

Bethesda Christian Academy

“Developing the Mind; Improving the Heart”



Re-Registration Checklist '11

In an attempt to communicate as effectively as possible, a re-registration check list has been created. Simply mark each item as it has been completed to ensure that your registration process can be considered complete. **Return re-registration packets to the office between the hours of 7:30 am and 8:30 am Jan. 18-21.** Students will not be admitted to the academy until all needed forms and fees have been received in the academy office.

- _____ 2011-2012 Re-Registration Form Has Been Completed And Returned.
- _____ \$275 Re-Registration Fee Has Been Attached To The Re-Registration Form.
- _____ FACTS Update and Registration Form Has Been Completed
 - Re-register with FACTS by going to the academy website at bcacrusaders.org. Click on “pay tuition on line” and complete the re-registration process.
 - Print off a copy of your FACTS confirmation and attach to your re-registration form.
- _____ Tee-Shirt Order Form Has Been Completed And Returned.
 - Choose the correct tee-shirt size for the 2011-2012 school year.
 - Tee-shirt sizes run on the small side.
- _____ All Current School Accounts Are Up To Date.

RE-REGISTRATION PACKETS (including this checklist) may be turned in to the academy office, January 18-21, between the hours of 7:30 am and 8:30 am.

BETHESDA CHRISTIAN ACADEMY



2011-2012 Re-enrollment Forms

STUDENT NAME: _____

GRADE FOR 2011-2012: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

HOME CHURCH: _____

RE-REGISTRATION FEE OF \$275 IS ATTACHED: (check #) _____

All school accounts (except for field trips) must be up to date before registration for the new year can be completed. Spaces will not be held for delinquent accounts.

Forms will be accepted beginning January 18th. Spaces not reserved by January 24th will be available to the public.

BCA will continue to use the FACTS tuition management system for tuition and full time afterschool. Beginning with the 2011-2012 school year, sports fees and band fees will be drafted through FACTS (See information on attached schedule of fees sheet). In addition, you may select to have your 5K donation of \$250 per family deducted through FACTS. Please indicate the payment plan you will follow for the 2011-2012 school year.

Full payment for the year will be made by August 1, 2011. Payment will be made to BCA and there will not be a need to register with FACTS.

For the year 2011/2012, FACTS will be implementing a new customer friendly software system. This new system will require all families who make monthly payments to sign up for new accounts. There will be a link on the BCA home page – www.bcacrusers.org – to complete these new payment plans. **Please be sure to print your FACTS confirmation and attach it to your re-enrollment form.** Be sure to keep a copy of your confirmation for your records to allow easy access to your FACTS account throughout the year.

If you need assistance, please contact the academy office at 598-0190 and ask to speak with Brenda.

Please indicate the payment selection you made with FACTS. This will allow us to double check the information to be sure we enter correct monthly payment information.

I would like to make 12 monthly payments -June, 2011-May, 2012

I would like to have the 5K donation of \$250 deducted by FACTS.

New FACTS information is attached to this form

I would like to make 11 monthly payments- June-December, 2011, February-May, 2012

I would like to have the 5K donation of \$250 deducted by FACTS.

New FACTS information is attached to this form

APPLICATIONS ARE NOT COMPLETE UNTIL FACTS INFORMATION IS SUPPLIED TO THE ACADEMY OFFICE.

BCA hires personnel based on student enrollment as of May 31 of each year. If you should withdraw your student after tuition payments begin in June, tuition payments are non-refundable.

Full time after school students will need to make after school payments to FACTS. We will adjust your monthly tuition in September to reflect this additional \$159 after school charge per month. Part-time after school payments will be made directly to the academy.

My child will attend after school on a full time basis.

My child will attend after school on a part time basis and payments will be made to BCA.

Parent Signature _____ Date _____

SCHEDULE OF FEES FOR 2011-2012

REGISTRATION FEE

A yearly, non-refundable registration fee of \$275 is due with the registration or re-registration form.

TUITION RATES

Non-refundable 12 month tuition rates:

Elementary tuition (K-5)	\$480 per month	\$5755 per year
Middle school (6-8)	\$532 per month	\$6378 per year

Non-refundable 11 month tuition rates:

Elementary tuition (K-5)	\$524 per month	\$5755 per year
Middle school (6-8)	\$580 per month	\$6378 per year

BCA hires personnel based on student enrollment as of May 31 of each year. If you should withdraw your student after tuition payments begin in June, tuition payments are non-refundable.

