

## **EXPLANATION OF SCACS ENROLLMENT REPORT FOR 2011-2012**

Thank you for taking time to complete the questionnaire on pages 2, 3, and 4 of the SCACS Membership Enrollment Report. Although a Christian school is not under the control of the South Carolina Department of Education, it must still be in compliance with a number of federal, state, and local laws. The questions on page 2 are designed to inform you of some of those requirements. Romans 13:1-7 teaches that we have certain responsibilities to government. We want to do our best to keep you informed about those responsibilities.

Some of the requirements change from year to year, so you may note some minor changes on our form this year. *Please make sure that you have written documentation to verify compliance with the requirements listed on page 2.* Some state or federal agency may ask for it.

In particular, you should remember that the IRS form #5578 must be completed each year and returned to IRS, unless your school already files an IRS Form 990. (Church sponsored schools are usually exempt, because churches are not normally required to complete a 990.) In addition, the advertising required by that form must also be done in your local paper each year. SCACS can supply you with the form and sample copies of advertisements upon request.

The information below explains the questions asked on the enrollment report. If you feel you do not want to furnish certain information, please attach a note to that effect. However, *please be assured, we do not share information with any outside organizations or schools, other than that which is normally put in the SCACS Directory.* Salary and tuition figures are used to give regional and state averages upon request to our member schools for planning purposes. SCACS will NOT release individual school information to anyone!

*It is important that we receive your completed report as soon as possible so we can begin processing your school's application.*

If you have questions about anything on the enrollment report, please call us at 803-798-7558.

- I. **“What Best Describes Your School?”** (page 1) This information helps us know what kind of school you operate in order that we might address particular needs you may have. It also enables us to give information to parents moving into your area as to what kind of school you offer.
- II. **“Answer the Following: (check all that apply)”** (page 2)
  1. AHERA refers to the *asbestos inspection*. Failure to have this documentation puts a school at risk of a \$5,000.00 per day fine from EPA. It is required by federal law.
  2. **Birth certificates** are required in S.C. and should be on file.
  3. DHEC #1148 is the *shot record* required by state law for all children in child care or school.
  4. For liability purposes *medication records* should be meticulously accurate.
  5. You are not required by law to adhere to the September 1 deadline. However, be advised that children who start early in K-4, K-5, or First Grade in your school *MAY NOT transfer* to a public school in this state in those same grades. They **WILL** be put back. After the First Grade they may transfer at will. If you do not adhere to the deadline, we advise you to *have parents sign a statement stating they understand what will happen if they attempt to transfer the child before the First Grade is over.* SCACS can furnish the form.
  6. These vital records should be a part of every child's cumulative folder.
  7. The state attendance law indicates that a child should have no more than 10 unexcused absences in one year. *This is not required for private or Christian schools.* However, SCACS recommends that you should have a *written policy* that is available to your parents explaining what constitutes an *unexcused absence* in your school and what your school's policy is regarding excessive absences.
  8. Every Christian and private school is required by federal law to complete a form **5578** and do certain advertising regarding its non-discriminatory practices. SCACS will supply forms and/or sample ads upon request.

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- 9-11. Call your local Health Department (DHEC) if you have not been inspected yet. You are required by state law to have these inspections when the proper agency shows up at your door. However, it is better to call your *local* departments before the state inspectors come in unannounced.
  12. This should be done by a SC State Fire Marshall. Call your local fire department for a courtesy visit.
  13. The school should keep accurate, written records of all drills (Part of your Crisis Management Program).
  14. Federal law says every school (public-private-Christian) must have a *Bloodborne Pathogens Control and Training Plan* in place. There is a hefty fine for non-compliance. A *Bloodborne Pathogens Control and Training Plan* is available from SCACS.
  15. What will your school do in case of an emergency? Are you fully prepared to protect your students and staff? Do you know who will speak to the media? Do you know what you will say? A good Crisis Management Plan will help your school survive. Some property and casualty insurance companies are now requiring this of schools.
  16. All schools use hazardous materials such as paint, cleaning supplies (Windex, 409, etc), ink, gasoline. Federal Law Title 29 Standard Number 1910.1200.
  17. The I-9 form is available from the SC Department of Labor or from SCACS. You must certify that your employees are legal citizens of this country. It is required by federal law. A W-4 form should be completed by each employee to show what deductions are to be made. A *TB certificate* is also required. Some counties have a greater risk for TB and require follow-up testing. Check with your local Health Dept.
  18. South Carolina law requires a written "*Terms of Employment*" be given to every employee. SCACS can furnish forms for your school.
  19. All "new hires" and re-hires are to be reported to the South Carolina Department of Social Services Employer New Hire Reporting Program within 20 days of the hire date. Contact the SCACS office if you require additional information. (federal law)
  20. Generally speaking, a sandwich service (Stewart Sandwiches, etc.) does not require a food service license. However, if you prepare food for child care or school, it is required.
  21. This is being asked to make sure all our Christian schools & centers are operating legally. State law requires church child care centers to be *licensed or registered*. The choice is up to the church, but it must do one or the other. If you keep any children age 4 and under for over 4 hours per day you must comply with the state law.
  22. If your school or child care center (or church) has drivers using a CDL, a certain percentage of the drivers must complete a random *drug and alcohol test* each year. (Call the SCACS office for information on how to accomplish this economically.)
  23. South Carolina law requires your school to furnish workman's compensation insurance if you employ four or more workers.
  24. If you transport more than 15 (including driver) the driver must have a *CDL license* and the vehicle must meet *DOT requirements*. This is state and federal law.
  25. Make sure you understand this legal requirement. Call the SCACS office for information if you are in doubt.
  26. For liability purposes, to protect the school and the student, SCACS highly recommends your school have a student accident policy in place that protects the student for up to one million dollars.
- III. **AACS Advanced School Search Information** (page 3) AACS has requested that we collect this information for them to use on their website. It will allow prospective families to find schools using the city names that you provide.

***Thank you for your help in supplying this information. We appreciate your cooperation!***