policies**

**Academic Standards** – It is the purpose of this school to provide a sound academic education, integrating Biblical truths into the subjects taught.

The academic requirements for each grade level are developed to meet or exceed the course of study prescribed by the Missouri State Department of Education, with emphasis on a high standard of achievement. In addition to regular school tests, students will take a standardized test each spring.

Phonics and comprehension form the basis of the reading program. The techniques and the methods of phonics will enable the student to have a better understanding of words and word attack skills. Reading, language arts, mathematics, and Bible are emphasized. Social studies, health, penmanship, science, music, art, and physical education are also studied.

We use a variety of Christian curricula including Bob Jones for language arts, science, and social studies and ACSI for mathematics and Bible.

**Homework** - Homework is defined as the time students spend outside the classroom in assigned learning activities. The purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. Parents are expected to support the teacher by supervising the homework assignments. Parents should NOT do homework for their child.

**Honor Roll** – An elementary honor roll is kept for students in grades 3-5. To qualify for this Honor Roll, a student must have all A’s and B’s in the core subjects. Students may qualify for the administrator’s honor roll by earning all A’s in the core subjects. Core subjects include: Bible, language arts, math, science, and social studies.

**Grading Scale (K-5)** – The grading scale is set up as follows:

100% - 90%	A
89% - 80%	B
79% – 70%	C
69% - 60%	D
59% and below	F

Attributes will be rated according to the following:

- E = Excellent
- S = Satisfactory
- M = Average
- NI = Needs Improvement
- U = Unsatisfactory
- NA = Not Applicable

**Report Cards** – Classes are set up on a nine-week grading period. Report cards will be given to the parents at their child’s conference at the end of the first quarter and sent home with the child for subsequent quarters. The report card envelopes should be signed by a parent and returned to the teacher.

**Conferences** – Parent/teacher conferences will be held at the end of the first quarter. Follow-up conferences will be scheduled as necessary. The school encourages parents to make every effort to attend these conferences. We encourage your cooperation by being prompt and only staying the allotted amount of time as arranged by the teacher. Both parents are encouraged to attend the conferences.

### **Code of Conduct**

At PHCA, we believe we should show respect for Christ and His Word by having a Christ-like attitude. Galatians 5:22-23, Ephesians 4:22-23, and Philippians 4: 8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Colossians 3:20 says, “Children, obey your parents in all things; for this is pleasing unto the Lord.” At Plaza, we believe that parents play a very important role in their children’s lives. Therefore, we want to assist you, the parent, by encouraging and strengthening your child through Christ and His Word so that he/she may show a positive attitude at school and at home.

Each student will be disciplined, as needed, with firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he/she will learn to submit to God's authority in his/her own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The administrator will be available to assist as needed.

Students will be treated fairly and equitable. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include seriousness of the offense, student's age, frequency of misconduct, and student's attitude. Discipline and order are attained through a proper balance of positive and negative techniques and/or reinforcements. Teachers use a variety of methods to promote good behavior and aid in character training.

Each teacher develops a system of positive reinforcement for those who follow standards of good behavior. This may include rewards, verbal praise, stickers, certificates, extra break time, etc.

### **Extra-Curricular Activities**

Extra-curricular activities are something that we encourage all students to take part in. We offer a variety of after-school clubs, sports, and social events to round out the educational experience at PHCA. All extra-curricular activities are school functions; therefore, all school rules apply to the event. Any consequences for behavior that may be assigned at school may also be assigned at any school functions. Any event run by the school is subject to school policy and rules. Students must attend school for at least 4 hours of the day to participate in any evening activity.

*Before/After School Clubs* – Participation in any before/after school club is open to any student interested in the mission and/or objective of that club. A small fee is possible depending on the club. A faculty member must sponsor any club or organization that has affiliation with the school. If a parent or group of parents wishes to start a club or activity and attach it to the school, permission must be obtained from the administrator.

*Elementary Sports* - Elementary sports participation is open to all students in 4<sup>th</sup> grade and up. There is a fee associated with elementary sports. It is the responsibility of parents or guardians to make sure their children are keeping up in the classroom during a sports season.

### **Tuition and Fees**

All fees (which are non-refundable) must be paid before any discounts can be applied to tuition.