TUITION

Each student's tuition fee covers monthly tuition payments, textbooks, technology fee, one yearbook, a BCA t-shirt, cultural arts activities for elementary students, or the cost to attend the annual middle school retreat.

BCA tuition payments are handled by FACTS Tuition Management Services. All families, except for those who pay for the entire year, are required to sign up with FACTS. Each year there is an enrollment fee for this service. Three payment options are offered to families:

1. You may have your bank account drafted on either the 5th or the 20th of the month.
2. You may select to pay tuition by using your credit card. If you wish to use your credit card, you will be charged the convenience fee for using the card in the addition to the monthly tuition payment.
3. You may elect to receive an invoice for the payment. Families who are invoiced must have the payment to FACTS by the first day of each month or it will be considered late.

Families who make monthly payments must sign up for a FACTS account by registering on the BCA website – www.bcacrusaders.org. You will select Pay Your Tuition and complete the registration process. During the last part of April, BCA will enter the financial information – yearly tuition fee and monthly payment amount. The yearly FACTS registration fee will be charged or drafted in May. **Families should print a copy**

of their FACTS confirmation form and attach to the re-enrollment form. Be sure to keep a copy for your records to allow easy access to your FACTS account throughout the year.

Upon successful completion of student testing and family interviews, newly accepted families will receive an acceptance letter. The next step in the new student registration process is to complete all FACTS information by going to www.bcacrusaders.org. You will select Pay Your Tuition and complete the FACTS registration process. Parents should print a copy of their FACTS confirmation form and provide a copy to the academy office to complete the acceptance process. Be sure to keep a copy for your records to allow easy access to your FACTS account throughout the year. During the last part of April, BCA will enter the financial information – yearly tuition fee and monthly payment amount. The yearly FACTS registration fee will be charged or drafted in May.

Tuition payments begin on June 1st. Families who have completed registration by May 15, 2010 may have the option of making tuition payments for either 11 or 12 months. The twelve month option begins on either June 1st, 5th or 20th and ends on either May 1st, 5th or 20th. The eleven month option begins on either June 1st, 5th or 20th and payments are made on that same date in July, August, September, October, November, December, February, March, April and May (no January payment).

Families who register after May 15th will talk with the academy administration to determine the number of monthly payments to be made.

Families who register after August 1st will pay the registration/re-registration fee and the first month's tuition during the month in which they register

DISCOUNTS

Discounts for BBC members or for families with siblings:

* Members of BBC receive a 6% discount in tuition. If a BBC family has multiple children, each child receives the 6% discount in tuition. (\$5410 per year for elementary, or \$451 per month if making 12 payments; or \$5995 per year for middle school or \$500 per month if making 12 payments.)

* If a non BBC family has multiple children, the oldest child pays full tuition. Siblings receive a 6% discount (ex. For elementary: oldest child \$480, Second elementary child \$451 , third elementary child \$451; or \$532 for a middle school oldest child, \$500 for a middle school sibling, and \$451 for an elementary sibling – these rates are based on a 12 month payment plan).

AFTER SCHOOL

* Full time elementary after school fees will be \$159 per month beginning in September and ending in May. Full time students will have their after school fees collected by FACTS.

- * Weekly rates are \$40 per week. If a student attends three or more days during the week, they will be charged for the entire week. The daily rate is \$9 per day.
- * Middle school students in need of after school care will be charged a weekly or daily fee. If a student attends after school three or more days during the week, they will be charged \$40 for the week. The daily rate is \$9 per day.
- * Part time students and middle school students should pay for after school at the end of the week in which the services are provided.

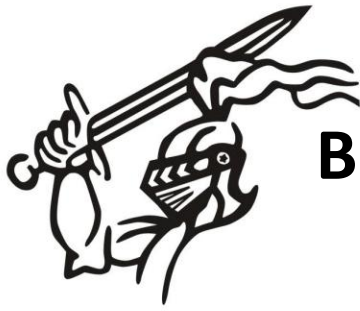
FINE ARTS PROGRAM

In an effort to help parents manage finances and reduce check writing, band and sports fees will be added to individual FACTS accounts beginning with the 2011-2012 school year.

- * Yearly band fees are \$45. This fee will be charged to student accounts after Sept. 20, 2011. Fees will be collected with the October FACTS payment.
- * Students participating in sports pay a \$45 fee per sport. Once teams have been selected for each season, the sports fee will be added to individual FACTS accounts. These fees will be deducted with the next scheduled FACTS payment. (Boy's soccer, girl's volleyball and cheerleading will be drafted either August 20th or September 5th. Basketball fees will be drafted in November. Spring sports will be drafted in March.)

