



1456 E. Kingsbury

Seguin, TX 78155

830-433-4131

www.SeguinChristianAcademy.com

Jesus said, "Let the little children come to me, and do not hinder them; for the kingdom of heaven belongs to such as these." Matthew 19:14

June 13, 2017

Dear Families,

Thank you so much for your interest in Seguin Christian Academy. We can't wait to have you join our family! Matthew 6:33-34 reminds us:

"But seek first his kingdom and his righteousness, and all these things will be given to you as well. Therefore do not worry about tomorrow, for tomorrow will worry about itself..."

Seguin Christian Academy was started in 2012 as a ministry. We feel we are called to be the hands and feet of Jesus in Guadalupe County and the surrounding areas. God has done amazing things in just 5 short years, and we look forward to what He has planned for our future.

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."

The mission of Seguin Christian Academy is to:

*Care for God's children;
Share the Love of Jesus; and
Prepare today's students for tomorrow's world.*

Attached you will find our tuition and fee schedule along with registration instructions. If you have any questions, please call the office at 830-433-4131.

Thank you,

Allison B. Haeussler

Board President

Caring for God's children; Sharing the love of Jesus; and Preparing today's students for tomorrow's world!

Overview

School Day

The standard school day is from 8:00 – 3:15. Students need to be in their seats ready to begin by 8:00. Students may be dropped off between 7:45 and 8:00 and picked up between 3:15 and 3:30. For the safety of all our children, please wait for a staff member to help your child in or out of the car.

Grade Offerings

Kindergarten through 6th grade students are taught in a traditional classroom setting using BJU Press, supplemented by other Christian and traditional texts.

Individualized P.A.C.E. classes will be available for students in grades 7 through 12, homeschool students needing additional credits, and upon special request with approval from the Board.

Depending on enrollment, some grade levels may be combined.

Registration

Registration and enrollment is processed through our student management system – Sycamore School (<https://app.sycamoreschool.com/admissions/index.php?schoolid=2320>) First you will set up your family account. Then the system will email you a link, which is used to add your children. (This same system can be used to access your student's grades and communicate with teachers.)

Uniforms

All students need a **Chapel Dress Uniform**, which is worn the first school day of each week. These are ordered directly from [French Toast](#) - School Code: **QS5ZLBK**. The Chapel uniform is worn with black dress shoes. The remainder of the week, students may wear any solid color polo or dress shirt with blue jeans/shorts or any navy, khaki, or black uniform bottoms or jumpers. Athletic shoes are required every day. For more details, please refer to our website: www.seguinchristianacademy.com

Tuition and Fees

Registration

Registration Fee:	\$250 per family <i>Due with registration (Non-refundable)</i>
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Tuition and Fees - K-6th grade

Tuition Kindergarten	\$2,900
Tuition 1 st – 6 th	\$3,400
Full Payment Discount:	5% off tuition if paid in full by June 15 th
Curriculum/Book Fee:	\$400 per student Due June 15 th or upon registration if after June 15 th (Refundable until August 1 st)
School Supplies	\$100 per student
Friday/Field Trip Shirt (min 1 per child)	\$15 per shirt

Tuition and Curriculum – 7th – 12th

P.A.C.E. Tuition (7 th – 12 th)	\$2,500
Full Payment Discount:	5% off tuition if paid in full by June 15 th
Curriculum Fee (P.A.C.E.):	Average cost is \$40 - \$50 per course + any course required supplies

Individual Classes for Homeschoolers

Individual Classes	\$600 per course per year or \$20 per course per week + any course required supplies
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Payment Plans

In order to assist families with their budgets, payment plans may be established. SCA does not charge any interest for this payment option; however, **parents or guardians must sign a *Tuition Payment Agreement*** authorizing automatic withdrawals from a checking or savings account. A \$20 fee will be charged for drafts returned for insufficient funds. If a payment is not received within 10 days of the due date, the student(s) will not be allowed to return to school until all payments, including late fees, are brought current.

Tuition Assistance

A Tuition Assistance Fund has been established through the faithful and generous contributions of friends of Seguin Christian Academy. Families must apply through FAST, an independent firm that evaluates applications based on need. Applications are available on the school website: www.seguinchristianacademy.com. Funds for this program are limited, so apply early.

