

# CCS FINANCIAL INFORMATION 2010/2011

Revised as of February 3, 2010

**Registration Fee:** Regular Registration \$350.00 Per Student (Non-Refundable and must be received with registration packet) received by 4/30/10. Late Registration fee, as of 5/1/10 or later, is \$425.00 – No exceptions! (Non-Refundable and must be received with registration packet).

**New Student fees:** Application and testing fee of \$50.00 per New Student (Non-Refundable and must be attached with application)

**Annual Tuition:** \$6,785.00 Elementary Students (Pre-K, Kindergarten, 1-5)

\$7,100.00 Middle School Students (6-8)

**Pre-Paid Discounts:** Please note our pre-paid discounts for 2010-11

\*4% off yearly tuition if pre-paid in full by July 1, 2010  
Calculated in addition to sibling discount

Elementary School - with 4% Discount      \$6,514.00

Middle School - with 4% Discount      \$6,816.00

\*To receive discount, tuition must be paid in full by July 1, 2010.

\*\*2% off yearly tuition if pre-paid in full after July 1, 2010 and no later the first day of school, August 30, 2010. Calculated in addition to sibling discount

Elementary School with 2% Discount      \$6,649.00

Middle School with 2% Discount      \$6,958.00

\*\*To receive this discount, tuition must be paid in full by August 30, 2010

**Payment Options:** Payment in full by either July 1<sup>st</sup>, or by the first day of school. Or parents may select an ACH Auto-Debit monthly payment plan, and divide the annual tuition into either 10 or 11 equal monthly payments. Monthly payments made by paper check, money order or cash are subject to a \$8.00 per month processing fee, per student account. All payments are due by the 1<sup>st</sup> of each month. Payments received after the 1<sup>st</sup> are considered late. Otherwise, all monthly payments must be made by monthly automatic electronic debit from your checking account. Monthly tuition plans may not be changed during the school year. Pre-Paid tuition after August 30, 2010 will receive no pre-pay discount. The first ACH-AUTO DEBIT PAYMENT WILL TAKE PLACE ON AUGUST 30, 2010, the first day of school. All remaining monthly ACH payments are debited on the first of each month. (i.e. October 1)

**Sibling Discounts:** 15% off monthly for 2<sup>nd</sup>-4<sup>th</sup> students  
75% off monthly for 5<sup>th</sup> student

\*For discount purposes the Middle school student is considered the 1<sup>st</sup> student for families who have children in Middle school and Elementary.

**Monthly Payment Plans**

**Please Note:** The standard method of payment for all monthly payment plans at CCS will be electronic Auto-ACH Debit from a Checking Account, that will be set up in advance to deduct monthly payments from the designated checking account on the first of the month. This method saves the school time and money and is more convenient for everyone. *In order to accommodate those families who wish to pay by paper check, money order or cash, there will be an additional plan available, with an additional processing fee of \$8.00 per student account, per month. If a family does not wish to set up an ACH-Debit from a checking account, and wishes to pay by paper check, cash or money order, we will put them on a plan in which they will be billed for their payment, plus a monthly processing fee of \$8.00.* The Ach-Debit is preferable for the school, thus the processing fee, for those who wish to have an alternative. While most Christian Schools have gone to an ACH-Debit Only policy for those on monthly tuition payment plans, we realize that it may not work best for some families. Any family that is on this plan and is late with a payment during the school year, will be converted to ACH-Debit or they may pay the tuition balance in full.

11 Month Payment Plan with ACH Debit: Deducted the 1<sup>st</sup> of each month beginning August thru June.

	<u>Middle School</u>	<u>Elementary</u>
1 <sup>st</sup> Student	\$645.00	\$617.00
2 <sup>nd</sup> - 4 <sup>th</sup> Student	\$549.00	\$524.00

\*11 Month Payment Plan Paid by check or cash, due by the 1<sup>st</sup> of each month beginning Aug. thru June.

	<u>Middle School</u>	<u>Elementary</u>
1 <sup>st</sup> Student	\$653.00	\$625.00
2 <sup>nd</sup> - 4 <sup>th</sup> Student	\$557.00	\$532.00

10 Month Payment Plan with ACH Debit: Deducted the 1<sup>st</sup> of each month beginning Sep. thru June.

	<u>Middle School</u>	<u>Elementary</u>
1 <sup>st</sup> Student	\$710.00	\$678.50
2 <sup>nd</sup> - 4 <sup>th</sup> Student	\$604.00	\$577.50

\*10 Month Payment Plan Paid by check or cash: Due by the 1<sup>st</sup> of each month beginning Sep. thru June.

	<u>Middle School</u>	<u>Elementary</u>
1 <sup>st</sup> Student	\$718.00	\$686.50
2 <sup>nd</sup> - 4 <sup>th</sup> Student	\$612.00	\$584.50

\*Please remember that the check or cash option monthly plan includes \$8.00 processing fee  
 --There is no processing fee for parents who use the electronic ACH-Auto Debit plan--

## Financial Information – (Page 3 of 4)

**Extended Care Rates:** \$6.50 Per hour drop-in fee. (You will be billed monthly for any drop in fees)  
(All students are eligible for drop-in care at any time during the school year)

Or

\$250.00 Monthly “full-time” rate – 1<sup>st</sup> student

\$210.00 Monthly “full-time” rate – 2<sup>nd</sup> – 4<sup>th</sup> Student

Monthly Extended Care rates are due by the 1<sup>st</sup> of the month September thru June. June monthly day care rate includes one week of full day care following the last day of school, in addition to care for school days in June. The remainder of June will be billed at summer rates.

