

2025-2026



Preschool Handbook

Founded 1987

Mr. Joe Hulsey, Head of School
Mr. Josh Hicks, Upper School Principal
Mrs. Brandy Gore, Elementary Principal
Mrs. Lisa Hill, Athletic Director
Mrs. Karen Todd, Preschool Director
Mrs. Faye Dingle, Preschool Co-Director
Mrs. Stefanie Carroll, Administrative Assistant and Student Accounts

School Colors:	<i>Purple / Gold/ White</i>
Mascot:	<i>Lions</i>
Mission Statement:	<i>Assisting families in raising students to develop their God-given emotional, spiritual, academic, physical, and leadership potential to prepare them for a lifetime of Kingdom-building service</i>
Core Values:	<i>Faith Excellence Service Community</i>
School Scripture:	<i>Matthew 6:33 "But seek first His kingdom and His righteousness; and all these things shall be added unto you."</i>

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ACS Healthy Campus Statement

ACS places your health and safety as our #1 priority. The following safety measures will be implemented and continuously evaluated throughout the school year.

- 1) SYMPTOMATIC STUDENTS AND STAFF WILL BE SENT HOME IMMEDIATELY. RETURN TO SCHOOL/WORK WILL BE DETERMINED BY YOUR PHYSICIAN.**
- 2) IF YOUR TEMPERATURE IS 100.4 OR GREATER, YOU WILL NEED TO STAY HOME THE FOLLOWING DAY. YOU MUST BE FEVER FREE (WITHOUT FEVER REDUCING MEDICATION) FOR 24 HOURS.**
- 3) IF YOU HAVE ANY ILLNESS-RELATED SYMPTOMS, SUCH AS DIARRHEA OR VOMITING, YOU WILL NEED TO STAY HOME UNTIL YOU ARE SYMPTOM-FREE (WITHOUT MEDICATION) FOR 24 HOURS.**
- 4) WE WILL ENCOURAGE PROPER HANDWASHING TECHNIQUES. WE WILL HAVE HAND SANITIZER AVAILABLE IN ALL CLASSROOMS.**
- 5) ALL ACS FACILITIES WILL BE CLEANED AND SANITIZED DAILY. FOLLOWING GYM EVENTS (PRACTICES AND GAMES), OUR ON-CAMPUS STAFF WILL HAVE A SANITIZING PROTOCOL.**
- 6) IT WILL BE IMPERATIVE THAT EVERYONE TAKES RESPONSIBILITY FOR THEIR HEALTH AND PROMOTES SAFETY FOR OUR ACS COMMUNITY.**

GENERAL INFORMATION

HISTORY

Welcome to Anderson Christian School. We are entering our **38th** year of providing quality Christian education to the greater Anderson community. While we remember and honor our past, we are looking forward to the future. We honor our founding members who established Anderson Christian School as an educational institution built on a common foundation of our Lord Jesus Christ.

Anderson Christian School is an independent, non-denominational, college-preparatory school. The school was founded in 1987 with an initial enrollment of 57 students, kindergarten through seventh grade. Today, the school houses over 200 students, grades Pre-K3-12.

The school began at Bethany Chapel in 1987 and remained at that facility until 1995. ACS moved from the Bethany Chapel facility (now Concord Community Church) to Northside Baptist Church (now Covenant Baptist Church) in 1995 and remained there until 2009. While at Northside, ACS added the high school in 1999. We are grateful to both facilities for their continued support of ACS throughout these years. In 2009, we moved onto our current campus. This allowed ACS to no longer rent property but to finally own a part of the facility. In this move, we formed a partnership with Cornerstone and subsequently with Hope Fellowship. ACS acquired space for the preschool with an indoor play area as well as our own gym. God is good all the time!

With the purchase of land between the office building and the preschool, the ACS campus is located on approximately 12-acres of property. As part of our continued stability, permanent signage, including directional signage, was added in 2019 and 2020.

To ensure an overall program of excellence, ACS uses a variety of publishers for its curriculum. Textbooks are chosen following research, thought, and prayer. Both secular and Christian texts are evaluated for their academic soundness as well as their appropriateness in relation to our conservative Christian environment. Students have opportunities to participate in academic, fine arts, and athletic competitions. Students are also encouraged to participate in community service throughout the school year through our quarterly mission day experiences.

