

# **SUGAR CREEK CHRISTIAN ACADEMY**

**All SCCA FAMILIES NEED TO FILL OUT THE FOLLOWING FORMS FOR 2023-2024  
THESE FORMS MUST BE SUBMITTED TO BRIGHTWHEEL BEFORE MAY 31<sup>ST</sup>.**

1. \_\_\_\_\_ PUBLIC SCHOOL LETTER OF NOTIFICATION (one for each child)
2. \_\_\_\_\_ TUITION PAYMENT AGREEMENT
3. \_\_\_\_\_ APPLICATION FEE
4. \_\_\_\_\_ TECHNOLOGY AND SOCIAL MEDIA POLICY
5. \_\_\_\_\_ SCHOLARSHIP AND SPONSORSHIP APPLICATION (OPTIONAL)

**PLEASE NOTE THE FOLLOWING:**

- ALL CURRENT SCCA STUDENTS ARE CONSIDERED TO BE ENROLLED FOR THE UPCOMING SCHOOL YEAR UNTIL PARENTS FILL OUT AND SIGN THE APPROPRIATE WITHDRAWAL FORMS.
- NO RECORDS WILL BE RELEASED FOR WITHDRAWING STUDENTS UNTIL ALL TUITION AND FEES ARE PAID.
- REGISTRATION FEES PAID BEFORE MAY 31<sup>ST</sup> RECEIVE A \$50 DISCOUNT.



**SUGAR CREEK CHRISTIAN ACADEMY**

*“A ministry of Sugar Creek Missionary Baptist Church”*

4824 St. Rt. 141

Ironton, Ohio 45638

740-533-2215

This form must be filled out for **each student every year**. This letter is submitted to the District of Residence and meets ODE requirements for students attending non-chartered, non-tax supported schools.

School District of Residence:

To the Superintendent of schools:

The intent of this letter is to inform you that our child, \_\_\_\_\_, will continue to attend Sugar Creek Christian Academy for the 2023-2024 school year. SCCA is a non-chartered, non-public school.

This letter also meets the requirements of the Ohio Department of Education.

Thank you for your cooperation.

Please contact us if you have further questions.

Sincerely,

Signature

Phone #

STUDENT’S FULL NAME \_\_\_\_\_

STUDENT’S DATE OF BIRTH \_\_\_\_\_

STUDENT’S ADDRESS \_\_\_\_\_



# SUGAR CREEK CHRISTIAN ACADEMY

## 2023-24 ENROLLMENT (FINACIAL) INFORMATION

- **REGISTRATION FEE:** (non-refundable)

\$100.00 per student or \$150 per family (enrolling students paying before May 31st)

\$150.00 per student or \$200 per family (those enrolling after May 31<sup>st</sup>)

*THIS FEE IS DUE AT THE TIME THE STUDENT'S APPLICATION IS SUBMITTED.*

- **TUITION FOR NON-MEMBERS OF THE CHURCH**

	YEARLY	SEMESTER	MONTHLY (10months)
1 child	\$3,000	\$1,500	\$300.00
2 children	\$5,200	\$2,600	\$520.00
3 child	cost of 2 children plus cost of materials for 3rd		

- **TUITION FOR MEMBERS OF THE CHURCH**

	YEARLY	SEMESTER	MONTHLY (10months)
1 child	\$2,700	\$1,350	\$270.00
2 children	\$4,700	\$2,350	\$470.00
3 children	cost of 2 children plus cost of materials for 3rd		

- **GENERAL INFORMATION**

S.C.C.A neither solicits nor accepts Government funds of any type, therefore, it is imperative that fees be paid when due. Tuition and all other accounts will be due on the first day of each month and considered late after the 10<sup>th</sup>. Late payments will be assessed a \$25.00 fee. **PLEASE NOTE:** Students having attended any portion of a month will owe for the entire month.

- **PAYMENT PLANS AND DUE DATES**

1. Yearly- The total amount is due by August 31<sup>st</sup>.

2. Semester- One half of the total amount is due by August 31<sup>st</sup>.  
The remaining amount is due by January 31<sup>st</sup>.

3. Monthly- Program runs August through May. The first payment is due August 31st.

Each payment thereafter is due on the 10<sup>th</sup> of each month. At late fee of \$25 is assessed to accounts if not payment is not received by the end of each month.

- **ACTIVITY COST**

Activities that are planned during the school year may be at extra cost to parents of children who participate.

- **BRIGHTWHEEL Application**

All families must register in the Brightwheel Application in order to make tuition payments. SCCA will charge a processing fee of \$25 per transaction for tuition paid via other methods.

- **Failure to pay tuition** on time can result in the dismissal of students. No records can be released to transferring students until all tuition and fees are paid in full.

# Sugar Creek Christian Academy

## 2023-24 *TUITION PAYMENT AGREEMENT*

❖ This form must be filled out by each family before the first day of school each year.

- **REGISTRATION FEE:** (non-refundable)  
\$100.00 per student or \$150 per family(enrolling students paying before May 31st)  
\$150.00 per student or \$200 per family (those enrolling after May 31<sup>st</sup>)

Name of student(s) \_\_\_\_\_

Amount paid \_\_\_\_\_ Date paid \_\_\_\_\_

### TUITION

- Please indicate which Tuition Payment Plan you choose.

