SALEM LUTHERAN
CHURCH AND SCHOOL

Financial Policies & Procedures 2024 - 2025

Salem Lutheran School, as a ministry of Salem Lutheran Church, operates through the support of financial offerings by Salem Church members. Both member and community tuition rates reflect only a part of the overall cost of educating each child.

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. Application dates for payment plans are set by TADS.
- Registration fees are nonrefundable.
- Tuition Payments for Salem are collected through TADS. They (TADS) assess a $55 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, $50 NSF fee, and $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.
- Students who are accepted to Salem Lutheran School and added during a month will have the first month prorated. Registration fees and the first month's tuition are required to start.
- Families that are members at Salem Lutheran Church receive Member Tuition Rates provided they follow the Salem Worship Attendance 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 completed 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.
- Student accounts that fall more than 2 months behind will be considered delinquent. To avoid an interruption in student attendance, families should contact the school office to make a payment arrangement with the principal.
- 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 permitted to be tardy to school up to three times (3) per quarter prior to penalty charges.
- Beginning with the fourth and continuing with each subsequent tardy of a single 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 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.

LUNCH

Student- $4.50 (includes one milk) $0.50 milk only/additional milk $0.50 bottled water

Early Childhood Lunch Bunch

Preschool students enrolled in Half–day classes have the option to stay and eat lunch with classmates. 24 hour advance notice is required.

- Students can order a hot lunch or bring a cold lunch from home.
- Lunch Bunch can be added daily from 11:15-12:15 at $10/hour.

WILDCAT CLUB BEFORE & AFTER SCHOOL CARE

$50 Wildcat Club Registration Fee; $75 maximum registration for each family

Wildcat Club Before and After School Care is:

- $7 per hour for 1 student, 2+ students in family $6 per hour
- billed per hour (to the next ½ hour).
- billed twice a month and payments will be automatically drafted from your designated TADS account on the 10th and 25th.
- Any child not picked up at 6:00 P.M. will be assessed a late fee of $1.00 per minute.

Families are able to proactively register for Wildcat Club in the case that emergency use might be needed. Normal Wildcat Club registration fees apply. Contact the school prior to daily dismissal if a registered student should be sent to Wildcat Club for the day.

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 year per activity. This is payable prior to participation in the activity.

BAND

$450 per year for interested 5th - 8th grade students

FINANCIAL ASSISTANCE

Families are encouraged to apply for available financial assistance. Applications are due April 10 for LESA Scholarships and the LCMS Missouri District Scholarship Programs. Salem Grant in Aid is available to families who have first applied for assistance through LESA.