Teachers are our most valuable assets. Each is academically qualified and has a personal relationship with Jesus that is growing daily. Faculty members are equipped to utilize a variety of teaching strategies and technologies to guide students toward their full potential.

SCHOOL VERSE

Matthew 6:33 “But seek first His kingdom and His righteousness; and all these things shall be added unto you.”

MASCOT

Lions

SCHOOL COLORS

Purple/Gold/White

GOVERNANCE

Anderson Christian School is a 501C3 non-profit, independently operated school. The governing body consists of a Board of Directors that oversees the mission of the school, promoted in all aspects. This body sets policies for the school that are carried out by a qualified administrator, faculty, and staff.

ACCREDITATION

Anderson Christian School is a member of SCISA (South Carolina Independent School Association). In the spring of 2023, ACS received the prestigious AdvancEd/Cognia (formerly known as SACS/CASI) accreditation for a second time. ACS is also a member of ACSI (Association of Christian Schools International).

STATE LICENSURE

ACS Preschool is fully licensed through the South Carolina Department of Social Services to serve preschool-age children.

STATEMENT OF FAITH

ANDERSON CHRISTIAN SCHOOL BELIEVES:

- The Holy Bible to be the inspired Word of God (II Timothy 3:15, II Peter 1:2).
- Our God is the one sovereign God (Genesis 1:1, Matthew 28:19, John 10:30).
- Jesus Christ is deity (John 10:33):
 - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35);
 - His sinless life (Hebrews 4:15, Hebrews 7:26);
 - His miracles (John 2:11);
 - His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);
 - His resurrection (John 11:25, I Corinthians 15:4);
 - His ascension to the right hand of the Father (Mark 16:19); and
 - His personal return in power and glory (Acts 1:11, Revelation 19:11).
- God directly created Adam and Eve in His own image.
- The existence of Satan, sin, and evil powers have been defeated by God in the cross of Christ.
- The Lord Jesus Christ died for our sins, and all who believe in Him are forgiven of all their sins.
- The Holy Spirit indwells and gives life to believers.
- The Bible is a part of every aspect of the Anderson Christian School program.
- Prayer is vitally important to the Anderson Christian School family.
- Parents are the primary educators of their students spiritually, physically, socially, and emotionally.
- Anderson Christian School will partner with the parent to provide a Christian education for the child.
- Compromises will not be made when philosophy is based on Scripture.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25; Matt 19:5-6.)

- We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4.)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Cor 6:9-10.)
- We believe that in order to preserve the function and integrity of Anderson Christian School, and to provide a biblical role model to the organization, it is imperative that all persons employed by ACS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Anderson Christian School.

MISSION STATEMENT & CORE VALUES

MISSION STATEMENT

- **Partnering with families in raising students to develop their God-given emotional, spiritual, academic, physical, and leadership potential to prepare them for a lifetime of Kingdom-building service.**

CORE VALUES

➤ Faith Excellence Service Community

Student Profile

➤ Faith

- o Understand that Biblical truth is the foundation for the proper understanding of all academic subjects
- o Understand how the Bible relates to every area of the student's life

➤ Excellence

- o Understand how to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself
- o Understand how to pursue excellence in every area of the student's life

➤ Service

- o Understand the urgency of world missions through practice of the Great Commission
- o Understand how to practice Christian service to others in the student's life

➤ Community

- o Understand how to be an active part of the ACS community
- o Understand "Once a Lion, Always a Lion"

Faculty and Staff Profile

➤ Faith

- o Teach that Biblical truth is the foundation for the proper understanding of all academic subjects
- o Commit to spiritual growth by actively participating in a local church

➤ Excellence

- o Hold a college degree in their field and maintain certification (state and/or ACSI)
- o Commit to professional growth annually

➤ Service

- o Model and teach active participation in ACS service opportunities
- o Model Christian service to others in the teacher's life

➤ Community

- o Model and teach active participation in the ACS community
- o Practice "Once a Lion, Always a Lion"

Family Profile

➤ Faith

- o Support understanding that Biblical truth is the foundation for the proper understanding of all academic subjects
- o Support understanding how the Bible relates to every area of the student's life

➤ Excellence

- o Support ACS in teaching the student how to apply himself to his work and fulfill his responsibilities to God, to those in authority, and to himself