**There is a late charge of \$5.00 per minute for any Extended Care use after 6:00pm daily. We need to have our employees ready to leave @ 6:00pm. (Care Available 6:30 A.M. – 6:00 P.M.)**

C.C.S. only allows one change per family, per school year, regarding hourly/monthly daycare charges.

**Note:** If your child will be in Summer Care, the election of the 10-month plan may be necessary to keep from having a large payment in August that would include Summer Care fees and the start of the 11-month tuition payment.

<b>Late Fees:</b>	Payments are due the <u>1<sup>st</sup> of the Month</u> , and will be deducted from the checking account specified through ACH debit. (Unless you are on the paper check/cash payment plan with the additional processing fee, in such case payment must be received in office by the 1 <sup>st</sup> ) Any payment not successfully processed with funds available by the 1 <sup>st</sup> will be considered late. <u>On the 6<sup>th</sup> a late fee of \$20.00 will be assessed on any past due balances and on the 20<sup>th</sup> of the month a late fee of \$30.00 will be assessed on any past due balances. If an account is still past due at the end of the month, that student may not attend school until the account is paid in full . Such a situation would require paying the remaining balance in full.</u>
<b>Returned Check Fee:</b>	\$40.00 per returned check or electronic payment. After any two returned checks, (or elec. Pmt.) Payment plan may be cancelled and payment in full required.
<b>Technology Lab Fee:</b>	\$25.00 per student, per year – all grades
<b>Hot Lunch:</b>	\$80.00 <u>Minimum per student</u> – 20 lunches @ \$4.00 ea (must be pre-paid for student to order lunch) Lunch pricing subject to change. Please make sure to purchase lunches prior to the first day of school.
<b>Sports:</b>	\$70.00 per after school sport, per student. No Maximum.
<b>Locker Fee:</b>	\$15.00 one time fee upon entering Middle school (6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> )
<b>Planner Fee:</b>	\$8.00 for each 4 <sup>th</sup> – 8 <sup>th</sup> grader
<b>Detention Fee:</b>	<u>\$10.00 per student per every 1 hour of after school detention</u>
<b>Lost Book Fee:</b>	Replacement cost of textbooks or library books
<b>Yearbook:</b>	To be determined. Order forms will be sent home.

## Financial Information – (Page 4 of 4)

***Excellence in Christian Education:*** \$250.00 per school family, or volunteer 10 hours per school year.

At Crossroads Christian School, we strive for “*Excellence in Christian Education*” for every student. We firmly believe that parental involvement is a key strength of our school. Parent and grandparent (or other family member) volunteers help in various areas throughout the school year. While many parents already freely give of their time, our goal is to encourage *all families* who are able, to become involved in volunteering. Each family will be asked to volunteer a minimum of 10 hours per school year, or pay a \$250.00 Non-Volunteer Fee. This service could involve: Helping in the classroom, chaperoning a field trip, serving as room parent, serving as art parent, library parent, prayer parent, volunteering on the playground, assisting with Grandparents Day, the Spaghetti Dinner, Mini-Olympics, or other events and activities. Additional volunteer opportunities include: Helping with building maintenance or repair issues, Grading papers for a teacher, assisting with sports activities, and much more. Volunteer activities are not limited to the school day. Please Note: Any family that does not wish to volunteer at the school, will pay an additional \$250.00 Non-Volunteer fee per family, per school year. You will have the opportunity to choose either option, while completing the Family Financial Contract. Please check the areas that interest you on the enclosed Volunteer Form, and return with your registration. We will be asking you to inform us as to your volunteer activity, and we will be tracking those volunteer hours with our new Ren-Web Computer Administrative Software.

Please Note: The school administration reserves the right to screen all volunteers and approve or disapprove any particular volunteer or activity. All volunteers must meet the school’s standards for scriptural conduct, and agree to be subject to school policy and decisions of the staff and administration. Participation by a parent, or family member in any volunteer activity is at the sole discretion of the teacher or supervising staff member, and school administration.

**Withdrawals:** All students withdrawals, during the school attendance year, are subject to a \$100.00 withdrawal processing fee for students on a monthly payment plan (Per student, with 30 days advance written notice) **30 days written advance notice presented to the school office is required for student withdrawal.** The equivalent of 30 days tuition (Prorated) will be charged for any student that is withdrawn *without* the required advance written notice. Please remember that tuition is an annual amount, payment plans are divided in equal installments to cover the entire tuition amount. Each monthly payment is as portion of the overall annual tuition, and not is specifically for the school days in the particular month the payment is due. Notice of Withdrawal forms will be available in the school office. Notification of the classroom teacher does not constitute notice, and will not be considered notice. Notice must be presented to the school office in writing. Notice of withdrawal forms are available in the school office Please Note: Withdrawal of students whose accounts are pre-paid for the entire school year will have a \$350.00 processing fee( per student) deducted From any tuition refunded. This is in addition to fees incurred by lack of notice. Any tuition refund due, minus fees, for a student that is withdrawn, will be refunded to the parent within 60 days of the withdrawal date.

