



Summary of Financial Policies and Procedures 2023-2024

Salem Lutheran School operates as a ministry of Salem Lutheran Church who supports the school through the financial offerings of Salem Church Members. Tuition rates for both members and the community reflect only a part of the overall cost of educating each child. Salem members are expected to support this ministry by their attendance, offerings, and participation in church events and activities. See the parent/student handbook for more details.

TUITION

- Monthly payments begin in August and end in May for families who choose a 10-month plan and June - May for families who choose to pay over 12 months.
- Yearly and Semester Payments - see TADS application for deadline dates.
- Tuition Payments for Salem are collected through TADS. They (TADS) assess a **\$50** processing fee for the school year for families who pay monthly and a \$20 processing fee for families who make one or two payments.
- Additional TADS fees include a 3% credit card processing fee, .3% ACH fee, \$50 late fee, a \$50 NSF fee, and a \$50 failed ACH fee.
- Families who cannot use TADS tuition collection will be charged an administrative fee of **\$10 per payment brought to or dropped off at the office** with a yearly maximum of **\$100**. (excluding lunch payments).
- Students who are accepted to Salem Lutheran School and added after the first month of school will have the first month prorated. Registration fees and the first month's tuition are required to start.
- Salem families who are **active members at Salem Lutheran Church** receive Member Tuition Rates for tuition provided they follow the Salem Church Member Policies located in the Parent/Student Handbook.
- Yearly Registration Fees for school may be prorated after the end of the first semester.
- There are NO REFUNDS for partial months of attendance. Families will be billed for any portion of a month that their student(s) have attended.
- Withdrawals are not considered complete until a withdrawal form is filled out and turned in to the office.

Late Fees and Returned Checks

- Late payments are collected by and for TADS. Families need to print out their agreement statements or check with TADS for specific late fee information and all procedures for late payments which are included in the agreement.
- **A \$25.00 fee will be assessed on all returned checks.** Two returned checks will require future payments by money order or cash only.
- Families whose student accounts fall behind more than two months may not be able to continue attendance until payments are brought current. If a family is falling behind with payments, they need to contact the office and make acceptable arrangements approved by the Principal and School Board.
- Please **make checks and money orders payable to Salem Lutheran School.**

Tardies (K-8)

- Students who are late to school (after 8:15 am) are considered tardy.
- Each student is allowed to be tardy to school up to three times (3) per quarter, without penalty.
- On the fourth (and each subsequent) tardy during each quarter, a fine of \$10 per student will be assessed. The maximum fine per family per day is \$10.
- Fines will be assessed through TADS within one week of mid-quarter and at the end of each quarter.
- Excused Tardies - Doctor appointments and dentist appointments are considered excused tardies. Families must provide an excuse note from the doctor or dentist to be included in their file as an excused tardy.

LUNCHES

- Student- \$4.25 (includes one milk) Adult- \$5.00 (includes one milk)
- \$0.50 milk only/additional milk \$0.50 bottled water

Early Childhood “LUNCH BUNCH”

- Preschool students who are enrolled only in morning classes may join their classmates for lunch.
- Children can order hot lunch or bring cold lunch from home.
- 24-hour notification is required.
- Lunch Bunch can be added daily from 11:15 a.m. -12:00 p.m. at \$6/hour.

WILDCAT CLUB (Before and after school care)

- \$50 Wildcat Club Registration Fee (\$150 max per family)
- \$6 per hour for the first child - \$5 per hour for each additional child
- Wildcat Club is billed per hour (to the next ½ hour).
- Wildcat Club is billed twice a month, and payments will be automatically drafted from your designated TADS account on the 10th and 25th.
- Families who use the Wildcat Club for emergencies will also be charged the registration fee.
- Any child not picked up at 6:00 P.M. will be assessed a late fee of \$1 per minute.

LEARNING CENTER / RESOURCE ROOM/SPEECH THERAPY (Kindergarten - 8th grade)

Salem Lutheran school recognizes that not all students learn in the same way. The Learning Center provides support in the areas of reading, writing, language, and math. Some differently-abled learners may require other specialized assistance as well. The Learning Center also provides direct services for students who require intensive individualized instruction. Parents who suspect their child might need special education testing or services should share their concerns with the child’s grade-level teacher. Costs vary according to the level of service.

Speech Therapy is available for weekly ½ hour sessions both individual and small group.

Preschool Speech Screenings will be available for a small fee for preschool families who wish to have their child(ren) tested.

FIELD TRIPS

Classroom teachers will schedule field trips during the school year. Parents will be asked to cover the cost of field trips.

EXTRACURRICULAR ACTIVITIES

The Activities Participation Fee is \$50 per student/per activity. This is payable before participation in the activity and separate from volunteer expectations.

BAND (5th - 8th grade) \$450 per year