



Registration from  
March 1, 2018

# Crossroads Christian School

## Registration Application 2018-2019

### **Your registration packet must include the following items:**

- \$300 NON-REFUNDABLE Registration Fee must accompany the application. Application cannot be accepted nor a place reserved for your child unless a Registration Fee is attached.
- The Financial Agreement and Authorization Agreement must be filled out and signed.
- The Medical Release form must be signed.
- Pages 8-12; Uniform Dress Code Agreement, Excellence in Education, Authorization for Use of Child's Image, Discipline Policy and Behavior Agreement and Parent's Agreement of Cooperation.
- **For Students entering into Kindergarten or New Student (any grade): Copy of Birth Certificate and copy of current Immunization Records. A Report of Health Examination for School Entry form must be completed by the student's physician and turned into the office before August 1<sup>st</sup>. (For new students of any grade please see page 4 of list of records needed.)**

**All forms must be filled out. Applications cannot be accepted if paperwork is not fully completed. Please turn in all paperwork to the school office or financial office.**



Registration from  
March 1, 2018

# Crossroads Christian School

## Registration Application 2018-2019

Applicant's Full Name: \_\_\_\_\_ Preferred Name \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date: \_\_\_\_\_ Sex: F M 2018-2019 Grade: \_\_\_\_\_

Name of current school: \_\_\_\_\_ Telephone: \_\_\_\_\_

School Address: \_\_\_\_\_

How did you hear about Crossroads Christian School? \_\_\_\_\_

### FATHER/MALE GUARDIAN

### MOTHER/FEMALE GUARDIAN

Name \_\_\_\_\_ Name \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Address if other than that of applicant \_\_\_\_\_  
Address if other than that of applicant \_\_\_\_\_

Student lives with: Both Parents Mother Only Father Only Other: \_\_\_\_\_

Name and address of parent(s) or guardian(s) to whom grade reports and financial statements are to be sent

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Name of the church you attend if applicable: \_\_\_\_\_

Please write a brief statement on why you wish for your child to attend C.C.S.

Have you ever applied/been enrolled at C.C.S. in the past? \_\_\_\_\_ If yes, when \_\_\_\_\_

#### Office Use Only:

Date Received \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_ Check/Cash/CC \_\_\_\_\_

Returning Student  New Student  Sibling



## Enrollment Procedure

### Page 1

**Application Forms:** Complete an application including all forms in this packet and return to the school office. No student with a delinquent account will be allowed to sign up for early registration. **The NON-REFUNDABLE Registration Fee must accompany the application. Applications cannot be held if there is not a Registration Fee attached.**

#### **Registration Fee is \$300.00**

*\*Applications cannot be accepted nor a place reserved for your child unless accompanied by the appropriate Non-Refundable Fee of \$300.00.*

The Medical Release form must be signed in order for your child to be enrolled. New students applying to enroll in Kindergarten are required to take a placement test upon registration. Parents will be notified of placement once enrollment has been accepted. Please fill out all forms completely and sign where indicated. All new and returning students must have a completed packet in order to register for the 2018-2019 school year.

**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 made by automatic debit from your checking account or an \$8.00 monthly processing/monitoring fee will apply to pay by cash or check or e-payments. A monthly statement will be sent as a courtesy reminder. If an e-check or check is returned and/or your student account falls behind, we will require payment of remaining balance in full. Bank fees will be charged to your account.

#### **Fees:**

**Non-Refundable Registration Fee** is \$300.00 and due when the student application is submitted.

**Kindergarten Entry Testing Fee** is \$50.00 (Non-refundable) and must be returned with the application packet.

**Fees not covered by tuition** such as hot lunch, after school sports, Extended Care, etc. are enumerated in this packet under “**CCS Financial Information 2018-2019**” (page 15-17). There may also occasionally be additional charges for school activities such as field trips, Mini Olympics etc.



## **Enrollment Procedure**

### **Page 2**

**Family Information:** Please notify the school office immediately of any changes to your family information and/or contact information. Please specify clearly the people who are allowed to pick up your child from school in an emergency, if you are not available or cannot be reached by phone.