- o Support ACS in teaching the pursuit of excellence in every area of the student’s life
- **Service**
 - o Support the teaching of the urgency of world missions through practice of the Great Commission
 - o Support the teaching of Christian service to others in the student’s life
- **Community**
 - o Be an active part of the ACS community
 - o Practice “Once a Lion, Always a Lion”

COMMUNICATION

PRESCHOOL ADDRESS

3910 Liberty Highway
Anderson, SC 29621

PRESCHOOL PHONE

864-225-4693

SCHOOL ADDRESS

3902 Liberty Highway
Anderson, SC 29621

SCHOOL PHONE

864-224-7309

SCHOOL FAX

864-224-1085

EMAIL ADDRESS

Faculty and staff members may be reached via email by sending the email to the employee’s first name and last name @ andersonchristian.net, i.e., joehulsey@andersonchristian.net.

RENWEB

The primary source of communication between home and school is RenWeb. Parents are asked to update their contact information as well as medical, transportation, and emergency contact information for each student via the Family Demographics web forms

GOOGLE CLASSROOMS

All teachers have established Google Classroom to be used by students (K5 –12th) and parents throughout the school year. Access to information will be provided to each student at the beginning of the school year.

SCHOOL WEBSITE

www.andersonchristian.com

SOCIAL MEDIA

ACS maintains one official Facebook fan page and an Instagram account. ACS Athletics has a dedicated Instagram account.

SCHOOL CLOSINGS

In the event of inclement weather, ACS will be listed on the major TV networks, as well as the ACS Facebook page. ACS does NOT follow Anderson District V closings or delays. In the event of a school closing or delay, an alert will be sent to phone numbers and emails that are in RenWeb.

PARENT ALERT

When a parent alert is sent asking you to pick up your child early from school, parents must pick up their child within 30 minutes of the parent alert.

PRESCHOOL POLICIES

AGE REQUIREMENTS

Students entering the K3 program must be 3 years old by September 1. Students entering the K4 program must be 4 years old by September 1. Students entering the K5 program must be 5 years old by September 1. **This is in compliance with the South Carolina state policy effective September 1, 1996.**

DOCUMENTATION REQUIREMENTS

1. A current South Carolina Certificate of Immunization record signed by a responsible health source.
2. A certified copy of the child's birth certificate, not a ceremonial copy.
3. DSS Form 2900-General Record and Statement of Child's Health signed and dated by parents and director and updated as needed.
4. A signed statement by parents, updated annually, that acknowledges acceptance and understanding of all center policies, which includes the discipline policy. **ACS does not administer corporal punishment.**

5. Written permission to obtain emergency medical treatment, to transport the child, to administer medicine brought only from home, and to participate in swimming activities or field trips. **ACS does not provide or administer medicine for a child except in the case of a medical emergency (i.e., inhaler or EPI-PEN). A medical slip must be signed and dated for any medication.**
6. Name, address, and form of identification for anyone authorized to take the child from the center for pick up.
7. Name, address, and telephone number of doctor, dentist, and health insurance provider.
8. The child's full legal name, nickname, birth date, current address, and current phone number must be on file.
9. Full name of parents/guardians, work, and telephone numbers who assume the responsibility for the child.

ATTENDANCE

The K5 program allows for 10 absences per year for the child to graduate to the 1st grade at ACS. A doctor's note must be brought in for any sickness that requires medical attention. No student may be dropped off after 10:00 am without prior permission from Mrs. Todd or Mrs. Dingle. Students who leave the preschool may not return during the day without permission from Mrs. Todd or Mrs. Dingle.

SCHOOL DAY HOURS

K3 and K4 8:00 a.m. - 11:45 a.m.
 K5 8:00 a.m. - 2:45 p.m.

AFTERSCHOOL CARE HOURS (Monday - Thursday ONLY)

K3 and K4 11:45 a.m. - 4:00 p.m.
 K5 2:55 p.m. - 4:00 p.m.

**On Friday, children must be picked up by 3:00 p.m. to avoid late fees.
 Children may be picked up at any time during the after-school care hours.**

The preschool building will open at 7:30 a.m. each morning for parents who need early drop-off for work purposes. Breakfast is to be served at home before the child arrives at school. We will close at 4:00 p.m. Monday through Thursday and 3:00 p.m. on Friday. Students are to be dropped off and picked up at the preschool building. **Parents arriving after 4:00 p.m. Monday - Thursday, or 3:00 p.m. on Friday, will be required to pay a late fee of \$15.00 for the 1st minute and \$1.00 for each additional minute.** We do

realize that emergencies may occur, and we will consider that upon discussion with the parents and director.