ADDITIONAL EXPENDITURES

- * Hot lunch will be provided each day at a cost of \$2.75 per day.
- * Each elementary class may take three field trips per year. When taking field trips more than two hours from the academy, transportation may be chartered which will increase the cost of the trip? The cost ranges from \$50 in kindergarten to \$150 in fifth grade. At the beginning of the school year, each family will be provided with a list of field trips for the upcoming year. Parents will be asked to indicate which trips they will attend and pay a deposit for their student and themselves.
- * Middle school students will attend a Middle School Retreat and one major overnight field trip. The cost of the overnight field trip is projected to be between \$150 and \$200.
- * Each family is expected to support the annual fundraising program by raising \$250 which is used to provide additional educational resources for BCA students. Please indicate on your enrollment form if you would like to have this fee deducted through FACTS (\$21 per month for 12 months).
- * Optional school pictures are available twice a year.



Bethesda Christian Academy

2011-2012 School Calendar

August 09	First Day of School for BCA Staff Members
August 11	Open House Extravaganza for elementary and middle school students
August 15	FIRST DAY OF SCHOOL FOR STUDENTS
September 05	Labor Day (school closed for students and staff members)
October 14	End of First Grading Period (school closed for students/staff workday)
October 17	NC State Fair Day (school closed for students and staff members)
October 27-28	ACSI Teacher Convention (school closed for students)
November 23-25	Thanksgiving Holiday (school closed for students and staff members)
December 19-30	Christmas Holiday (school closed for students and staff members)
January 02	Staff Workday (school closed for students)
January 06	End of Second Grading Period
January 16	Martin Luther King Jr. Holiday (school closed for students and staff)
February 27-29	Winter Break (school closed for students) (Feb. 29 staff workday)
March 16	End of Third Grading Period
April 6-13	Easter Break (school closed for students and staff members)
May 25	Last Day of School (school is dismissed at 12:00 noon)



BCA Order Form

Bethesda Christian Academy is partnering with Christian families to inform the student's mind, effect the student's heart and increase the student's personal talents as they seek to become Ambassadors for Christ. We are excited about the families that God has brought to the academy. As a way of saying thank you for partnering with us, the school board would like **to give each returning or new student a school tee-shirt** during the 2011-2012 Back To School Extravaganza. Please indicate what size shirt your child will need for the 2011-2012 school year. We need for you to return this order form with your registration information. Parents will be able to pick up their tee-shirts in August.

SCHOOL TEE-SHIRT ORDER

SHORT SLEEVE SCHOOL TEE-SHIRTS



Youth 6-8 _____

Youth 10-12 _____

Youth 14-16 _____

Adult Small _____

Adult Medium _____

Adult Large _____

Adult XL _____



CHILD'S NAME: _____

GRADE FOR 2011-2012 SCHOOL YEAR: _____

Growing Crusaders

BCA Family Discount Procedures

Joseph Adams said, "There are obviously two educations. One should teach us how to make a living and the other how to live." I am honored to be a part of a learning community that feels our job is to work together to train students to be competent, solid Ambassadors for Christ. The School Board of Bethesda Christian Academy desires to continue offering, "Growing Crusaders" for the 2011-2012 year. If you refer a new family to BCA, you may receive a \$100 discount on your own tuition for each new family who enrolls at BCA.

To receive this discount the current family must:

- A. Be responsible for the new family's enrollment by introducing them to the school in some fashion: by inviting them to a tour or other event or by encouraging them to stop by the school or call for an application packet. The new family will need to list the name of the family who referred them to BCA at the top of their student application.
- B. Complete a Finder's Discount Card and submit it to the office.

Once a new family is enrolled for a month, you will receive a \$100 credit for their full-time status. If the new family enrolls mid-year, you will receive a pro-rated credit based on the percentage of time the family is enrolled.

BCA will only be able to honor the first name listed on each new family application, so go spread the good news about the best Christian school in the triangle.

\$100 Tuition Discount



New Family Finder's Discount

- Yes, I was a current BCA family who introduced this family to Bethesda Christian Academy by giving them information about the school, inviting them to a tour, inviting them to visit the school, inviting them to an event or encouraging them to pick up an application packet.

Your Name: _____

Name of New Family: _____