



# Kauai Christian Academy

4000 Kilauea Road · P.O. Box 1121 · Kilauea, HI 96754  
mail@kcaschool.org · Ph 808-828-0047 · Fx 808-828-1850 · [www.kcaschool.org](http://www.kcaschool.org)

**“Academically excellent, Christ-centered education”**



## KCA Policies 2024-25

### School Policies

*All references to “I,” “me,” etc. refer to each parent and/or guardian. All references to “child” include each child enrolled at KCA.*

- Kauai Christian Academy (hereafter “KCA”) does not discriminate on the basis of sex, race, color, national, or ethnic origin in administration of its educational policies, admissions policies, financial aid program, athletic, and other school administered programs.
- By enrolling my child at KCA, I grant KCA permission to use my child’s picture, video, or image in any KCA yearbook, publications, or advertisements. *Requests for exceptions to this policy will be considered by the administration.*
- In the event of an accident or illness before, during, or after school (including field trips and sporting events), I hereby authorize KCA to secure any necessary medical treatment for my child. In the further event that I cannot be contacted immediately for notification or shall fail or refuse to remove the child after notification of illness and request for removal of the child, I hereby authorize KCA to take appropriate action for the removal of the child from the premises. If my child requires evacuation by ambulance and I am unable to accompany them, I understand that the child’s teacher(s) or principal will accompany them in the ambulance. I also hereby agree *to be responsible for all costs and expenses* connected with examination, diagnosis, removal, or treatment of the child (no matter who sought the medical treatment for my child).

### Parental Support

#### Support

- I will support the biblical/spiritual training given to my child at KCA.
- I will take an active role in my child’s education. This will include following through with homework assignments, special projects, papers needing to be signed, etc.
- I will support all school policies and procedures as outlined in the *Parent/Student Manual* and other pertinent documents; further, I will instruct and encourage my child to comply with all school policies, regulations, and standards (e.g., submission to teachers, dress code, etc.).
- I give the administration and the faculty full discretion to employ such discipline as is deemed wise and expedient for my child, including but not limited to: physical exercise, manual labor, and additional assignments. I understand that such discipline will be given in a context of loving reproof and is intended to be corrective and restorative.
- I understand that KCA reserves the right to dismiss any student who does not respect KCA’s behavioral standards or cooperate within KCA’s academic program.

#### Behavior

- I agree that if a dispute arises with a KCA teacher, administrator, board member, parent, or student, I will use the biblical model found in Matthew 18:15-18 for remedying the situation (i.e., I will talk directly with the person first, and will not talk with others behind their back or participate in any form of gossip). I understand that all general questions and concerns about school policies, procedures, and operations should be directed to school administration *only*.
- I agree not to do anything by word or deed that is deliberately harmful to KCA, its teachers, parents, or students.

#### Responsibility

- I agree to accept responsibility for any damage done by my child at school and will be faithful to make amends.
- I understand that during months with extended vacations full tuition is still due. I agree to pay this full tuition even during those months. I understand that full tuition is still due if my child misses school days for any reason.
- I will notify the school Office as soon as possible of any changes in address, phone numbers, employment, emergency contacts, and authorized pick-ups.

#### Participation

- I agree to support KCA by participating in school workdays (4 hours, twice a year at the most) and fundraisers.
- I agree to support KCA’s Fall Festival by contributing a minimum of 8 hours before, during, and/or after the event, and by providing the requested food and beverage items.\*

\* The Fall Festival is an important community event for the school; although KCA prefers that you come and participate, if for any reason you cannot or will not participate, a \$200 contribution is required. This will be pro-rated for partial labor contributions at the sole discretion of school administration.



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## Financial Policies

### Payments

1. Enrollment fee payment (once per year) is due with the enrollment application.
2. Tuition payments are due on the 1<sup>st</sup> of each month (August – May). See Tuition and Fees Schedule for payment options.

### Continuous Enrollment

There is great value in a sustained partnership between parents and school that helps students grow spiritually, academically, and socially in a seamless fashion from one year to the next. For this reason, and to avoid redundancy, KCA uses a process known as continuous enrollment to simplify the enrollment process. We do not collect a new enrollment form in the spring of each year. Instead, we assume that students will be re-enrolled with us from one year to the next through graduation unless we hear otherwise. Tuition rates and other information will be provided to families by the end of January, and students are automatically re-enrolled (and the enrollment fee at a discounted rate applied) on March 1 for the following year. Parents may ask the school to wait on re-enrolling for any reason by contacting the school office prior to March 1.

### Returned Items

All returned items, such as checks, rejected EFTs, etc., will be charged a \$35.00 returned item fee. Parents may be required to pay tuition another way after repeated returned checks.

### Electronic Payments

KCA requests that all families sign up for automatic electronic funds transfers (EFT). This allows KCA to automatically withdraw tuition from your bank account at the beginning of the month (or later, if such arrangements are made with the administration). This is the cheapest and most convenient method of payment. Processing monthly checks and calling families who have not paid on time is an unnecessary administrative burden. Thus, families paying by cash/check will be charged a \$10 processing fee. Payment by credit card is also accepted, but a 3.5% fee will be assessed on all credit card payments.

### Late Payment & Delinquent Accounts

All tuition payments are due on the 1<sup>st</sup> of each month and considered late after the 10<sup>th</sup>. A \$25.00 late fee may be applied to your account without warning if payment has not been received at closing time on the 10<sup>th</sup>. Any KCA account that is more than thirty (30) days overdue is considered delinquent until the account is balanced. Students with delinquent accounts will not be given progress reports or report cards, will have school tests and transcripts withheld, and may be restricted from extracurricular activities, or dismissed from school.

### Withdrawal

Parents must submit an Intent to Withdraw form and pay a withdrawal fee equal to one month's tuition (with no discounts applied) for each student withdrawn from KCA prior to the end of the school year, unless parents have discussed this eventuality with the administration before the start of school, or the administration deems the change unavoidable. Withdrawal fees apply to any student withdrawn after July 1 preceding the school year. Tuition paid is not refundable, and not transferable. This includes tuition paid by the month, semester, or year (note that the latter options offer discount incentives). If any amount is owed on the account, the balance is due immediately upon withdrawal. Delinquent accounts will be subject to the restrictions outlined above. Textbooks and other items purchased by the school belong to the school and must be returned upon withdrawal (or at the conclusion of the year).

### Referral Discount

A \$250 tuition credit is available to any family who refers another family who enrolls a child/children before or during the first semester of school. This credit is reduced to \$100 if the referred family enrolls for all or part of the second semester only. Any credits accrued as a result of referrals expire at the end of the school year. The referral must be acknowledged by the enrolling family at the time of their registration. Referred family must be enrolled for a full month before credit is applied (the intent is to award the credit only if the student remains enrolled at KCA).

### Communication

While the above stated policies will guide the actions of KCA, the school understands that financial difficulties are sometimes unavoidable. If you know that you will not be able to make a payment, or that a payment will be late, **please communicate this clearly to the Administration.**