



# NORTHSIDE

## CHRISTIAN SCHOOL

A MINISTRY OF NORTHSIDE BAPTIST CHURCH

### ADMISSIONS PROCESS

We appreciate your inquiry into the possibility of enrolling your child in Northside Christian School. We outline the admissions process below so that you may invest your time and efforts efficiently.

1. Review the Application form, the Child Care Service Form, and the Financial Information sheet. If you have further questions, call the office for clarification and to make an appointment for a personal tour and interview.
2. When you come for the interview, be sure to bring
  - \_\_\_\_\_ your child
  - \_\_\_\_\_ the completed two-sided Application Form and non-refundable \$75.00 Application Fee (cash or check)
  - \_\_\_\_\_ original/copy of your child's Birth Certificate
  - \_\_\_\_\_ original/copy South Carolina Immunization record on DHEC Form 4024
  - \_\_\_\_\_ original/copy of student transcripts/report cards (for 1<sup>st</sup>-12<sup>th</sup> students)

*Students may not attend classes until these documents are submitted.*

***Student and childcare applications will not be accepted until parents have provided all documents and paid the application fee. These are necessary for making final Admissions and Enrollment decisions.***

***Placement testing may be required for grades K5-6th.***

3. Upon acceptance, you will receive an invitation to complete the Online Enrollment packet in order to provide more information than gathered from the Application for Admission document. When we receive and process the packet, you will be added to the FACTS School Information System which enables you to see your student's attendance, grades, weekly calendar, lunch menu, and informative emails as well as parent alerts for emergencies, weather closings, and other urgent matters. Through FACTS SIS you have access to the Annual Calendar, the Parent-Student Handbook, and other important documents and forms. You will set up your financial agreement through FACTS SIS.

If you have other questions, please feel free to call our office and allow us to answer them and to provide any additional information you might desire. We look forward to the opportunity of working together with you to train and to teach your children to know, love, and to serve the Lord Jesus Christ.

Sincerely,  
Vayle Carruthers  
School Administrator

# APPLICATION FOR DAYCARE (1's & 2's)

Northside Christian School  
7800 Northside Drive  
North Charleston, SC 29420  
843-797-2690



Date	
DC Sup	
Fees	
BCert	
SCImm	
SIS	
FACTS	

Child's name \_\_\_\_\_  
Last First Middle Preferred Name

Age \_\_\_\_\_ Gender: M or F Birthdate \_\_\_\_\_

Planned start date \_\_\_\_\_ Circle which age group applying for 1's 2's

How did you hear about Northside? \_\_\_\_\_

What is the primary reason you chose Northside? \_\_\_\_\_

Financially Responsible \_\_\_\_\_  
Name & Relationship to child Email Address

Mother \_\_\_\_\_  
Last First Email Address

Address \_\_\_\_\_  
Street City Zip Child lives here/  
Custody

Cell # \_\_\_\_\_ Employer \_\_\_\_\_ Work# \_\_\_\_\_

Father \_\_\_\_\_  
Last First Email Address

Address \_\_\_\_\_  
Street City Zip Child lives here/  
Custody

Cell # \_\_\_\_\_ Employer \_\_\_\_\_ Work# \_\_\_\_\_

*Please be sure to complete the back of this form, sign it and bring what is needed for the enrollment process.*

Northside Christian Daycare does not discriminate on the basis of race, color or national origin in its admissions procedures or in any other of its policies or practices.

***All Applicants***

Is there a balance due at another school or daycare \_\_\_\_\_

Name of school or daycare \_\_\_\_\_

Does your child have significant health problems? \_\_\_\_\_ Seizures? \_\_\_\_\_ Allergies? \_\_\_\_\_

If so, what? \_\_\_\_\_

Is your child currently on any medications? \_\_\_\_\_ If so, what? \_\_\_\_\_

Does your child have emotional/behavioral problems of which we should be aware? \_\_\_\_\_

## **Statement of Cooperation**

It is my intention to have my child complete the year at Northside unless otherwise indicated.

It is my intention to keep my account current. I understand that if my account is not kept current, my children will be placed on financial suspension from the program.

