

Calvary Temple Christian Academy

Policy Summary

Admission Requirements: The following requirements have been adopted to assure consistent standards of admission. Admission requirements are mandatory of all students and must be maintained throughout the student's time at Calvary Temple Christian Academy.

Initial Admission Requirements	<ul style="list-style-type: none">• Parents/Guardians must complete the Application Packet and pay the Application Fee of \$50.00.• Parents/Guardians must read the Statement of Faith and School Philosophy and be willing to have their child educated in accordance with those statements.• The parents/guardians must make written agreement that:<ul style="list-style-type: none">– The school has full discretion in the discipline of their child(ren) within the bounds of the discipline policy.– The school has full discretion in the grade placement of their child(ren) and the parents/guardians must allow the school to seek any necessary testing to correctly determine the child's academic needs.– The parents/guardians will meet all obligations related to tuition and other financial matters.– The parents/guardians will willingly support the school in prayer and with financial gifts if the Lord so prompts them.• All prospective students in grades kindergarten and above must complete an academic screening to determine grade placement and to determine if the prospective student's capabilities fit the educational objectives of the school.• The Administrator or an appointed assistant must interview at least one parent, but preferably both, along with the child.• Age requirements must be met for each grade as follows:<ul style="list-style-type: none">-Pre-K3 - 3 years old by September 1-Pre-K4 - 4 years old by September 1-K5 - 5 years old by September 1-1st Grade - 6 years old by September 1 or have graduated from an accredited kindergarten program.• All elementary and middle school students must have satisfactorily completed school the previous year and been promoted to the grade for which they are applying. A submission of the last report card and all academic and disciplinary records from the previous school is required for proof of this.• A copy of the child(ren)'s birth certificate(s) must be submitted.• A physician's physical check-up report not more than one year old must be submitted for all new students and students entering K5, 1st and 6th grades.• A report showing that all immunizations required by the state are up to date must be submitted and must be maintained annually.
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Admission Status	<ul style="list-style-type: none"> Acceptance for admission to Calvary Temple Christian Academy is always conditional. Acceptance is at the discretion of the administration and staff of Calvary Temple Christian Academy and may be limited due to availability of class space.
Nondiscriminatory Policy as to Students	<ul style="list-style-type: none"> Calvary Temple Christian Academy admits students of any race, color or 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 origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school administered programs.
Forms and Payment	<ul style="list-style-type: none"> Admission Applications and Registration Forms are not accepted without payment of the accompanying fees.
Waiting Pool	<ul style="list-style-type: none"> After the initial week of registration for returning students, registration is on a first-come, first-served basis. Students registering for classes that are already full will be put in a waiting pool. If a sufficient number of students are in the waiting pool, consideration will be given to forming another section of the class.

Financial Information

Tuition and Fees	<ul style="list-style-type: none"> The Tuition and Fees schedule is available from the school office.
Application Fee	<ul style="list-style-type: none"> The application fee is a one-time fee. This fee is charged at the time of initial application and academic screening. This fee is non-refundable.
Registration Fee	<ul style="list-style-type: none"> The registration fee is an annual fee and is not refundable. The fee is paid at the time of registration for every student. This fee covers the cost of record management, both financial and academic. <i>Students will not be put on the class list or in the waiting pool until the registration fee is paid.</i> New applicants must pay the registration fee within 30 days from acceptance. Failure to register by the given date will invalidate the student's admission. The application process may need to be completed again and an additional application fee must be paid.
Monthly Payment Plan	<ul style="list-style-type: none"> Payments begin in July. Payments are divided equally from the month of registration through May. Payments are due on the 10th of each month.
Calvary Temple Church Members	<ul style="list-style-type: none"> A tuition discount is given to members in good standing of Calvary Temple of Philadelphia. They must be members a total of one year prior to the beginning of the school year or have transferred an active membership from another church where they were members for one year prior to the beginning of the school year. CTCA does not set or govern the policies regarding membership at Calvary Temple of Philadelphia. The church member must be the parent or legal guardian of the student to be eligible for the discount.
Late Payment Charge	<ul style="list-style-type: none"> Payments are due on the 10th of each billed month; however, a 5 day grace period is extended to each family. If payment is not received by this extended date, a \$35.00 per month late fee will be charged on any outstanding balance.

Returned Check Charge	<ul style="list-style-type: none"> • A \$35.00 fee will be charged to the family’s account for a check that is returned for any reason. After two returned checks in a school year, only cash or a money order will be accepted for payment for the remainder of the year.
Extended Day Program	<ul style="list-style-type: none"> • If a parent/guardian needs to drop their child(ren) off before 8:00 am, they may enroll their child(ren) in the Early Arrival Program for an additional fee. See the Tuition and Fees schedule for pricing details. • If a parent/guardian needs to pick up their child(ren) after 3:30 pm, they may enroll their child(ren) in the After School Program for an additional fee. See the Tuition and Fees schedule for pricing details.
Late Pick-ups	<ul style="list-style-type: none"> • Any student who is not picked up by 3:35 pm is placed in the Extended Day Program and a Late Pickup fee is charged. Late pickup fees are also charged for a half day student who is not picked up within ten minutes of the normal dismissal time and for any student not picked up prior to their scheduled time in Extended Day or after school activities.
School Finances	<ul style="list-style-type: none"> • Tuition and fees only cover a portion of what it actually costs to educate a student at CTCA. The generous giving of many individuals and Calvary Temple of Philadelphia enhances the educational experience of each student at CTCA.

Calvary Temple Christian Academy partners with Christian families to equip their children spiritually and academically for lives of service, to the glory of God.