



Parma Heights Christian Academy

Preparing Children for God's Service

NEW STUDENT ENROLLMENT PROCEDURES CHECKLIST

(Open Enrollment begins the first business day of February for new families to PHCA)

Step 1 Submit Items to the Office

- Pay \$25.00 screening/testing fee (non-refundable)
- Blue Application Form
- Copy of Birth Certificate
- Wallet Size Photo
- Parent/Guardian Testimony Form
- Pastoral Reference Form
- Copy of most recent report card and standardized test scores
- IEP/Special Ed. Documentation as needed

Step 2 Have Parent Interview with the Administrator

Step 3 Complete Entrance Testing

Step 4 Official acceptance into the Academy is based on several factors (the student will be placed in the grade level which best meets his/her needs)

- Student's performance on the screening instrument
- Class size (usually limited to 25 students)
- Parent interview
- Student having a sibling already enrolled at PHCA
- Student attending Sonshine Preschool
- Family attending or member of Parma Heights Baptist Church

Step 5 Upon acceptance to the Academy, the following paperwork is needed to enroll

- \$85 Registration Fee (*\$170 maximum per family*)
- Registration Form and Tuition Agreement
- Family Registration Card
- SMART application (*if utilizing the payment plan*)
- Transfer of School Records Request Form
- Academic Recommendation Form
- Gold School Entrance Physical Exam Form (*submitted before school begins in the Fall*)

Tuition	PHBC Member Full Pay	PHBC Member SMART *	Non-Member Full Pay	Non-Member SMART *
First Child	\$2,985	\$3,060	\$3,315	\$3,400
Second (& subsequent child)	\$2,835	\$2,910	\$3,150	\$3,230

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

**PHCA has partnered with SMART Tuition to spread out tuition payments. There is a \$43 set-up fee charged by SMART.*