**Note: All fees and prices are subject to change without notice.**

# FAMILY INFORMATION AND FINANCIAL CONTRACT

	<u>Name</u>	<u>Date of Birth</u>	<u>Grade</u>
1 <sup>ST</sup> Child	_____	_____	_____
2 <sup>nd</sup> Child	_____	_____	_____
3 <sup>rd</sup> Child	_____	_____	_____
4 <sup>th</sup> Child	_____	_____	_____

**Please complete the following information for each Parent or Guardian**

	<u>Father</u>	<u>Mother</u>
*Name:	_____	_____
*Home Address:	_____	_____
*City:	_____	_____
*State & Zip	_____	_____
*Home #	_____	_____
*SSN # ( <u>Required</u> )	_____	_____
*Occupation	_____	_____
*Employer	_____	_____
*Work #	_____	_____
Cell #	_____	_____
*E-mail	_____	_____

If applicable: Stepparent Name: \_\_\_\_\_

If applicable: Which parent has physical custody? \_\_\_\_Dad \_\_\_\_Mom \_\_\_\_Shared

If applicable: Child primarily lives with which parent ? \_\_\_\_\_

Billing address if different than home address: \_\_\_\_\_

\*These fields are required for any parent or guardian who has physical custody, or with whom school will have contact. Complete one contract per family, providing that parent information is the same for each child.

**Financial Contract – (Page 2 Of 3)**

**Please check one**

- We select \*11 month payment plan WITH ACH–AUTO DEBIT starting August 1<sup>st</sup> and continuing through June 1.
- We select 11 month payment plan WITH PAPER CHECK/CASH/MONEY ORDER with an additional \$8.00 per month processing fee, starting Aug. 1 and continuing thru June 1 .
- We select \*10 month payment plan WITH ACH-AUTO DEBIT and continuing thru June 1.
- We select 10 month payment plan WITH PAPER CHECK/CASH/MONEY ORDER with an additional \$8.00 per month processing fee and continuing through June 1.
- We select payment in full to be received by the 1<sup>st</sup> day of school or account will default to 10 month payment plan starting September 1 and due on the 1<sup>st</sup> of the month thereafter continuing thru June 1.

\*Please complete ACH-Auto Debit form included with the packet

**EXTENDED CARE**

**PLEASE NOTE:**

**Parents are allowed a 15 minute courtesy time after school is dismissed, for after school pick up of students, Students not picked up by 3:15 P.M. will be signed into E-care, and parents will be billed starting from 3:00 P.M., as they have been in the care of staff that entire time. Students who arrive on campus before 8:15 A.M., must be checked into Extended Care. E-Care opens at 6:30 A.M. All students must be supervised when our campus. Do not ask a child to wait on campus before 8:15 A.M., or to wait for you after 3:15 P.M. During these time periods, any child not engaged in a supervised activity, will be sent to Extended Care. E-Care closes promptly at 6:00 P.M.**

**Please select one (Parents not using monthly E-Care should select hourly care, all families must select one method of billing for Extended Care, even if you do not plan to use it)**

- We select hourly E-care rates to be billed to our account, for any hours used.
- We select monthly E-care rates to be billed to our account each month.

**Extended Care opens at 6:30 A.M. before school and closes at 6:00 P.M. for after school care. There is a late charge of \$5.00 per minute for children picked up after 6:00 P.M.**

Church affiliation: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

If you do not already have a church home, you are invited to attend services here at Crossroads Christian Center, the sponsoring church. Information about services can be found on the church's website: [www.crossroadschristiancenter.org](http://www.crossroadschristiancenter.org) or by calling the CCC church office at 408-779-2925

(Financial Contract page 3 of 3)  
Contract Acknowledgements & Signatures

*Please read these acknowledgements carefully before signing!*

1. I have read and understand the entire section entitled "Financial Information" and agree to be personally responsible for all tuition and fees, and other financial expenses incurred by C.C.S on behalf of my child(ren).
2. I agree to fully cooperate with all C.C.S rules, regulations and policies, and I certify that I am in agreement with the ministry philosophy and standards of Crossroads Christian School, and have signed the parent cooperation agreement.
3. I recognize that a student's attendance at C.C.S. is a privilege, and not a right: therefore, I recognize that if my student becomes undesirable based upon the standards of C.C.S., the school reserves the right to suspend or expel him/her from the school and that C.C.S also reserves the right to regulate and approve or refuse visits and/or visitors on campus at all times.
4. I have read and gone over the Uniform and Dress Code and general guidelines with my child(ren). I agree to have my child(ren) follow the dress code rules.
5. I have gone over the C.C.S student rules with my child(ren) and made sure he/she/they understand them.
6. By signing this contract, I acknowledge that the registration fee must accompany enrollment forms and this contract, and that the registration fee is completely Non-Refundable.
7. I certify that I am fully aware that if I have chosen a monthly payment plan for tuition, and do not wish to pay by ACH Auto-Debit, that there will be an additional processing fee of \$8.00 added to the payment plan for each student on my account. There is no processing charge for The ACH Auto-Debit plan.
8. I acknowledge that 30 days written advance notice is required for student withdrawal. One full month's tuition (Prorated) will be charged for any student that is withdrawn without written notice. There will be a \$100.00 Withdrawal fee for all students on a monthly payment plan that are withdrawn during the school year. *Notice of Withdrawal forms will be available in the school office.* Withdrawals of students who have pre-paid tuition will have a \$350.00 processing fee deducted in addition to any fee associated with lack of notice. Withdrawal fees are waived if a student is involuntarily removed from the school by a decision of the Administration or by expulsion. (Note: Up to 60 days is required for processing any refund due -minus applicable fees- for students withdrawn during the school year).

