

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to achieve uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular administrators who may not be Christians.

Accreditation of a private Christian School is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school, or accrediting body. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. New Hope Christian Academy does not seek accreditation by any outside educational body, but does endeavor to provide the highest academic program as evidenced by the scores its students earn on standardized achievement tests.

ADMISSIONS INFORMATION

Admissions Policy

New Hope Christian Academy admits students of any race, color, and national or ethnic origin and grants the same all the rights, privileges, and access to programs and activities generally accorded all students enrolled. It is assumed that each student comes from a Christian family that regularly attends a "Bible-believing church."

Students and parents will be asked to sign a contract pledging to uphold our doctrinal statement and actively support the school's administration, faculty and policies.

Parents will also be asked to listen to a cd provided by the Academy entitled "The Eight Essentials of a Healthy Family" by Rev. Tommy Nelson and will subsequently be required to complete a related listening guide.

NHCA is not a reform or rehabilitation institution. In that context, we do not receive students with behavioral problems or negative attitudes toward authority. Additionally, the challenge of our curriculum necessitates the rigorous screening of students who are making little effort to further their education.

Student applicants must have a minimum "C" average in the two semesters prior to making application for admission. Special circumstances may allow for, at the discretion of the school board, the admission of a student with less than a "C" average. An admission of this nature would be on a probationary basis if confirmed by the board.

First-time enrolling students and their parents must attend an interview with a member or members of the administration and school board. Admission will be on a probationary basis during the first three weeks of enrollment.

Students enrolling in the junior or senior high school must provide two referrals: one by the student's youth or senior pastor and one from a non-pastoral sources. The fact that a student has been interviewed does not guarantee placement at NHCA.

Admissions Procedures for K3-12th New Students

- Complete and submit all forms included in the Enrollment Packet.
Components of the Enrollment Packet include:
 - 1) Application form
 - 2) A photocopy of each applicant's report card(s) showing grades for the previous two semesters.
 - 3) Parent-School Contract
 - 4) Facebook/email permission forms
 - 5) Transfer of Records Form
 - 6) Two (2) recommendation forms noted in the previous section (for junior and senior high applicants only). Those chosen to make the recommendations will mail these forms directly to NHCA.
- Listen to "The Eight Essentials of a Healthy Family" CD, then complete and submit the accompanying study guide.
- Set up an appointment for an interview.
- Parents and student(s) participate in an interview with the principal.
- You will be notified of the result of your application within one week of the receipt of all required materials.
- If a student has been assigned an IEP, Individualized Education Plan, parents must submit plan.
- All students will be subject to admissions testing. Admission acceptance will be subject to testing results.
- Submit a registration of \$150 for K3-4 students and a \$200 for K-12th.
- * Fee is refundable if application is denied, unless books have already been purchased.

Admissions Procedures for K3-4 Students

- Meet with Principal and fill out necessary paperwork.
- Listen to "The Eight Essentials of a Healthy Family" CD. Complete and submit the accompanying listening guide.
- Class size will be a maximum of 12 students per day.
- A student must be 3 by September 1st to begin K3-4 at the beginning of the school year.
- Parents are responsible for complete payment each month for the days committed to in the parent contract signed prior to the student beginning school despite days the student actually attends.
 - Parents are allowed to alter their contract for days to be attended each week one time per year without financial obligation.
- Current students/families will be given enrollment priority until last day of school. After this date, the 12 spots per day will be filled on a first come first serve basis accompanied by the deposit.
- Priority will be given to full-time students.

Tuition: **K4**

1 day per week - \$25.00 per week, paid monthly based on total for the month
2 days per week - \$50.00 per week, paid monthly based on total for the month
3 days per week - \$75.00 per week, paid monthly based on total for the month

4 and 5 days per week - \$300.00 per month for 11 months,
Parents can chose 4 days or 5 days.
Also is eligible for the multi student discount.

K3

1 day per week - \$25.00 per week, paid monthly based on total for the month
2 days per week - \$50.00 per week, paid monthly based on total for the month

3 and 4 days per week - \$240.00 per month for 11 months,
Parents can chose 3 days or 4 days.

Also is eligible for the multi student discount as follows:

Two K3 *(both 3 or 4 days per week)* - \$420.00 per month, for 11 months

Two Students (**K3***(3 or 4 days)* + **K4***(4 or 5 days)* - **12th**) - \$475.00 per month, for 11 months

- K3-4 Dress Code
 - If girls wear a dress, shorts or tights must be worn underneath
 - No monsters, etc. pictures on shirts
 - Any type of shoes with the exception of flip-flops or backless shoes
 - Any type of pants may be worn
 - No spaghetti-strap tops

Kindergarten Eligibility

- A student must be 5 years of age by September 1st to begin kindergarten.
- If a student turns 5 within three months of this cutoff date parents may pursue an early start to kindergarten for their student. Their student must meet ALL of the following criteria:
 - Will turn age 5 within three months of September 1st.
 - Have attended K3-4 at NHCA the previous year.
 - Pass ALL parts of the Kindergarten placement test administered by NHCA.