I pledge to encourage my child to cooperate with the school staff, to be on his/her best behavior at all times, and to support the program and the staff in the teaching and training process. If my child is involved in a negative form of physical interaction (i.e. hitting, biting, kicking, etc.) with another child or staff member, I will be available to immediately pick up my child from the campus for the remainder of the day. I understand that repeated instances of such behavior may lead to my child being dismissed from the program.

If I have a question regarding an issue within the program, I will speak first to the daycare worker, then to the daycare director rather than to other parents. If I have a question regarding a matter of policy, I will make an appointment with the daycare director. If I cannot continue to support Northside, I will withdraw my child without seeking to undermine or discredit the ministry or its personnel.

I will be responsible for keeping my information in FACTS up to date; address, personal phone numbers (home, cell, and employer), persons (with phone numbers) authorized to pick up my children, other emergency numbers, medical information, and the custodial status of my children. If appropriate, I will provide a signed, updated Statement of Cooperation.

Date \_\_\_\_\_ Parent's/Guardian's signature \_\_\_\_\_

For the enrollment process, please bring: \_\_\_\_\_ your child  
\_\_\_\_\_ the completed application  
\_\_\_\_\_ a copy of their birth certificate  
\_\_\_\_\_ SC Certificate of Immunization (form #4024)  
\_\_\_\_\_ \$75.00 application fee (cash or check)  
Application fee is non-refundable

South Carolina Department of Social Services  
Child Care Regulatory Services

**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION  
TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

**GENERAL INFORMATION:** (to be completed by Parent or Guardian)

Name of Facility: \_\_\_\_\_ County: \_\_\_\_\_ Select County ...

Address: \_\_\_\_\_  
Street Address – no Post Office Boxes City, State, Zip

**Child's Name:** \_\_\_\_\_  
Last First Middle Initial Nick Name

Date of Birth: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Child's Current Home Address: \_\_\_\_\_  
Street Address City, State, Zip

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**You must have two individuals who have the authority to obtain emergency medical treatment for the child.**

1. Person responsible if parent/guardian unavailable for emergency medical services:

\_\_\_\_\_  
Full Name Relationship  
Address: \_\_\_\_\_  
Street Address City, State, Zip  
Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

2. Person responsible if parent/guardian unavailable for emergency medical services:

\_\_\_\_\_  
Full Name Relationship  
Address: \_\_\_\_\_  
Street Address City, State, Zip  
Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

Is Child currently enrolled in school? (5K up to 6 years old) ☐ Yes ☐ No

My Child will regularly attend this facility **FROM** \_\_\_\_\_ am/pm **TO** \_\_\_\_\_ am/pm

If Child is a drop-in, indicate hours of care: **FROM** \_\_\_\_\_ am/pm **TO** \_\_\_\_\_ am/pm

**Check** all days Child will regularly attend this facility: ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

**Check** all meals Child will receive daily: ☐ Meals are not offered ☐ Breakfast ☐ Morning Snack ☐ Lunch

☐ Afternoon Snack ☐ Dinner ☐ Evening Snack

**HEALTH INFORMATION:** (to be completed by Parent or Guardian)

Family Physician or Health Resource: \_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address City, State, Zip Telephone

Emergency Care Provider: \_\_\_\_\_  
Emergency Facility Name

\_\_\_\_\_  
Street Address City, State, Zip Telephone

Dental Care Provider: \_\_\_\_\_  
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: \_\_\_\_\_

Certificate of Immunization: ☐ Yes ☐ No ☐ N/A Please explain: \_\_\_\_\_

**My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:**

Additional Comments: \_\_\_\_\_

I certify that to the best of my knowledge \_\_\_\_\_  
Child's Name

is in good mental and physical health and able to participate in the child care program at

\_\_\_\_\_  
Name of Child Care Facility

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director/Operator/Staff Designee

## **Admission for Families Who Do Not Use English For Primary Language**

At Northside, our desire is that every student is set up to be successful socially and academically as soon as they start class. A big part of that success lies in clear, effective communication between teachers with their students and teachers with a student's parents. Our teachers teach in English and we expect our students to be able to use/understand the English language effectively.

If at least one parent is not fluent in English, our teachers may not be able to communicate important information such as homework assignments, test dates, or school events. Students who are not fluent in English or are not becoming fluent will also experience academic difficulties as they move up grade levels. Families who do not meet these criteria may not be admitted or may be asked to leave.