**Special Activities/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> grade attend a Christian-based Science Camp each year. On-campus arrangements will not be made for students who do not attend 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. Copy of your student's birth certificate
5. Current Immunization Records
6. For students entering Kindergarten or 1<sup>st</sup> Grade: a Report of Health Examination for School Entry form must be completed by the student's physician and turned in to the school office by August 1<sup>st</sup> or at enrollment.

All forms must be filled out. Applications cannot be accepted if paperwork is not fully completed.

**Please turn in all paperwork to the school or financial office.**



## Financial Agreement

### Please check one

- 11 month payment plan with ACH-Auto Debit starting July 1<sup>st</sup> and continuing through May 1<sup>st</sup>.
- 11 month payment plan with Paper Check/Cash/Money Order/E-Payment. An \$8.00/month processing/monitoring fee is added.
- 10 month payment plan with ACH-Auto debit starting August 1<sup>st</sup> and continuing through May 1<sup>st</sup>.
- 10 month payment plan with Paper Check/Cash/Money Order/E-Payment. An \$8.00/month processing/monitoring fee is added.
- Payment in full to be received by the 1<sup>st</sup> day of school or the account will default to the 10 month payment plan starting August 1<sup>st</sup> and due on the 1<sup>st</sup> of the month thereafter continuing thru May 1<sup>st</sup>.

**\*\*\* Please complete ACH-Auto Debit form (if needed) included with the packet\*\*\***

### Extended Care

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 at 3:00 p.m., as their child has 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 7:00 a.m. All students must be supervised when on 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.** All families must select one method of billing for Extended Care even if you do not plan to use it. Parents not using monthly Extended Care should select the hourly rate.

- We select hourly E-care rates to be billed to our account for any hours used. (\$8.00 per hour)
- We select monthly E-care rates to be billed to our account each month. (\$350 per month)

Extended Care opens at 7:00 a.m. before school and closes at 6:00 p.m. after school. There is a late charge of \$5.00 per minute for children picked up after 6:00 p.m. Hourly rates are based upon quarter hour intervals and rounded up to the next quarter hour.

**Please note the Extended Care rates are for the academic school year only. The Extended Care program schedule is according to the published CCS School Calendar and therefore E-Care is not open on recognized holidays or school break times. In addition, CCS only allows one change per family, per school year, regarding hourly/monthly E-Care charges.**

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_



Registration from  
March 1, 2018

**Authorization Agreement**  
**Direct Payments (ACH Debits)**

2018-2019  
School Year

I (we) hereby authorize Crossroads Christian School to debit entries to my (our) account indicated below and the financial institution below, hereinafter called Financial Institution, to debit the same to such account. Unless otherwise noted, payments will be deducted from the account on the 1<sup>st</sup> of the month.

_____		_____	
(Financial Institution Name)		(Branch)	
_____		_____	
(Address)	(City/State)	(Zip Code)	
_____	_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
(Routing Number)	(Account Number)		

Total monthly tuition amount of debit(s): \$ \_\_\_\_\_

I (we) understand that all additional fees and/or charges to my account will be included for auto debit in this authorization.

I (we) understand that this authorization will remain in full force and effect until I (we) notify Crossroads Christian School by written notification that I (we) wish to revoke this authorization during the academic school year. I (we) understand that Crossroads Christian School requires at least 30 days prior notice in order to cancel this authorization.

\_\_\_\_\_  
(Print Individual Name)

\_\_\_\_\_  
(Signature) (Date)

**Please Note: The ACH form will need to be renewed annually by the start day of the academic school year. This is to ensure the safety and security of your personal financial information.**

**ATTACH VOIDED CHECK HERE**



Registration from  
March 1, 2018

## 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.

Name	Relationship	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

(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 be 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 its staff and volunteers from liability for an accident, injury or illness that results from student's participation in school programs, classes, or activities.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **Medical and Insurance Information**

Please fill in all information accurately and completely as possible. If we do not receive all information, we will phone you.