Re-enrollment Procedures

- Sign the parent-contract and pay the book-registration fee for each child by the last day of school.
- Return the form to the school office by last day of school. A Re-enrollment Form returned after this date incurs an additional \$25 per child charge, due upon submission of the form. The additional \$25 charge is not applied to the book-registration fee.

- Sign and return all paper work, including birth certificate, immunization records by August 15th.
- Return any pertinent forms if an additional child is enrolling for the first time.

Note: NHCA is not bound to reserve enrollment availability for anyone seeking re-enrollment after the May 20 deadline.

Withdrawal Procedures

Withdrawals from New Hope Christian Academy must be in writing and should be submitted to the school office. In the event the student(s) is withdrawn from the Academy the first day of school or after and before the end of the contracted period, a penalty fee of 30% of the total Academy tuition will be assessed in addition to prior payments due through the students last month of attendance.

If a withdrawal is due to a parent's job transfer and the family moves away from the Southern Illinois area necessitating the student(s) removal from the Academy during the school year, provided notice is given 15 days prior to the student(s) removal from the Academy, the remainder of that month's tuition will be retained by the Academy, but the remaining balance on this contract will not be reinforced. *Except for special circumstances, all fees and deposits are non-refundable.*

Student records can be released to new schools only with parental permission (a signed release form). Records and report cards cannot be released until all properties in the withdrawing students possession belonging to NHCA are returned in acceptable condition and accounts are paid in full.

FINANCIAL INFORMATION

Financial Policy

- Tuition is necessary for the school to operate and to pay our teacher's salaries. Tuition payments are divided into eleven payments (August through June).
- All tuition payments are calculated as of the first day of the month.
- All tuition payments are **due** by the 1st of each month (except August when payment is due by the first day of classes). There is a \$30 late fee for unpaid balances after the 15th of the month. This late fee applies to all past due balances on a monthly basis.
- It is understood that in the event that the payments for the cost of tuition are not made on or before the date indicated in accordance to the Academy policy or the method of payment selected or within (10) days thereafter, the entire balance due on the Parents' Contract will become due and payable and the student will not be accepted in the class until such payment is made. Direct all concerns and inquiries to the school office.

- If you have a problem with your tuition payments, please remember that it is your responsibility to contact the board's finance committee chairman to communicate your circumstances.
- Tuition accounts will not be allowed to fall more than 60 days in arrears. If the past due amounts are not paid in full by the 15th of the 2nd month past due, you will be asked to withdraw your child/children from our enrollment that day.
- A courtesy statement delineating any outstanding balances due on your account will be sent to you every two months. Please do not wait to receive a statement prior to making your payment.
- Charges for other materials, services or programs will be posted to your account as they are incurred. These fees are subject to the same late charges and policies as the tuition balance.
- NHCA reserves the right to hold records, transcripts, and report cards until all outstanding balances are paid in full. Re-enrollments for the following year will not be allowed until the outstanding balances are paid.
- Payments are to be mailed or brought directly to the school office.
- A \$30 fee is charged on all returned checks. Returned checks must be replaced with cash within five working days upon receipt of the returned check.
- All families must sign the Tuition Agreement for an enrollment to be finalized.

Book/Registration Fees

An annual book/registration fee for K-12th grade students is \$200 and K3-4 students is \$150.00 per student. These fees cover the cost of books and software that are used for teaching in the classroom. These fees are due by the last day of school. If each student achieves the fundraising goal set forth by the school administration his or her registration fee will be waived. Children of multiple families will be expected to meet the fundraising goal for each child. (For example; if the goal for discount cards is set at 10 cards, a family with 2 children will sell 20 cards to waive the fee for both children.)

K-12th Grade Tuition Schedule

New Hope Christian Academy is dependent on tuition and other fees collected for each student in attendance, and any contributions or gifts given for general use by the students and/or staff. Gifts and contributions are tax deductible.

The tuition schedule is as follows:

	<u>Monthly Payment</u>
One student	\$300.00
Two students	\$495.00
Three students	\$665.00
Four students	\$775.00

Note: The above monthly tuition charges are computed on an ELEVEN-MONTH PAYMENT basis. Tuition payments are due the first of the month (except August when payment is due by the first day of classes) Payments made after the 15th of the month will incur a \$30 late fee.