Any time a conference is requested by teacher or parent, the parents must be able to provide an in-person or on-the-phone translator if one is needed to ensure smooth communication.

Parent Signature: \_\_\_\_\_

## **NORTHSIDE CHRISTIAN SCHOOL**

### **CHILD CARE SERVICE**

**Child Care** refers to the non-academic care provided for NCS students. Only children (except 1s and 2s) enrolled in the academic programs of the school may stay in Child Care. The purpose for this service is to provide parents who cannot care for their children before or after school hours a compassionate, Christian environment for them. The facilities are inspected regularly for compliance with fire, health, and safety standards, and the service is supervised by NCS. The Child Care registration number is #289.

K3 through 6<sup>th</sup> grade enjoy outdoor play as well as indoor table games and activities. We provide all age levels an afternoon snack at no additional charge.

#### **EARLY ARRIVAL**

Early Arrival workers open the Child Care at 6:30 AM. If students arrive before 7:40 AM, when classroom buildings are unlocked, they report to Early Arrival. Students in 2<sup>nd</sup> grade and below are charged for this service. Students in 3<sup>rd</sup>-6<sup>th</sup> grades are charged from 6:30-7:00 AM, when they report to the gymnasium.

<b>SCHEDULE</b>	<b>K3-K4</b>	<b>K5-12</b>
6:30 - 7:00	Room 107	107
7:00 - 7:40	Room 107	GYM
7:40 Mon., Fri.	All students are dismissed to their classrooms.	
7:30 Tues.-Thurs.	All students are dismissed to their classrooms.	

#### **LATE STAY**

K3-K5 half-day students should be picked up by 12:30. K3-K5 full day students and grades 1st-6th are dismissed at 3:05. Students who regularly go to Late Stay are billed from 3:30 until they are picked up. Students who regularly leave school at dismissal time will be taken to Late Stay and charged if parents have not come by 3:30.

#### **AFTER SCHOOL STUDY HALL (7-12)**

Secondary students (grades 7-12) are dismissed at 3:10 PM. Students who do not have sports practices or other extracurricular responsibilities under the supervision of a staff member report to the After School Study Hall by 3:30. Teachers supervise the students and provide an opportunity for relaxation, socialization, and doing homework. If students are still on campus at 4:30 PM, they report to the Day Care and are charged.

#### **SUMMER DAY CAMP PROGRAM**

The Summer Child Care service is structured on a Day Camp format. A regular schedule of devotions, singing, sports, crafts, music, rest, etc., is followed. The registration fee, separate from the hourly charge, covers the entrance fees for all the field trips and special activities. Summer music, sports, or Fifth Quarter programs supplement the service. Children must have been enrolled for the spring term or enrolled for the fall in order to be eligible for Summer Day Camp. Information is emailed to parents in early May.

#### **BILLING CYCLE**

Child Care charges are posted to accounts each week. Parents may view these at any time on Family Portal. They are due 10 days after the invoice date. Payments are made through FACTS.

**Families whose accounts become 30 days past due may lose use of NCS Child Care.**

## **RATES**

The Child Care is **\$4.50 per hour**. Changes in Child Care rates take effect the first Monday in September. A penalty of \$5.00 is charged for every 10 minutes children are left after 6:00 PM.

## **SUPERVISION**

The Child Care Service for Pre-school 1s and 2s, Kindergarten, and 1<sup>st</sup>-6<sup>th</sup> grades is supervised by the Child Care Supervisor working with the Educational Administrator. All workers with direct access to children have passed a SLED criminal history check and a fingerprint-based background investigation. At least one worker certified in CPR and First Aid is on site during Child Care operating hours. The service for 7<sup>th</sup>-12<sup>th</sup> grades is supervised by selected staff until 5:00 PM. At that time they report to the Child Care service and are charged the Child Care rate above.

## **SUMMER DRESS CODE**

Boys: Regular school dress or knee-length shorts and tee-shirts (not tank tops)

Girls: Regular school dress or knee-length shorts or loose-fitting slacks/jeans and tee-shirts (not tank or halter tops)

All students

Shoes and socks must be worn.

Clothing with unwholesome slogans, wording, or advertising should not be worn.

All other dress standards included in the NCS Parent and Student Handbook apply to Child Care.