Afterschool care for the K5 program will begin at 2:55 each day. Students not picked up by this time will go directly into after-school care. Please let the K5 teacher know if your child will be staying for aftercare. **Parents arriving after 4:00 p.m. will be required to pay a late fee of \$15.00 for the 1st minute and \$1.00 for each additional minute.** We do realize that emergencies may occur, and we will consider that upon discussion with the parents and director.

The preschool will be cleaned and sanitized daily. Please pick up your student as soon as possible each day to ensure proper cleaning.

TARDY POLICY

Students in the K3 and K4 programs are encouraged to arrive at school no later than 8:45 a.m. each morning. Students may NOT be dropped off after 10:00 am.

K5 students will be counted tardy at 8:00 a.m. each morning. Three late arrivals will count as 1 absence.

POTTY TRAINING POLICY

WE DO NOT POTTY TRAIN

Students in the K3 and K4 programs **MUST** be potty-trained. **NO PULL UPS, NO EXCEPTIONS.** If a student starts and is not completely trained, they will be sent home until they are fully trained.

LICE POLICY

In order to keep our preschool free of lice, any student who contracts lice **MUST** be treated and be lice-free for 24 hours before returning to school. Any student who contracts lice **MUST** present a note from the lice clinic confirming they are free of lice.

SICK POLICY

The preschool department is not allowed to provide medicine for sick children, such as fever reducers. If a child has a fever or other symptoms, the parents will be required to pick the child up within 30 minutes of the initial call to the parent. Students must be fever-free and symptom-free for 24 hours before they can return to school. At our discretion, a doctor's note may be required to return to school as warranted by the Preschool Director, Mrs. Karen Todd. A child will be sent home if he/she is unable to participate in the routine of the day or the care of the child is greater than the staff can provide. Once a child appears to be ill, the child will be separated from the other children and will be supervised by an aide until parents arrive to pick up the child. Again, parents must pick up the child within 30 minutes of the initial call.

In compliance with our healthy campus statement, symptomatic students will be sent home immediately. Children must be symptom-free without medication for 24 hours before returning to school.

MILDLY ILL CHILDREN

ACS preschool does not care for mildly ill children. If a child becomes mildly ill while at the preschool, the parent or responsible party will be notified immediately. The child will be separated from the other children and supervised until the parent or responsible party arrives. The child must be picked up within 30 minutes of the initial call.

ACS PRESCHOOL EMERGENCY PREPAREDNESS PLAN

Tornado

Each class will go to the hallway and the children's bathrooms. The children will cover their heads and stay as quiet as possible until the tornado passes. Teachers will need to take the attendance sheet to check off each child.

Disaster/Spill

Children will load in the teacher's cars and be transported to Covenant Baptist Church, 4521 Liberty Hwy in Anderson. The Emergency Book will be taken, and parents will be called from the teacher's cell phones. Each teacher will take their attendance sheet.

Medical Emergency

The teacher will (1) call 911 upon recognizing signs and symptoms that require immediate medical attention. The child's parent/guardian will be called after calling 911 to inform them that the child is being transported for medical care. (2) Provide first aid until emergency personnel arrive on the scene. (3) Take the child's emergency information form along to the hospital and remain with the child until the parent arrives. The child will be taken to AnMed Hospital in Anderson. The vehicle used will be determined by the seriousness of the medical emergency. Two teachers will transport the child for a minor injury. The local ambulance will be used for a more serious injury. Signs to look for in a serious medical situation include, but are not limited to, are: Loss of consciousness, semi-conscious, breathing difficulties, severe bleeding, unequal pupils, seizure, neck or back injury, continuous clear drainage from nose/ears after a blow to the head, severe headache, stiff neck/pain when moving head, hives that appear quickly, very sick child who seems to keep getting worse, repeated forceful vomiting, vomiting blood, severe abdominal pain after a blow to the abdomen, possible broken bones, shock.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held in October. Please make every effort to attend these conferences. After the first quarter, parent/teacher conferences are scheduled as needed. Conferences help allow both the teacher and parents to work cooperatively for the betterment of the child. Good communication between the parent and teacher is important and encouraged. Please schedule a conference with the teacher if a need arises concerning your child.