### **Medical**

Doctor's Name (required) \_\_\_\_\_

Phone # (required) \_\_\_\_\_

Address (required) \_\_\_\_\_

Insurance Co. (optional) \_\_\_\_\_

Insurance # (optional) \_\_\_\_\_

### **Dental**

Dentist Name (required) \_\_\_\_\_

Phone # (required) \_\_\_\_\_

Address (required) \_\_\_\_\_

Insurance Co. (optional) \_\_\_\_\_

Insurance # (optional) \_\_\_\_\_

### **Orthodontist (If applicable)**

Ortho Name (required) \_\_\_\_\_

Phone # (required) \_\_\_\_\_

Address (required) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_





## Uniform 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 including Free Dress:

1. 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.
2. Shoes must exhibit an appearance that is clean and modest and be safe for playground and PE.
3. Bare feet are not permitted
4. Shirts and blouses must be buttoned.
5. No low cut shirts or shirts with large arm holes.
6. Hair must be kept neat and clean. Hair must be kept in a natural color; no bright or bold hair dye to be used.
7. Hats can be worn at recess and per teacher's discretion, can be worn for warmth on cold days or sun block on hot days.
8. Jewelry must be kept to a minimum for purposes of safety. Boys may not exhibit piercings. No tattoos, nose or body piercing allowed.
9. Girls must wear shorts under their dress, skirts or jumpers.
10. All dresses, skirts, jumpers and shorts must be fingertip length. (Stand with hands at your side and mark where your fingertips end).
11. No offensive logos or words on clothing or jackets that are against what CCS stand for.
12. Jackets are for outdoor wear, while inside sweaters or sweatshirts need to be designated uniform color.

**Uniforms can be purchased at Merry Mart, Target, or any other participating company that has school colors.**

<u>Girls</u>		<u>Boy</u>	
Jumper	Hamilton Style 18638	Pants	Solid navy or khaki Twill (pants must fit and not be baggy)
Skirt	Hamilton Style 868	Shorts	Solid navy or khaki Twill (may have cargo pockets, must be twill)
Pants/ Shorts	Solid Navy or Khaki Twill	Polo Shirt	Solid red, white, or navy--no logo or pocket
Skorts	Solid Navy or Khaki Twill	Turtleneck	Solid white, red or navy--no logo
Blouse	White short sleeve Peter Pan tuck in	Sweater	Navy or red cardigan pullover--no logos
Polo Shirt/	Solid red, white, or Navy--no logo or	Sweatshirt	Monogrammed w/ school logo or plain navy blue--no logo
Turtleneck	pocket	Socks	Socks must be worn.
Sweater	Navy or lipstick cardigan pullover--no logo	Shoes	Shoes w/ rubber soles. Athletic/tennis shoes are preferred due to recess equipment & physical education class. Due to slippery surfaces, no dress shoes of any kind. Student must be able to run in shoes worn.
Sweatshirt	Navy w/ CCS logo, or plain navy blue -no logo--no hood	Belts	Black, navy, brown with plain, standard buckle.
Polo Dress	Short/Long sleeve polo dress with shorts or stretch pants underneath		
Socks	Socks should be worn at all time. No nylons.		
Shoes	Shoes w/ rubber soles. Athletic/tennis shoes are preferred due to recess equipment & physical education class. Due to slippery surfaces, no dress shoes of any kind. Student must be able to run in shoes worn.		
Belts	Black, navy, brown with standard buckle.		

I have read and understand the uniform dress code stated above.

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

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



## **Family And Staff Together (FAST)**

Enrollment at Crossroads Christian School is an appropriate choice for those interested in securing a quality Christian Education. We serve students in Preschool through Fifth Grade. Students must meet the academic and conduct guidelines of CCS 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, nationality, 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 CCS, a privilege that may be forfeited by any student who does not adhere 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 his/her parent is unwilling to abide by the school's policies, ministry philosophy, or standards, the student will no longer be granted the privilege of attendance.

***Family And Staff Together (FAST) Hours: \$350 per family or 25 Volunteer hours per school year.*** If you select the Non-Volunteer fee, it will be applied to your account at the beginning of the school year. The \$350.00 will not be charged to families who have not selected the Non-Volunteer fee. Incomplete volunteer hours will be pro-rated at the rate of \$14.00/hour and applied to accounts by May 15, 2019. All volunteer hours must be arranged with the C.C.S. Community Director before May 15, 2019. CCS believes parental involvement plays a vital role in the strength of our school. Volunteers may help with the classroom, recess, field trips, fundraisers and special events. At "Back to School" night there will be sign-up sheets available for parents to meet this 25 hour requirement. FAST hours must be fulfilled by volunteering at an event approved by the Community Director.

**Please note:** For the sake of the safety of all children, CCS reserves the right to approve or disapprove any volunteer or activity. Volunteers may require background checks, however all volunteers must abide 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, or school administration.