**Excellence in Education -- Volunteer Hours or Fee Required**

\_\_\_ Yes, our family will volunteer at least ten hours (per family) this school year

\_\_\_ No, We will not be able to volunteer the hours, and will instead pay the \$250.00 "Excellence in Education" Non-Volunteer Fee.

\_\_\_\_\_  
Signature of Parent or Legal Guardian responsible for the bill

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian responsible for the bill

\_\_\_\_\_  
Date

# Crossroads Christian School

145 Wright Avenue

Morgan Hill, CA 95037

Phone (408) 779-8850 Fax (408) 779-0444

[www.crossroadschristianschool.org](http://www.crossroadschristianschool.org)

## Student Enrollment Packet 2010-11

Enrollment at Crossroads Christian School is an appropriate choice for those interested in securing a quality Christian Education. We serve students in Junior-Kindergarten through Eighth grade. Students must meet the academic and conduct guidelines of C.C.S. in order to be enrolled. Our standards of conduct and academic performance are designed to provide an excellent learning environment for our students. Crossroads does not discriminate on the basis of race, national or ethnic origin in its educational policies, admissions policies, athletics, or other school programs. Both parents and students agree to abide by the standards and policies of Crossroads Christian School and to cooperate with decisions of the Administration. It is a privilege to attend C.C.S.; a privilege that may be forfeited by any student who does not conform to the school's standards of conduct or academic progress. Parents and students must fully support the spiritual teachings and scriptural standards of the school. If a student or their parent is unwilling to abide by the school's policies, ministry philosophy and standards, the student will no longer be granted the privilege of attendance.

### Enrollment Procedure

- 1. Application Forms:** Complete an application including all forms in this packet and return to the school office. **The application must be accompanied by the NON-REFUNDABLE Registration Fee.** **Regular Registration fee is \$350.00 (By April 30, 2010) \$425.00 for all Registrations received on or after May 1, 2010.** (Your application will not be accepted nor a place reserved for your child unless it is accompanied by the appropriate **Non-Refundable Registration Fee**) Responsible parent's Social Security number must be included on the financial form. Medical Release must be signed in order for your child to be enrolled. New students are required to take a placement test upon registration. Parents will be notified of grade placement once enrollment has been accepted. Please fill out all forms completely and sign where indicated. All new students will be tested prior to admittance, to assure appropriate placement. All new and returning students must have a completed packet in order to register for the 2010-11 school year.
- 2. Tuition:** Annual tuition rates and a schedule of fees are listed in the Financial Information section in this packet. Monthly payment plans are available for the convenience of our parents, provided payments are received by the due date. Payments are by automatic debit from your checking account, or a monthly processing fee will apply to pay by cash or check. A monthly statement will be sent as a courtesy reminder. If an e-check is returned, and/or your student account falls behind, you must pay the remaining balance in full.

3. **Sibling Discounts**: Crossroads offers a sibling discount of 15% for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child in the same family. A 75% discount is offered for the 5<sup>th</sup> sibling. For discount purposes, the student with the higher tuition amount will be considered the first student.
4. **Fees**: A **Non-Refundable Registration fee** is due when student application is returned. Early Registration Fee (By April 30, 2010) is \$350.00. Registration on or after May 1, 2010 is \$425.00. New student application and testing fee is \$50.00 (Non-Refundable) and must be returned with your packet. Charges other than regular tuition will be assessed for Extended Care usage (Including care for any students not picked up before 3:15 P.M.), Summer Care, tutoring, detention, Spanish class (when offered), hot lunch program, after school sports, student planners, lockers (middle school), lab fees, elective fees, graduation, and yearbook. There may be additional charges for certain school activities, such as field trips and parties. Fees will be assessed for late payments and returned checks.
5. **Family Information**: Please notify the school office immediately of any changes to your family information and/or contact information. Please specify clearly the people that are allowed to pick up your child from school in an emergency, if you are not available or cannot be reached by phone.
6. **Special Activities and Trips**: All students in the 4<sup>th</sup> grade attend Rock n' Water, an overnight living history adventure in the spring of each school year. Students in 5<sup>th</sup> and 6<sup>th</sup> grade attend a Christian Science Camp each year. Every other year the 7<sup>th</sup> and 8<sup>th</sup> grade students participate in a week long tour of Washington D.C. No on campus arrangements are made for students not attending these special trips and activities.

### **For all new students:**

Please bring copies of the following items when registering:

1. Student's current and/or last report card (if applicable)
2. Name address and phone number of previous school
3. Student's most recent Standardized Test results (obtained from previous school.)
4. A copy of the child's birth certificate.
5. Current Immunization Records
6. For students entering Kindergarten or First Grade: A Report of Health examination for School Entry form must be completed by the student's physician and turned into our office by August 1<sup>st</sup>.
7. Students entering 7<sup>th</sup> grade must provide evidence of receiving a 3 dose series of Hepatitis B vaccine, second dose of measles vaccine (given with MMR) and a recommended tetanus-diphtheria booster.
8. Kindergarten Students must be 5 years old before December 1<sup>st</sup>.
9. Junior-Kindergarten (Pre-K) students must be 4 years old before December 1<sup>st</sup>.
10. Prospective students entering 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade must have a reference. from a previous School Administrator or two recent teachers. (reference form is available from office) They must also sign the behavior agreement.