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Tuition Payment Agreement Form

This Tuition Payment Agreement Form is entered into on _____ between Seguin Christian Academy (SCA) and _____ to pay the tuition for:
Name of Adult entering into agreement

Name(s) of Students

Tuition	Student Name	Tuition Amount	Method	#
Annual tuition child 1	_____	_____	_____	_____
Annual tuition child 2	_____	_____	_____	_____
Annual tuition child 3	_____	_____	_____	_____
Annual tuition child 4	_____	_____	_____	_____
Total standard tuition		_____		
The following discounts are available:				
Full Payment Discount (5% off tuition only)		(_____)		
Financial Aid (_____ off tuition only)		(_____)		
Other _____ off tuition only)		(_____)		
Total Tuition:		\$ _____		
Fees:				
Registration Per Family (\$150 by April 1 st /\$250 after April 1 st)		_____		
Curriculum Fee Per Student (\$400 if pd in full/\$500 if paid out)	# Students _____	_____		
School Supplies Per Student (\$100)	# Students _____	_____		
Total Fees:		\$ _____		
Total Tuition and Fees:		\$ _____		
Directed Donations		(_____)		
Down Payment		(_____)		
Total to be paid out via ACH Draft: (Attach Voided Check)		\$ _____		

Name and address on account: _____

Email address for notifications to be sent: _____

Routing Number: _____ Account Number: _____

Please select the appropriate payment plan based on how often you are paid:

20 Bi-monthly payments of _____ (Total ÷ 20) on the 5th and 20th of each month beginning _____.

10 Monthly payments of _____ (Total ÷ 10) beginning _____, and due on the 5th or 20th of each month for 10 months.

_____ I understand that teachers are hired based on the number of students registered, and they must be paid for the entire year. Therefore, if I move or withdraw my children for any reason, I will pay for the remainder of the semester, so as not to put SCA in a financial bind.

_____ I understand that SCA does not charge any interest for this payment option; however, if payments are not paid according to the agreed upon schedule, a late charge of \$10 will be applied. If any payment is returned for insufficient funds, an NSF fee of \$20 will be added to my account.

_____ If my account becomes 10 days past due, then my children will not be able to come to school until the account - including associated fees is brought current.

_____ I further understand that my children will still be responsible for content covered during that time period, so I will make arrangements with my children's teachers to pick up their work and ensure they are working on it.

_____ If I will not be able to bring my account current within a reasonable amount of time, rather than becoming deeper in debt, I will withdraw my children from SCA and make other arrangements for their education.

_____ I understand that student records cannot be released until all accounts are paid in full.

_____ **I have attached a voided check.** My signature below gives Seguin Christian Academy authorization to withdraw funds from this account according to the schedule detailed above.

Parent/Guardian Signature

Date

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Family Service Hour Worksheet

The help and cooperation of **every family** is needed in order to support the ministry of Seguin Christian Academy and keep our tuition and fees as low as possible. Please prayerfully consider where your talents can be of greatest assistance. **Each family is expected to complete a minimum of 30 service hours per year.** (Please refer to the Parent/Student Handbook for more details.)

Please check all with which you are willing to help.

Each activity is worth a minimum of 1 hour, but will vary depending on time spent and work required.

On-Going Activities

- Serve as a PTO officer
- Call and remind parents about meetings or events
- Provide snacks for meetings, snack sale, etc.
- Friday Snack Sale Coordinator
- Organize Fundraisers
- Attend PTO Meetings
- Organize Teacher Appreciation Activities
- Assist with Morning Drop-Off
- Lunch monitor
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Fundraising

- Fall Banquet Coordinator
- Fall PTO Fundraiser Coordinator
- Spring PTO Fundraiser Coordinator
- Spring Dinner and Auction Chair
 - Auction Coordinator
 - Dinner Coordinator
 - Kids Carnival Coordinator
- Coordinate Label Rewards
(Tyson, Box Tops, MyCoke Rewards, etc)
- Recycle Ink Cartridges at Office Depot
- Recycle Cans (Monthly)
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Library (Training required)

- Library Volunteer (Weekly Assignment)

Advertising & Promotion

- Create promotional flyers or brochures
- Draft Press Releases
- Represent SCA at Chamber or other events
- Build/Decorate Parade Floats
- County Fair Parade (Oct)
- Christmas Light Parade (Dec)

Technical / Operational

- Network Support
- Computer and Printer Update / Repair

Grant Writing

- Research Potential Grants
- Draft Grant Applications

Maintenance & Repairs

- Yard Maintenance
- General Maintenance and Repairs

Committee Membership

- Building/Long Term Planning Committee
- Fundraising/Development Committee

Academic

- Tutor Students (Subject? _____)
- Listen to students read
- Assist Art Teacher
- Assist PE Teacher
- Copy / Collate
- Cut out or prepare activity packets

All families will be asked to assist with each fund-raising event.

Sign-up Sheets for each event will be distributed as needed.

(OVER)

Authorization for Background Check

In order to ensure the safety of all students, anyone who would like to serve or volunteer at Seguin Christian Academy, attend field trips, or visit the classroom while other students are present, must sign this Service Agreement and Authorization for Background Check. The Fee for Background Check is \$8.00, which is due with this form.