WEEKLY FOLDERS

Folders will be sent home each week with your child's activities. Please check your child's backpack each week, and return the folder.

DRESS CODE

Students may wear shorts, pants, or skirts. The skirts must have shorts under them. Girls' tops must not have spaghetti string straps. Tank tops are acceptable. Socks must be worn on the indoor play set. Sandals may be worn, **but rubber flip flops are not permitted for the safety of the child.** Students in K3 need to wear Velcro tennis shoes or slip-ons (no lace-up shoes). We encourage the purchase of the school shirt for field trips.

FIELD TRIPS

The classes will occasionally take field trips throughout the year. The K3, K4 and K5 students **must** have a parent or adult accompany them on the field trips due to car seat regulations.

SNACK AND LUNCH

The K3 and K4 classes will be provided with a morning snack each day. Students staying after 11:45 a.m. will need to bring a lunch from home. Students staying past 3:00 will be provided an afternoon snack.

NAP/REST TIME

The K3 and K4 students will have a daily rest time. Students may bring a small blanket and a small pillow for nap time. Each child should have an extra set of clothes in his or her book bag each day for accidents at nap. Nap is usually over by 2:30 p.m. each day.

WITHDRAWAL FROM PRESCHOOL

A child may be asked to withdraw from the preschool due to the:

- Inability of the parent to keep up with financial obligations
- Inability of the child or parent to adjust to the policies and procedures of the school

PRESCHOOL DISCIPLINE POLICY

The preschool teachers prefer to use the "Red Light" method for discipline. Each teacher modifies the method to accommodate their class. The child will start with green each day. If a child has to move to yellow, he or she will have a time-out, which is 1 minute for each year of the child's age. If the child has to move to red on the same day, the child will be in time out again, and a note will be sent to the parent. If the teacher feels the child is not able to stay on task with the preschool rules, the parent may be called to come to the school and take the child home for the day. Students may be required to take a day off from school. A teacher may request to meet with the parents or guardians if the child has been absent for several days on red.

BITING AND HITTING AGGRESSIVELY (REQUIRING A DISCIPLINE REPORT)

ACS Preschool has the following policy regarding biting and hitting.

1st Offense – Immediately, when a child bites or hits another child, the parent will be called, and the child will be sent to a timeout.

2nd Offense – When a child bites or hits for a 2nd time, the parent is called and will be required to immediately pick the child up from the ACS Preschool. The child will not be allowed to return to the ACS Preschool until the following day.

3rd Offense – If a child bites or hits for a 3rd time, the child will be withdrawn from the ACS Preschool. Parents will be held responsible for the remainder of the annual tuition.

FINANCIAL POLICIES

2025-2026 FINANCIAL INFORMATION

Grade	Annual Tuition	Annual Pay (1.5% Discount Prepaid by June 1st)	Monthly Pay (12 Months- June-May)
K3, K4	\$6,735	\$6,633.98	\$561.25
K5	\$7,165	\$7,057.53	\$597.08
1 st	\$8,620	\$8,490.70	\$718.33
2 nd – 5 th	\$9,155	\$9,017.68	\$762.92
6 th	\$10,335	\$10,179.98	\$861.25
7 th – 11 th	\$10,470	\$10,312.95	\$872.50
12 th	\$10,680	\$10,519.80	\$890.00
International	\$11,385	\$11,214.23	\$948.75

OTHER COSTS: In addition to the above fees, costs that are billed each month include Participation Fees and Grade Level Trips (see explanation below). Various expenses throughout the school year that are NOT billed, but require payment for services or products may include, but are not limited to: school t-shirts, field trips, Mission Day, AP books/exams, ACS memorabilia items, club dues/expenses, student parking, yearbook, lunch, senior retreat, class ring, school pictures, sports team/individual pictures, summer athletic camps, and enrollment/registration fees.

PARTICIPATION FEES: The following additional fees are billed accordingly and will be communicated in advance by the trip sponsor, chaperone, or coach. Payment for services or products may include, but are not limited to the following:

- Grade Level Trips (Every other school year) **(WILL TAKE PLACE IN 2024-2025 SCHOOL YEAR)**
 - 6th-7th Grade Barrier Island \$325: payment billed monthly and due one month prior to trip.
 - 8th-9th Grade Washington DC \$850: payment billed monthly and due one month prior to trip.
 - 10th-11th Grade Creation Museum/Ark Trip \$850: payment billed monthly and due one month prior to trip.
- Grade Level Trips (Every school year)
 - 12th Grade Senior Trip \$1700: payment billed monthly and due one month prior to trip.
- Fall/Winter/Spring Athletic Teams
 - Athletic fee: \$50 per sport per student; ALL grades

WITHDRAWAL POLICY NOTIFICATION:

- Enrollment at ACS is a commitment for the entire year.