**Student Enrollment 2010-11**

\_\_\_\_\_ M / F \_\_\_\_\_  
Student's name (circle one) Date of birth Grade Home #

It is vitally important for the safety of your child that we have the information requested in case of an emergency.

1. Please fill out completely, **one form per student.**
2. Notify school office immediately about any changes in the information.
3. Who should be called first? \_\_\_\_\_

**Father**

**Mother**

\*Name \_\_\_\_\_

\_\_\_\_\_

\*Employer \_\_\_\_\_

\_\_\_\_\_

\*Work # \_\_\_\_\_

\_\_\_\_\_

\*Home# \_\_\_\_\_

\_\_\_\_\_

\*Cell # \_\_\_\_\_

\_\_\_\_\_

\*E-Mail \_\_\_\_\_

\_\_\_\_\_

**\*Required Fields**

**E-Mail Address Required!**

**E-mail information for parents is essential for our Ren-Web Computer Administrative Software. E-mail will be frequently used as a means of communication with parents. All families are required to have at least one working e-mail that can be accessed by a parent. This could be a work or home e-mail address. Information will be sent to you via e-mail.**

**Medical and Insurance information**

**Medical**

Doctor's name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Insurance Co. \_\_\_\_\_

Insurance # \_\_\_\_\_

**Dental**

Doctor's name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Insurance Co. \_\_\_\_\_

Insurance # \_\_\_\_\_

**Orthodontist (If applicable)**

Doctor's name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Insurance Co. \_\_\_\_\_

Insurance # \_\_\_\_\_

Please list any and all medical conditions or allergies that the school should be aware of: (i.e.: asthma, allergic to bee stings or food allergies, epilepsy):



## Emergency Information and Medical Release

**Emergency contacts: Please list individuals that may be contacted to pick up your child, in case we cannot reach you.**

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Name	Relationship	Numbers
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Name	Relationship	Numbers
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Name	Relationship	Numbers
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Name	Relationship	Numbers
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Name	Relationship	Numbers
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I hereby give my permission for \_\_\_\_\_ to be transported to the nearest hospital in case of accident or injury. (Students Name)

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Parent/Guardian signature	Date
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(I) (We), the undersigned, the parent(s)/legal guardian of \_\_\_\_\_, a minor, do hereby authorize Crossroads Christian School staff, adult leaders, and/or the licensed medical care provider, clinic, or hospital most accessible during the time of accident or illness, to act as agent for the undersigned to consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is rendered under the supervision of any general or specialized physician and surgeon licensed under the provisions of the Medicine Practice Act. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our foresaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which to aforementioned physician in the exercise of his best judgment may deem advisable. This authorization is given pursuant to the provisions of section 25.8 of Civil Code of California. This authorization shall remain effective for the duration of attendance at Crossroads Christian School, unless sooner revoked in writing to the school. I agree to hold harmless and release Crossroads Christian Center and School and it staff and volunteers from liability for an accident, injury or illness that results from student's participation in school programs, classes, or activities.

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Parent/Guardian Signature	Date
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Parent/Guardian Signature	Date
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## Uniform and Dress Code Agreement

**Note to parents: It is the parent's responsibility to enforce the school's standard of dress. Dress code violations are preventable with proper parental attention to the matter. *If the student arrives at school not dressed according to the standards stated in the Uniform Dress Code, parents will be called and must either bring appropriate clothing for the student, while the student remains in the office, or the parent must pick up the student.* Parents, please be familiar with what is acceptable dress, and help your child to comply with the requirements.**

Guidelines for dress: These guidelines apply every school day at CCS:

1. Regular uniform requirements must be followed at all times, other than designated free dress days. On special dress days, only specified articles of clothing may vary from uniform. A dress code still applies on free dress days, as detailed in the student handbook. Some of the guidelines are stated here. Shoes must always be within stated uniform guidelines and suitable for running/play, this includes free dress and special dress days. Students must exhibit an appearance that is clean and modest. Clothing must be in good repair. **Free Dress Days:** All of the above, plus: No bare midriffs, no tank tops, no hats, no inappropriate logos, no sagging pants, no short shorts or short skirts! Jeans, pants, shorts or skirts, must not have holes or tears. Hair must not be colored with dyes that are not standard hair colors, i.e. not bright red, blue, green, etc.
2. Students will not be allowed in class if their dress or general appearance is deemed by the administration to be out of uniform or a violation of dress code.
3. The appropriate uniform, including socks and shoes must be worn all day, including Extended Care. Bare feet are not permitted on school campus at any time.
4. Shirts and blouses must be buttoned and tucked in at all times. Violations can result in disciplinary action.
5. Hair must be kept neat and clean. Hair must be kept in a solid typical hair color, no bright or bold hair dye is to be used. (No blue, orange, red, purple or green streaks or coloring, etc.) Girls hair accessories must be color coordinated with the uniform.
6. Boys hair must be cut in a conservative hair style. Hair length must not be longer than the top of a collared shirt. Avoid styles which are associated with counter-culture groups. Hair must be at least ½" above the eyes, and may not extend over the eyes.
7. Hats may not be worn on campus during the school day.
8. Jewelry must be kept to a minimum, be safe and in good taste. Boys may not exhibit any piercings. Girls may wear small matching earrings on each side. No loop or dangling earrings at any time. No tattoos, nose or body piercing allowed.
9. Girls must wear shorts under their skirts or jumpers.
10. Shorts or skirts must be kept to their original length. No rolling up or re-hemming is permitted.
11. Students in Kindergarten through fifth may not wear make-up. Girls in grades six through eight may wear make-up in moderation.
12. Jackets may be worn over the uniform, outdoors, on cold days. They may not be worn in the classroom. Students may wear a sweatshirt that meets uniform requirements inside the classroom.
13. During most field trips or off campus activities, students are required to be in uniform. If on a particular trip or activity other clothing is allowed or preferred, you will be notified by your teacher, or the supervisor of that activity.

