

MEMORIAL SCHOLARSHIP FUND POLICIES

Fairlawn Preschool

Since the beginning of Fairlawn Preschool in 1967, it was felt that all children benefit from a preschool experience. In order to support that philosophy, the Kelly Green Memorial Scholarship Fund was developed to offer full and partial scholarships to children who otherwise might not have an opportunity to go to preschool. The Wray and Chottie Clapp Memorial Scholarship Fund was created in 2018 to allow for more scholarships to be offered. To encourage full participation in Fairlawn Preschool by children and their parents/guardians, the following policies developed by the Fairlawn Preschool Ministry and approved by Fairlawn Presbyterian Church Session apply to both Scholarship Programs:

1. A Scholarship Application Form must be completed by a parent or guardian of the child. All information shall be accurately submitted. Scholarship Applications will be reviewed each semester to ensure that information continues to be accurate.
2. Previous year tax forms for all household members shall be attached for income verification. Current changes to income (i.e., a job change or hours reduction/addition) shall be supported by paystubs from the last 3 months. Expenses may be submitted to justify need of a scholarship.
3. Scholarship eligibility will be determined based on Bartholomew Consolidated School Corporation's Free and Reduced Meal Schedule. The Scholarship Committee may take into account previous revocation of scholarships in a household. Exceptions can be made by the Preschool Policy Committee.
4. The parent/guardian shall agree to participate in the child's education by:
 - A. Having the child attend school on a regular basis. Parent/guardian must notify the preschool if the child will be absent.
 1. If the child misses 3 days per month (3-day program) or 2 days per month (2-day program), the parent shall provide a doctor's verification or explanation for absence. Continuation of the scholarship may be reviewed by the director, parent/guardian, and a Policy Committee Member. The scholarship may be withdrawn by the Policy Committee.
 - B. Providing transportation and having the child at school on time.
 1. If the child is consistently late for school, continuation of the scholarship shall be reviewed by the director, parent/guardian, and a Policy Committee Member. The scholarship may be withdrawn by the Policy Committee.
 - C. Paying registration fees, activity fees and tuition amounts not paid by scholarships. The director will work with families to set up payment plans in emergency situations. Parents who are two months in arrears on payment plans or on tuition shall have continuation of the scholarship reviewed by the director, parent/guardian, and a Policy Committee Member. The scholarship may be withdrawn by the Policy Committee. Parents/guardians remain responsible for costs accumulated prior to the withdrawal of the student.
 - D. Attending parent/child activities (Music Festival, STEM Night, Art Show, etc.)
 - E. Attending parent/teacher conferences as scheduled or requested by teacher.

Signature: _____

Date: _____