*Full Payment* – A 3% discount is offered to families that pay tuition in full before June 1<sup>st</sup>. This discount is available for kindergarten through twelfth grade and may not be used with any other discounts except the multi-child discount.

*Monthly Payments* – Families who choose to pay monthly can register with SMART tuition. There are several payment plan options available. All payments must be completed by April of the current school year. A late fee of \$25 will be charged by SMART Tuition for overdue monthly payments. Families who fall more than one month behind on tuition will be notified and steps will begin to withdraw the student from school.

*Application Fee (Non-refundable)* – A one-time application fee is for students making **first-time** application to the school. This fee must accompany the online application.

*Enrollment Fee (Non-refundable)* – Enrollment fee is due at the time of enrollment. There is a discount on the enrollment fee for families who enroll and pay by March 30.

*Curriculum Fee (Non-refundable)* – The curriculum fee pays for expendable books such as workbooks and test booklets, reusable textbooks, teacher’s books, and classroom curriculum aids. Students may be charged an additional fee for lost books or books that show unusual wear or damage.

*Tuition Management Fee (non-refundable)* – The tuition management fee covers the cost of setting up an account for your family. A tuition management company (SMART) maintains all of our accounts and collects on unpaid accounts, which benefits all our families. This fee may be waived if paying in full before the first day of school.

**Discounts** – Multi-child discounts are available. Please see the Tuition and Fees schedule. The multi-child discount is available for kindergarten-grade twelve.

Full-time seminary students (12 hours or more) and full-time ministerial staff of any Bible-believing church whose teachings do not conflict with our Statement of Faith, qualify for a discount of \$1,000.00 off tuition for students enrolled in kindergarten-grade twelve. These families also have the option to apply for SMART Aid, which is PHCA’s financial assistance program. The cost to apply is \$45. Families will have the option of the \$1,000.00 discount or the discount offered by SMART Aid, whichever is greater.

**Late Fees** – A late fee of \$25.00 will be assessed for any monthly tuition payment received after the date due. Any family that falls behind more than one month will be notified and steps will be taken to withdraw the student from school.

**Withdrawal/Dismissal Policy** – In the case of a withdrawal/dismissal from PHCA, a full month’s tuition is due for any partial month that the student attended. Accounts must be paid in full before records will be released or transferred.

**Financial Aid** – It is the desire the school board that the opportunity of a Christian education be available to anyone who desires it. To that end, we have contracted with SMART Aid to determine if a family qualifies for financial assistance. Financial aid may not be used in combination with any discounts.

**Referral Program for K-12 Families** – If a new family enrolls a student in K-12<sup>th</sup> grade and gives your family credit on the application under “How did you hear about Plaza Heights Christian Academy?” a \$250 credit will be applied to your account after the new family has been enrolled for three months. This applies to K-12<sup>th</sup> grade students that are not currently or have not previously attended PHCA. If a new family enrolls a student in our preschool program and gives your family credit on the application under “How did you hear about us?” a \$50 credit will be applied to your account. There is no limit to the number of credits that a family can receive, and the credit(s) may be applied to fees or tuition. According to the IRS, this is considered taxable income. Therefore, if any PHCA family receives more than \$600 referral credit, PHCA will issue a 1099 at the end of the calendar year.

**Extended Care Fees**

*The fees are paid monthly to SMART Tuition Management and will be due even on the days your child is not in attendance!*

**Before- and After- School Care**

This program offers childcare before and/or after your child’s class. It is filled with play, art projects, music, and outdoor activities.

**Before-School**

Doors will open at 7:00 a.m.....\$60.00 a month for one child  
\$20.00 a month for each additional student

**After-School**

3:30p.m. – 6:00p.m.....\$70.00 a month for one child  
\$20.00 a month for each additional student

**Daily Rates** (on a space available basis)

Before School.....\$10.00 per student

After School

Picked up before 4:30p.m.....\$10.00 per student

Picked up before 6:00p.m.....\$12.00 per student

**Late Charges** (for pick-up after 6:00p.m.)

For the first five minutes (or portion thereof).....\$3.00 per child

For each additional five minutes (or portion thereof).....\$1.00 per child