*I verify that have read and understand the uniform dress code.*

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Uniform Code 2010-11 School Year

### Girls

(Grades Pre-K-Third)

Jumper Hamilton Style 18638 – Available through Merry Mart

(Grades 4-8)

Skirt	Hamilton Style 868 Plaid Only! – Available through Merry Mart
Skort	Solid Navy Twill or **Solid Kahki Twill Available through Merry Mart
Pants	Solid Navy Twill or Solid Khaki Twill – must be twill material
Walking Shorts	Solid Navy Twill or Solid Khaki Twill – must be twill material
Blouse	White short sleeve Peter Pan tuck in
Polo Shirt	Solid red, white, or Navy – No logo or pocket
Turtleneck	Solid white, red, or navy ( <u>no logo</u> )
Sweater	Navy or red cardigan pullover. ( <u>no logo</u> )
Sweatshirt	Navy with CCS logo, or plain navy blue -no logo ( <u>no hood</u> )
Socks	Red, White or Navy anklets, knee socks or tights. No nylons. Socks must meet requirements and be worn at all times.
Shoes	Must be white, black, red, brown or navy play shoes with rubber soles. <b><u>Athletic or tennis shoes are preferred. No dress shoes of any kind.</u></b> <b><u>No boots of any kind are allowed.</u></b> No open toed shoes. Student must be able to run in shoes worn. <b><u>INCLUDES FREE DRESS AND SPECIAL DRESS DAYS!!</u></b>
Belts	Must be navy or black with standard buckle. Must be worn if needed to keep pants in place.

### Boys

Pants	Solid navy twill or solid khaki twill (pants must fit and not be baggy)
Shorts	Solid navy twill or solid khaki twill (shorts may have cargo pockets, must be twill)
Polo Shirt	Solid red, white, or navy ( <u>no logo or pocket</u> ) (Polo Style Only!)
Turtleneck	Solid white, red or navy (no logo)
Sweater	Navy or red cardigan pullover (no logos)
Sweatshirt	Monogrammed with school logo or plain navy blue, no logo
Socks	Navy, black or white sport socks. Socks must be worn.
Shoes	Must be white, black, red, brown or navy play shoes with rubber soles. <b><u>Athletic style (tennis) shoes are preferred. No boots or dress shoes. No open toed shoes. INCLUDES FREE DRESS DAYS!!</u></b>
Belts	Must be black, or navy with plain, standard buckle. Must be worn if needed to keep pants in place.

## ***RULES FOR STUDENTS AT CROSSROADS CHRISTIAN SCHOOL***

1. Students must show respect for all school staff and adults.
2. Students should not use the first names of teachers and staff while at school.
3. Running in the halls, in or around classrooms or buildings is not allowed.
4. There is to be no fighting of any kind among students (This includes “play fighting” and “horseplay”)
5. Swearing, using rude, crude or offensive language is not permitted.
6. Students must respect the personal space of other students at all times.
7. Pushing, shoving, poking, hitting, tapping, biting or kicking others is not allowed.
8. Knives, guns, weapons of any kind, simulated weapons, sharp or dangerous objects, drugs, tobacco, and like substances are strictly prohibited.
9. All medications, without exception, must be kept in the school office. A written note from the parent with instructions for dispensing the medicine is required.
10. All students participate in weekly chapel services and daily Bible classes. Students must cooperate in chapel by singing, listening, and participating as asked. No whistling, talking out, or unruly behavior will be allowed.
11. Students must arrive and leave the school in a safe and orderly manner.
12. The school office is for business, and is not a place for students to hang out.
13. Students are not allowed in the copy room or the Teacher’s Lounge.
14. Students must eat only in designated areas and place all trash in garbage cans.
15. Electronic devices such as CD Players, I-pods, PSP’s, other hand-held gaming devices, and similar electronics are not permitted on campus. (Includes E-Care)
16. Cell phones must be kept off and in back pack at all times.
17. Classroom and/or Teacher-Implemented rules must be followed at all times.
18. All Notes given to students for parents must be taken home and given to parents.
19. Toys from home are not to be brought to school.
20. Playground balls and equipment must be used in a safe and proper manner.
21. Aggressive behavior toward other students will not be tolerated.
22. Intimidation, or teasing of other students is unacceptable.
23. Students must obtain a hall pass from the teacher if leaving the classroom while class is in session.
24. Rest room needs should be taken care of before and after class unless it is an emergency.
25. Students are not to be unsupervised in any room or in any area on campus.
26. A quiet zone should be observed outside classrooms when school is in session.
27. Students may NOT retrieve balls lost over the fence. An adult staff member can retrieve the ball when time permits.
28. Students in grades Pre-K – Fifth may purchase only juice, water or Gatorade from the vending machines. (No soda) Do not bring energy drinks to school.
29. Students should not exchange food with other students. Students are to eat what they brought from home, or the hot lunch that has been purchased.
30. There will be no throwing or rocks, wood, sticks, or other objects not intended for throwing.
31. Students are not allowed beyond the double doors in the hall leading to the church. The exception is for chapel, and when accompanied by the teacher for a class event or function.
32. Any lost or destroyed property must be paid for by the person who is responsible or his or her parent/guardian before the report card is released.
33. Other rules will be implemented as deemed necessary by the Administration.