- Parents who wish to withdraw their student from school must notify the Administrator in order to initiate withdrawal procedures.
- All outstanding bills are to be paid, and all textbooks and ACS materials returned before school records, grades, or transcripts can be released to any school or institution.
- *Parent-choice withdrawal* is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student relocating more than 50 miles from the campus, or 2) termination of enrollment by administration (expulsion, etc.).

TUITION PAYMENT PLANS: We offer two options: Annual Plan(Payment In Full) or Monthly Plan(12 Equal Payments June-May). Discount applies ONLY if payment is received by the specified due date. A \$25.00 penalty fee will be incurred for payment plan changes after June 1.

- **Annual Plan** - 1.5% discount; prepayment of all tuition by June 1st.
- **Monthly Plan** – amount varies depending on grade level.

TUITION DISCOUNTS

- **Family Discount:** For a family with more than one child enrolled, a 15% discount for each additional child will be given. If a family is granted financial aid, only the greater discount applies. The two discounts are not cumulative.
- **Senior Pastor Discount:** 20% discount given to a senior pastor of an established church. Two discounts are not cumulative.
- **Military Discount:** 15% discount given to active, reserves, retired, veteran, and honorably discharged service members. (must be a parent, step-parent, or guardian of ACS student) Two discounts are not cumulative.
- **Fourth Child Tuition Free. Responsible for fees only.**

TUITION ASSISTANCE: Applications for tuition assistance are available beginning February 1. Tuition Assistance is not available for students in K3 or K4. Applications for re enrolling students must be submitted by April 30. New student applications must be submitted by August 1. Due to limited funds, this will be available on a first come, first serve basis.

BILLING: All billing must be completed through FACTS Management. Due dates options are the 5th, 10th, 15th, and 20th of each month. If you are on a bi-monthly plan, you may pick two of these dates. ALL payments made after the 20th will be assessed a \$25.00 late fee. For any account that is not in good standing the school administration has the right to remove student(s) from class rosters until the account is current. All return checks will be charged a \$35.00 Return Check Fee in addition to the check amount.

TUITION AND FEE PAYMENT POLICY:

- Accounts 30 days past due will be restricted from charging other fees such as athletic charges, KK charges, etc.
- Accounts must also be current (no outstanding charges beyond 30 days) at the following check-points during the year:
 - ⦿ Re-enrollment – account must be current before re-enrollment is accepted.
 - ⦿ Beginning of school – accounts must be paid through July before student(s) may attend school.
 - ⦿ Upon the releasing of report cards at the end of each nine-week period.
 - ⦿ Second semester – account must be paid through December before student(s) may return to school after Christmas break.
 - ⦿ Withdrawal – no transcripts or grades (official or unofficial) will be released until account is paid in full. The new school will be notified if a student has a failing status.
 - ⦿ Preschool End of the Year Program/Kindergarten Graduation – no student will be allowed to participate in the ceremony unless the account is current.
 - ⦿ Seniors will not receive a diploma or be able to participate in the ceremony unless the account is paid in full.

- ⦿ Year-end – the account must be paid through May for the final report card to be released.
- ⦿ All major trips must be paid in full before departure.
- ⦿ All athletic fees must be paid in full before uniforms are issued.
- ⦿ All accounts must be current in order for student(s) to participate in **any** extracurricular activities including sports.

TAX-DEDUCTIBLE GIFTS: If you would like to make a tax-deductible contribution toward the tuition assistance fund to help deserving families attend Anderson Christian School, please contact the office.



**3910 Liberty Highway
Anderson, SC 29621
864-225-4693 (Preschool)**

***PLEASE SIGN THIS PAGE AND RETURN TO YOUR STUDENT'S
TEACHER AFTER YOU HAVE COMPLETELY READ THE
PRESCHOOL HANDBOOK.***

I have read and reviewed the policies contained in the 2025-2026 Preschool Parent/Student Handbook. We agree to abide by these policies.

Read and agreed:

Parent's signature

Date