## **CONDUCT**

Disruptive, disrespectful, or disobedient behavior is unacceptable, and a parent may lose the use of Child Care services if his child continues to conduct himself inappropriately. Student management procedures are outlined in the *Statement of Cooperation* that is part of the Application for Admission.

## **LUNCH**

School-made lunches (which include a drink) may be purchased for **\$5.50 (for a small meal)** or **\$7.00 (large meal)**. Catered lunches (which includes a drink) may be purchased for **\$6.00 (for a small meal)** or a **\$7.50 (large meal)**. We publish a menu in advance so that parents may send lunch if the meal for the day is not one their child likes. The menu for the month is available in the office. Drinks may be purchased separately.

The kitchen operates on full school days only, not on halfdays.

## **MEDICATION**

All medication must be labeled with written instructions and remain in the School Office during the day.

## **EMERGENCY INFORMATION**

We maintain this information in the FACTS SIS (School Information System) which parents input when completing the Online Enrollment forms. Parents should notify the office of any changes in phone numbers, work schedules, emergency procedures, or persons authorized to pick up their children.

## **PICK-UP AUTHORIZATION**

Parents provide a list of persons authorized to pick up children from Child Care. Children will not be released to any other person without written or phone authorization from the parent. Calling in advance to notify us of such changes will save time and inconvenience for the person picking up the children.



# NORTHSIDE CHRISTIAN SCHOOL

## Financial Information 2025-26

Level	Annual Fee		11-month July-May	10-month August-May
1s Child Care (Year Round)	\$11,597.80		-----	-----
2s Child Care (Year Round)	\$8,899.20		-----	-----
K3 ½ day – K4 ½ day	\$3,811.00		\$346.46	\$381.10
K3 – K4	\$7,117.30		\$647.03	\$711.73
K5 ½ day	\$5,069.66		\$460.88	\$506.97
K5 – 1st	\$7,828.00		\$711.64	\$782.80
2 <sup>nd</sup> – 5th	\$8,085.50		\$735.05	\$808.55
6 <sup>th</sup> – 8th	\$8,961.00		\$814.64	\$896.10
9 <sup>th</sup> – 12th	\$9,651.10		\$877.37	\$965.110

### APPLICATION AND ENROLLMENT

New students pay the Northside fee of \$75.00 when submitting the Application for Admission. If admission is approved, FACTS Tuition Management charges \$55.00 to process the initial Online Enrollment packet.

Currently enrolled families receive notification in the spring when Online Enrollment for the coming school year is opened. Those who re-enroll students by the published deadline pay a NCS Early Registration fee of \$10.00 per student and spaces are guaranteed. Those who re-enroll after the deadline has passed pay \$75.00 per student.

All families pay the FACTS Management Fee of \$25.00 if paying by semester or year, or \$55.00 if paying monthly.

**Application and Enrollment fees are not refundable.**

**ANNUAL FEE** This payment includes tuition and all resource fees. Families pay additional charges for such expenses as private music lessons and overnight trips for athletic and fine arts competitions. NCS pays fine arts competition fees for large groups, but students pay for individual events. The Annual Fee is pro-rated for late enrollment or early withdrawal, with the exception of the resource fee (see page 27 of Parent-Student Handbook).

**DISCOUNTS** The siblings of the oldest student receive a discount on the tuition component of the Annual Fee.

**PAYMENT METHOD** When new families set up their FACTS account, they use Autopay as their Payment Method. They can use a debit/credit card or a savings/checking account. The former charge a fee for each payment while the latter are ACH transfers with no processing cost. In February returning families will create new payment plans with their desired financial method.

**PAYMENT SCHEDULE** Parents choose a schedule to pay by the year, semester, or month. Monthly payments may be made over 10, 11, or 12 months. Families make these on the 5<sup>th</sup> or the 20<sup>th</sup> or they may split them between the two dates.

*If the account becomes 30 days past due, NCS sends a notice that the family has been placed on **Financial Probation**. FACTS assesses a late fee.*

*If the account becomes 60 days past due, NCS sends a notice that the family has been placed on **Financial Suspension**. Northside suspends the student from attending school until the payment is made.*

**INCIDENTAL FEES** NCS posts Child Care fees weekly and other charges as they occur. Once posted, they must be paid within ten (10) days or a late fee will be assessed. Incidental Accounts will be automatically drafted on the 10<sup>th</sup> day.