***Parents, Please review these rules with your student and review the parent-student handbook for additional rules, guidelines, and detailed policies.***

## Parent's Agreement of Cooperation

(Fill out and sign one form per family, listing each child)

In choosing to register my child as a student at Crossroads Christian School , I realize that C.C.S. is a religious non-profit, church sponsored school. The school is sponsored by Crossroads Christian Center. By signing below I accept the conditions of enrollment that are outlined in this cooperation agreement:

1. It is a privilege to enroll at Crossroads. The privilege of enrollment is contingent upon cooperation between the parent's (or guardian) and the school. This is based on the Scriptural principal found in Amos 3:3 "Can two walk together, unless they are agreed?"
2. By signing this form I agree to cooperate with the school. I hereby acknowledge that any disagreement I might have with the school administration in the areas of: school philosophy, policy, academics, or discipline; including suspension or expulsion, as well as my conduct toward the school and its staff, can lead to my child being removed from enrollment at Crossroads Christian School.
3. I fully endorse my child's participation in weekly chapels, daily Bible classes, and Christian, biblical religious training, which is an integral part of the overall academic program at C.C.S. I have read the Statement of Faith of Crossroads Christian School and understand that my child will be taught these spiritual concepts and Scriptural standards of conduct. I agree to support the philosophy and ministry of the school at all times. If at any time my actions or conduct show that I no longer support the philosophy, policies and religious values of the school, I understand that my child may be removed from enrollment at Crossroads.
4. I agree to abide by all guidelines established by the school in regard to Parental visits to campus and parental interaction with the school. I have read and agree to abide by all provisions in the Parent-student handbook.
5. I acknowledge that if my child fails to comply with all rules, regulations and standards of the school, they may be suspended or expelled. I recognize that any disciplinary action taken by the school may become a part of my student's permanent school record.

Mother or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*All custodial parents (who have physical custody) are required to sign**

Student #1 Name \_\_\_\_\_ Grade \_\_\_\_\_

Student #2 Name \_\_\_\_\_ Grade \_\_\_\_\_

Student # 3 Name \_\_\_\_\_ Grade \_\_\_\_\_

Student # 4 Name \_\_\_\_\_ Grade \_\_\_\_\_

**NEW STUDENT APPLICATION**  
(COMPLETE THIS FORM FOR ALL NEW STUDENTS)

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade Desired \_\_\_\_\_ Check One M\_\_ F\_\_ Home Phone \_\_\_\_\_

Most Recent School (Name) \_\_\_\_\_

School's Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

School's Phone # \_\_\_\_\_

Please list all other schools attended (and dates): \_\_\_\_\_

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Why are you applying for admission at Crossroads Christian School?

\_\_\_\_\_

Has student ever been suspended or expelled from another school?

\_\_\_ Yes \_\_\_ No If yes, please explain \_\_\_\_\_

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Has student ever been enrolled in Special Education Programs?

\_\_\_ Yes \_\_\_ No If yes, at which school(s) \_\_\_\_\_

Please list any physical or academic limitations which we should be aware of:

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How did you hear about Crossroads? (Check one)

\_\_\_ Friend or relative \_\_\_ Yellow Pages \_\_\_ Shopping Cart Ad \_\_\_

\_\_\_ Internet \_\_\_ Other \_\_\_\_\_

Mother/Guradian's Name \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_

*I verify that all the information on this form is true and correct to the best of my knowledge.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Discipline Policy and Behavior Agreement**

The discipline policy of Crossroads Christian School is based upon the Matthew 18 Principle. In Matthew 18:5-7, Jesus sets out three well define levels of progressive discipline.

First, the teacher (or other supervising adult) will correct the student, as privately as possible in the situation. Within the classroom, the teacher will have his/her own levels of discipline. If a student exceeds the limits allowed by the teacher, the process moves to the second level. ( The teacher may issue consequences such as recess time out, detention, etc. for an issue within the classroom)

The parent is identified as the second level. Most parents want to know quickly, if their child is having difficulty. At this level, the parents, the teacher and student try to resolve the issue and correct any unacceptable behavior.

The Principal (a visit to the school office) is designated as the third and final level. In many cases, the student is referred to a School Administrator after the parents have been previously notified of the issue, and have been involved in trying to resolve the problem. Discipline at this level could include such measures as counseling, prayer, writing assignment related to behavior, after school detention, suspension and/or expulsion.

There are a number of offenses that are considered third level offenses. Such conduct issues are not worked through at the first two levels, but are sent directly to the office and are handled by an Administrator or his/her designated staff member. Such offenses would include, but are certainly not limited to: Physical Aggression of any kind toward another student; (Hitting; biting; pushing, shoving, pinching, etc) bullying; fighting of any kind; threats; harassment; swearing; possession of any weapon, explosive device or simulated weapon; possession or distribution of tobacco, drugs, alcohol, or other substance; any inappropriate physical contact with another student.