Yearly \_\_\_\_\_ Semester \_\_\_\_\_ Monthly \_\_\_\_\_

### INFORMATION NEEDED FOR BRIGHTWHEEL (please fill in if any info has changed)

MOTHER'S NAME	EMAIL	CELL PHONE
FATHER'S NAME	EMAIL	CELL PHONE
STUDENT(S) NAME	STUDENT(S) NAME	

I have been explained the terms of SCCA's Tuition Payment Plans and understand the following:

- SCCA neither solicits nor accepts Government funds of any type, therefore, it is imperative that I pay fees when due.
- Invoices are issued on the first day of each month and considered late after the 10<sup>th</sup>.
- SCCA will charge a \$25 processing fee for all payments not made via Brightwheel unless arrangements have been made with the administration.
- Students having attended any portion of a month will owe for the entire month.
- A late fee amount of \$25.00 will be charged if tuition is not paid before the due date.
- Activities that my child participates in during the school year may be at extra cost to me.
- Yearly Plan- The total amount is due by August 31<sup>st</sup>.
- Semester- One half of the total amount is due by August 31<sup>st</sup>.  
The remaining amount is due by January 31<sup>st</sup>.
- Monthly- Program runs August through May. The first payment is due August 31st.  
Each payment thereafter is due on the 10<sup>th</sup> of each month.

I furthermore agree to adhere to these terms and realize that a failure to do so may result in the dismissal of my child(ren) from Sugar Creek Christian Academy.

---

Signature of Parent or Guardian

Date

## **SCCA SCHOLARSHIP FUND** **AND SPONSORSHIP PROGRAM**

All Applicants Please Read the following:

- The SCCA Scholarship fund and Sponsorship Program exists to help families afford the cost of tuition to SCCA. Money donated is used specifically for the purpose of assisting families with tuition.
- Financial aid is awarded to families based on yearly family income.
- There are several types of scholarships and sponsorships available. The amount of financial aid available for SCCA families depends on the amount of money donated by individuals, churches, and businesses.
- Several specified Full scholarships are available. Money for these scholarships will be awarded separately based on the criteria set forth by the particular scholarship.
- Only families who fill out the Financial Aid Application and submit a copy of their most recent tax form will be eligible for financial aid.
- All scholarships and sponsorships will be awarded during the month of August prior to the first day of school.
- Families are not guaranteed to receive financial aid by simply applying.
- All forms and information submitted in this application will remain confidential and will only be viewed by the school board and the administrator.
- All financial aid will remain confidential between the school board and the recipients.

---

Dr. Michael Long  
Administrator

# SCCA Financial Aid Application Form

2023-2024

Student(s) Name	Age	Grade Entering
1.		
2.		
3.		
Mother's Name	Occupation	Yearly Income
Father's Name	Occupation	Yearly Income
Please list any other income for the family.		Amount per year
<b><u>Income</u></b>		<b><u>Total Yearly Family</u></b>
Is your church or any other institution helping your family pay tuition? If yes, please specify.		
Indicate the payment plan you have chosen to pay tuition.		
Yearly	Semester	Monthly
Please list any other considerations you feel the board should know about your need for scholarships.		

I hereby state that all information provided above is true. I also understand that in order to qualify for scholarships that I must provide copies of recent tax documents as well as this application. I realize that by being dishonest on this or any other form I forfeit eligibility for all scholarships and possibly enrollment for my child(ren) in Sugar Creek Christian Academy.

Signature

Date

***PRIVACY STATEMENT ALL INFORMATION SUBMITTED TO SCCA IN THIS FORM WILL BE CONFIDENTIAL.  
ONLY MEMBERS OF THE SCHOOL BOARD AND THE ADMINISTRATOR WILL HAVE ACCESS TO THIS INFORMATION.***



# **SUGAR CREEK CHRISTIAN ACADEMY**

## ***TECHNOLOGY and SOCIAL MEDIA POLICY***

Sugar Creek Christian Academy exists to glorify God by providing quality, Christ-centered education that will nurture students to become spiritually minded, academically versed, socially balanced, and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ. This goal provides direction in all that we do at Sugar Creek, including making the highest and best use of the tool we call technology. With this in mind, we believe the redemptive work of Christ permeates our entire life, including our digital life and that use of the following policy will assist in equipping our students to honor God and protect this ministry.

### **Cell Phones**

Students may bring cell phones to school but they are expected to be turned into the teacher upon entering the building. Cell phones are not permitted to be carried on their person. **Any student caught using their cell phone during school hours will have their phone confiscated.** Phones confiscated by staff will require the parent to pick the phone up from the school office. **If a student has an emergency, they must use the office phone to call home.**

### **Internet Usage**

**STUDENTS** will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of social networking website, email, or messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media include but are not limited to:

- profane and inappropriate language
- posting of inappropriate song lyrics
- posting of inappropriate images, pictures, graphics, etc.
- inciting school disharmony
- liking, re-posting, or sending any inappropriate activity.
- videoing or taking pictures of a student/staff/faculty without their expressed consent.

Students should not access social media during the school day. Content posted should be in keeping with a Christian testimony. Pictures and video should not be taken or posted during school hours. Students who are guilty of posting or sending inappropriate messages, material, or sexual pictures will be suspended and/or expelled from school. Students may not post pictures or videos taken at school to social networking sites without permission.

### **PARENTS are required to join SCCA staff in setting a good example for our children by....**

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school.
- Addressing any issues or concerns regarding school, directly with Administration and Staff rather than posting them on social media.

### **PARENTS are required to join staff in setting a good example for our children by not....**

- Using social network sites to make derogatory comments or posting photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the administration, or the church.
- Posting photographs of other people's children on social network sites without their permission.

### **Cyberbullying**

Sugar Creek Christian Academy is committed to ensuring that all of its staff, administration, and students are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include text messages, emails, phone calls, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms.

I have read the Use of Technology and understand that these rules and procedures are in place to ensure that SCCA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that SCCA will strictly enforce these rules and procedures and also agree to the use of this policy.

---

Signature

Date