Initials

Parent 1 | Parent 2

- ____ | ____ 1. I understand that confidentiality is of utmost importance. I will not discuss anything I see or hear while in the course of serving, with anyone - including the parents of the students I observed. I will direct any concerns regarding situations I witness to either the principal or the teacher responsible for the students.
- ____ | ____ 2. I will not bring other children along when serving at the school or on a field trip so my full attention can be focused on the students in my charge. As a field trip chaperone, I will ensure all students assigned to my group abide by the behavior and safety guidelines as set forth by the teacher in charge.
- ____ | ____ 3. I understand that there are some things I may allow my children to do with me that may not be appropriate for students to do in a school environment. Therefore, I will refer to the rules as established by SCA or the teachers in charge of the event and not allow my children to engage in any activity in which other students are not being allowed to participate.
- ____ | ____ 3. I will dress appropriately for the activity with which I am helping. My clothing will be modest, not tight fitting, and contain no inappropriate messages or pictures.
- ____ | ____ 4. I will strive to be a role model for our children in everything I say and do. I will use appropriate language at all times. I will not use words or engage in discussions that are inappropriate for our children to hear.
- ____ | ____ 5. I will refrain from using my cell phone while children are in my care so I am not distracted. In addition, I will silence my cell phone while in the classroom so the students are not distracted.
- ____ | ____ 6. I will refer all discipline problems to the teacher in charge or to the principal. If I am the adult supervising the children on a field trip, and a teacher is not readily available, I will address the behavior or safety issue in accordance with the school discipline policy, and then inform the teacher as soon as possible.
- ____ | ____ 7. My signature below indicates my permission for Seguin Christian Academy to perform a background check on me.

Parent 1				Parent 2			
First Name	MI	Maiden Name	Last Name	First Name	MI	Maiden Name	Last Name
Address				Address			
City	State	Zip	Date of Birth	City	State	Zip	Date of Birth
County		Social Security Number		County		Social Security Number	
Prior Address (if at current address less than 5 years)				Prior Address (if at current address less than 5 years)			
Home Phone	Cell Phone	Work Phone		Home Phone	Cell Phone	Work Phone	
Email Address				Email Address			
Signature				Signature			

Please enclose \$8.00 per person for background checks (\$10 if paying by credit card).

Payment amount: _____ **Paid by:** Check (# _____) Cash Credit Card **Payment Date:** _____ **Rec'd by:** _____

Seguin Christian Academy

2017-18

On-Line / Newspaper Information Release

Seguin Christian Academy has a website (www.seguinchristianacademy.com) and a Facebook page, [Seguin Christian Academy](#), which we update from time to time with pictures of teachers and students engaged in various learning activities. We also occasionally submit pictures to the newspaper. Parent permission is required prior to names and/or photos of your child(ren) being included on the website, on Facebook, or in the newspaper. Please complete the form below for each child in your family and return it to your child's teacher so we will have your instructions on file.

Please circle the appropriate level of information allowed for each of the following mediums:

SCA Website	SCA Facebook Page	Newspaper
Picture w/Full Name	Picture w/Full Name	Picture w/Full Name
Picture w/First Name Only	Picture w/First Name Only	Picture w/First Name Only
Picture w/No Name	Picture w/No Name	Picture w/No Name
Full Name - No Picture	Full Name - No Picture	Full Name - No Picture
First Name - No Picture	First Name - No Picture	First Name - No Picture
No Name or Picture	No Name or Picture	No Name or Picture

Child's Name: _____ Grade: _____

Child's Birthday (including birth year): _____

I [] would like [] would not like my child's name and birthday to appear in the Parent Portal.

I [] would like [] do not need a free birthday and school events calendar.

I [] would like [] do not need to be reminded to buy a book in honor of my child's birthday.

Parent's Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Parent's e-mail address: _____

Parent signature: _____ Date: _____

Registration Checklist

Student Name: _____

Parents: _____ Cell Phone: _____ Text? (Y / N)

Cell phone provider (needed for texting through our parent portal – Sycamore): _____

Email Address: _____

Due prior to 1st day of school:

All Students:

- _____ Signed Payment Agreement Form
- _____ Voided Check for ACH Withdrawals
- _____ Signed Family Service Hour Worksheet
- _____ Signed Authorization for Background Check
- _____ Media Release Form

New Students:

- _____ Immunization records
- _____ Birth certificate or other proof of ID or age
- _____ Record Release Form
- _____ Transcripts, progress reports or report cards for the current and previous year.
- _____ Copy of Achievement Test or TAKS scores (Students may be given a placement test based on test scores or if no scores are available to ensure proper placement.)

Registration and Enrollment Fees:

<u>Qty</u>	<u>Total</u>	<u>Date Pd</u>	<u>Receipt #</u>	<u>Description</u>
_____	_____	_____	_____	Registration Fee (\$250/Family - \$150 if paid before April 1st)
_____	_____	_____	_____	Curriculum Fee (\$400/Student)
_____	_____	_____	_____	1st Month's Tuition Installment
_____	_____	_____	_____	School Supplies (\$100)

Must be completed within the first 120 days of school:

- _____ Vision and hearing screening (Kindergarten, 1st, 3rd, 5th, 7th, 9th grades and new students)
- _____ Scoliosis screening (6th graders only)
- _____ Acanthosis Nigracans (1st – 6th grade)