Crossroads Students promise to:

1. Abide by all school rules and classroom rules.
2. Show respect to teachers and anyone in authority at school.
3. To take care of school property and not damage it in any way.
4. To work hard, doing the best they can on all schoolwork assigned.
5. To never act in a way that would hurt other students, or encourage others to do so.
6. To abide by the school dress code and wear the uniform in an appropriate way.
7. To endeavor to grow spiritually and develop good character.
8. To accept all consequences of my actions.
9. I have read the school rules and promise to abide by all the rules of the school.

Student's Signature \_\_\_\_\_ (All students except Pre-K must sign)

Mother/Guardian Signature \_\_\_\_\_

Father/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**Registration Checklist**  
**(Unless otherwise noted, forms should**  
**be filled out *one per child*)**

1. \_\_\_ Payment of non-refundable registration fee
2. \_\_\_ Testing Fee (New Students)
3. \_\_\_ Family Information & Financial Contract (One per family)
4. \_\_\_ Volunteer form (one per family) or Non-Volunteer Fee of \$250.00
5. \_\_\_ Student Enrollment (Each Student)
6. \_\_\_ Medical Release, Parent Contact Info, Medical Info.
7. \_\_\_ Parent Cooperation Agreement (One per family)
8. \_\_\_ Dress code agreement (One per family)
9. \_\_\_ Discipline policy and student behavior agreement
10. \_\_\_ New Student Enrollment (New students only)
11. \_\_\_ Educator's Reference (New students grades 6-8 only)
12. \_\_\_ Field Trip Permission
13. \_\_\_ Birth Certificate and Immunizations (New students only)

**Crossroads Christian School  
PERMISSION FOR TRIPS AND EXCURSIONS  
AND USE OF PUBLIC PARK FACILITIES**

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

I hereby give consent for Crossroads Christian School to take my child,

(Name) \_\_\_\_\_ on walking field trips in the neighborhood, trips utilizing public transportation, and other special excursions, traveling by private vehicle, to places of interest, public parks, libraries, and other recreational facilities. Permission is granted with the understanding that such trips are under the supervision of authorized school personnel and adult chaperones. Although all precautions to ensure the safety of my child are taken, there remains a possibility of unforeseen hazards. By signing this form, I agree to assume all risks or hazards inherent in such a trip or excursion. It is also agreed that Crossroads Christian School staff, teachers and parent volunteers, as agents of Crossroads Christian Center, be held harmless for damages, losses, or injuries to persons or property.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**EXCELLENCE IN EDUCATION**  
**CROSSROADS CHRISTIAN SCHOOL**

**2010 – 2011 PARENT P.A.L.S. HOURS VOLUNTEER SIGN UP**

Each family is now required to either volunteer a minimum of 10 hours during the school year, or pay the “Excellence in Education” Non-Volunteer fee of \$250. Please mark the area(s) that you would prefer to help in. Use ‘D’ (Dad), ‘M’ (Mom), ‘GMA’ (Grandma), or ‘GPA’ (Grandpa).

- \_\_\_\_\_ **Classroom Help** – Assists the teacher with various tasks: tear out pages, grade papers, filing, etc.
- \_\_\_\_\_ **Reading Groups**- Helps Pre-K-2<sup>nd</sup> teachers with classroom seatwork while reading groups are in session.
- \_\_\_\_\_ **Room Parent** – Partners with the teacher to plan field trips and class parties throughout the school year.
- \_\_\_\_\_ **Library Parent** – Helps take students to the library.
- \_\_\_\_\_ **Art Parent** – Teaches art, or assists with art lessons in the classroom.
- \_\_\_\_\_ **Prayer Parent** – Prays with class and takes prayer requests.
- \_\_\_\_\_ **Field Trip Transportation/Chaperone** – Drive and/or supervise on class field trips.
- \_\_\_\_\_ **Assist with Sports programs**
- \_\_\_\_\_ **Assist with Band and/or Music**
- \_\_\_\_\_ **Playground/Recess Volunteer** – Help monitor playground and blacktop.
- \_\_\_\_\_ **Diehl’s Dads** – Assists with campus projects/facilities (list special skills, if any)\_\_\_\_\_
- \_\_\_\_\_ **Spaghetti Feast & Family Gathering** – We need help to set up, serve, and clean up after the event.
- \_\_\_\_\_ **Book Fair** – Help is needed to set up as well as help the children with their book lists during school hours.
- \_\_\_\_\_ **Christmas Store** – We will need parent helpers to assist the children in shopping for gifts in our Christmas Store.
- \_\_\_\_\_ **Grandparent’s & Special Person Day** – We need help organizing the event, directing our guests to where they need to be, and clean up.
- \_\_\_\_\_ **Staff Appreciation Lunch** –We need help serving lunch, covering the office and daycare, and clean up.
- \_\_\_\_\_ **Mini Olympics and All School BBQ** – We need help with set up, food service, game/event coverage/clean up.
- \_\_\_\_\_ **Hospitality** – Volunteers are needed to bring baked goods for events like Christmas and Spring Musicals, as well as Open House.
- \_\_\_\_\_ **Other Area: Please Describe** \_\_\_\_\_

Name of Student(s) and Grades \_\_\_\_\_

Father’s Name \_\_\_\_\_ Best Number to call \_\_\_\_\_

Mother’s Name \_\_\_\_\_ Best Number to call \_\_\_\_\_

Family Member/Grandparent \_\_\_\_\_ Best Number to call \_\_\_\_\_

**Please return this form with registration package. Registration will not be complete without it.**