

# Parma Heights Christian Academy

## Enrollment Procedures



### Open Enrollment Begins February 1<sup>st</sup>

#### 1. Submit Application at [www.phcawarriors.com](http://www.phcawarriors.com), Forms/Enrollment/Online Application

- Create login and complete application online
- Pastoral Reference
- Birth Certificate (age 5 by August 1<sup>st</sup>)
- Color Photo
- IEP/ISP/ETR/Special Education Documentation
- Payment of \$25.00 Application Fee (non-refundable)

#### 2. For 1<sup>st</sup> – 6<sup>th</sup> grade Applicants

- Copy of most recent report card and standardized test scores
- Principal/Teacher Academic Recommendation
- Signed Transfer of School Records Request

#### 3. Meet with the School Administrator – by appointment

#### 4. Complete Entrance Screening/Testing

For kindergarteners, this is held the first Monday of March. For 1<sup>st</sup> – 6<sup>th</sup> grade this is scheduled on an individual basis. Sign-up begins once all of the above items are completed.

#### 5. Once reviewed by PHCA, you will receive an email to complete Online Enrollment

- Complete Online Enrollment
- Immunization Records (updated again in the Fall if needed)
- FACTS Payment Plan selection
- Payment of \$100 Enrollment Fee per student (\$200 maximum per family)(non-refundable)

Official acceptance into the Academy is based on several factors including performance on the screening, parent interview, class size, sibling already enrolled at PHCA, attendance at Sonshine Preschool and attendance/member of Parma Heights Baptist Church.

Tuition	Non- Member	Non- Member Full Pay	PHBC Member	PHBC Member Full Pay
First Child	\$4,550	\$4,450	\$4,100	\$4,000
Second (& subsequent child)	\$4,350	\$4,250	\$3,900	\$3,800

Occasional field trips, dress code and extra-curricular activities are not included in tuition.

PHCA has partnered with FACTS to pay tuition. You may pay in full on August 1<sup>st</sup> or in 2 payments due Aug. 1<sup>st</sup> and Jan. 1<sup>st</sup> (\$20 fee) or in 10 monthly payments from Aug. through May (\$50 fee). All payments are made on the 1<sup>st</sup> of the month via ACH from your checking/savings account or a credit card. The fee will be charged to you by FACTS once PHCA has finalized tuition, with 4-6 days advance email notice.

updated 01/22

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