



# 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



**ALL STUDENTS**

Has the child ever been expelled? \_\_\_\_\_ Suspended? \_\_\_\_\_ Is he/she currently suspended? \_\_\_\_\_  
Is there a balance due at another school? \_\_\_\_\_ Name of school \_\_\_\_\_  
Does the child have significant health problems? \_\_\_\_\_ allergies? \_\_\_\_\_ seizures? \_\_\_\_\_  
Is he/she currently on medication? \_\_\_\_\_ which one(s)? \_\_\_\_\_  
Does he have emotional problems of which we should be aware? \_\_\_\_\_  
Behavioral problems? \_\_\_\_\_ Learning disabilities? \_\_\_\_\_

**STUDENTS IN GRADES 7-12 ONLY**

Has the student smoked? \_\_\_\_\_ used alcohol? \_\_\_\_\_ used illegal drugs? \_\_\_\_\_ been arrested? \_\_\_\_\_  
Has the student parented a child? \_\_\_\_\_ Is the student married? \_\_\_\_\_

Date \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

7-12 Student's Signature \_\_\_\_\_

For the interview, please bring \_\_\_\_\_ your child  
\_\_\_\_\_ the completed, 2-sided Application  
\_\_\_\_\_ the non-refundable \$75.00 application fee (cash or check only)  
\_\_\_\_\_ Birth Certificate  
\_\_\_\_\_ SC Immunization Record (DHEC Form 4024)

If you have these additional forms, please bring them so we can make copies for the student's file. We will also request them from the sending school.

\_\_\_\_\_ the most recent report card/transcript  
\_\_\_\_\_ achievement testing results

**Completing the Online Enrollment Process**

If this application is accepted, we will email you an invitation to complete the Online Enrollment packet. Please follow the instructions carefully. The demographics you have given on this application will display in the various pages in the packet, and you will be asked for additional information, such as person authorized to pick up your children from school, allergies, religious affiliation, etc. You will be asked to review and sign your agreement with the *Goals in Christian Education*, the *Statement of Faith*, and the *Student-Parent Handbook*. The final step is setting up your payment plan with FACTS Tuition Management, required in order to submit the Online Enrollment packet. We usually respond to that submission within 24 hours.

**The Application for Admission fee is not refundable.**

## **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: \_\_\_\_\_

**For students diagnosed with Autism or learning disability.**

**These are the criteria that are necessary for admission to Northside:**

Will be tested to determine grade level in math and reading. Your child must be reading at their grade level to be admitted to that grade.

Will be required to spend a school day in a grade appropriate classroom for teacher observation.

Able to sit quietly for a reasonable amount of time without disruption to the class.

Able to focus and complete the paperwork the teacher expects to be done.

Able to interact kindly with fellow students in the classroom and on the playground.

If your child has been diagnosed with autism or any learning disability, please provide us with any information you may have. Unfortunately, Northside does not have the trained staff to help make accommodations for students that are not able to function productively in a classroom setting.

# 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.

| SCHEDULE          | K3-K4   | K5-12 |
|-------------------|---|-------|
| 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<br>July-May | 10-month<br>August-May |
|------------------------------------|-------------|----------------------|------------------------|
| 1s Child Care<br>(Year Round)      | \$11,597.80 | -----                | -----                  |
| 2s Child Care<br>(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> – 5 <sup>th</sup>  | \$8,085.50  | \$735.05             | \$808.55               |
| 6 <sup>th</sup> – 8 <sup>th</sup>  | \$8,961.00  | \$814.64             | \$896.10               |
| 9 <sup>th</sup> – 12 <sup>th</sup> | \$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.