### **Family And Staff Together (FAST) Hours – Volunteer Hours or Fee Required**

- Yes, I (we) anticipate volunteering at least twenty five hours (per family) this school year.
- No, I (we) select the Non-Volunteer Fee and do not plan on volunteering and agree to pay the \$350.00 fee at the start of the school year.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_



## Authorization for Use of Child's Image

I \_\_\_\_\_ give permission to Crossroads Christian School to use the image/likeness of my child(ren) \_\_\_\_\_ in the following ways:

- In advertisements for Crossroads Christian School such as in print newspaper ads, magazine article photos, banners, and so forth.
- In Crossroads Christian School's non-advertising communication such as on the school website, in the weekly mailer, on printed products, and on official school social media.

I do not give permission for my child's image to be used in these contexts:  in advertising  online  in print  for any reason.

## Trips, Excursions and Use of Public Park Facilities

I hereby give consent for Crossroads Christian School to take my child, with field trip permission form signed by parent, 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.

I understand a Field Trip permission slip will be sent out to families prior to a Field Trip. 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, will not be liable for damages, losses, or injuries to persons or property.

Crossroads Christian School takes your child's safety very seriously and we wish to respect your wishes. If you have any questions/concerns at all, please contact the school office at (408) 779-8850.

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

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 defined levels of progressive discipline.

1. The teacher (or 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.
2. The parent is notified at the second level. Most parents want to know quickly if their child is having difficulty. At this level, the parents, teacher, and student try to resolve the issue and correct any unacceptable behavior.
3. The school Administrator is contacted at the third and final level. In many cases, the student is referred to the 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 the Administrator or his/her designated staff member. Such offenses would include, but are certainly not limited to, physical or verbal aggression of any kind toward another student, parent or staff member, hitting, biting, pushing, shoving, pinching, possession of a weapon, explosive devise or simulated weapon, possession or distribution of tobacco, drugs, alcohol, or other substance, and inappropriate physical contact with another student. This policy applies to parents/guardians and students.

Crossroads Parents/Guardians and Students promise to:

1. Abide by all school rules and classroom rules.
2. Show respect to teachers and anyone in authority at school.
3. Take care of school property and not damage it in any way.
4. Work hard, doing the best they can on all schoolwork assigned.
5. Never act in a way that would hurt other students, or encourage others to do so.
6. Abide by the school dress code and wear the uniform in an appropriate way.
7. Endeavor to grow spiritually and develop good character.
8. Accept all consequences of their 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 \_\_\_\_\_ Date \_\_\_\_\_

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



## Contract Acknowledgments & Signatures

- I have read this “Financial Information Packet” and agree to be personally responsible for all tuition and fees, and other financial expenses incurred by CCS on behalf of my child(ren).
- I agree to fully cooperate with all CCS rules, regulations and policies. I am in agreement with the ministry philosophy and standards of Crossroads Christian School and have signed the parent’s cooperation agreement.
- I have read and agree with the “Uniform and Dress Code” and general guidelines with my child(ren). I agree to have my child(ren) follow the dress code rules.
- I have communicated the CCS students rules with my child(ren) so they understand them.
- I acknowledge that the registration fee must accompany enrollment forms and this contract, and that the registration fee is completely non-refundable. Further, I acknowledge my student’s account must be current in order to register.
- If I have chosen a monthly payment plan for tuition without paying by ACH Auto-Debit, I agree to pay an additional \$8.00 processing fee for each student account. There is no processing charge for the ACH-Auto-Debit plan.

Should it be needed, I agree to give thirty (30) days written advance notice for student withdrawal. In the event of failing to give thirty (30) days written advance notice, a full month’s tuition will be charged for any student withdrawal. There will be a \$100.00 withdrawal fee for all students on a monthly payment plan who are withdrawn during the school year. “Notice of Withdrawal” forms are available in the School Office. In addition to these fees, pre-paid tuition student withdrawals will have a \$350.00 processing fee. Withdrawal fees are waived if a student is involuntarily removed from the school by a decision of the Administration or by expulsion. Refund processing may require up to but not exceed sixty (60) days.

## Parent’s Agreement of Cooperation

In choosing to register my child as a student at Crossroads Christian School, I realize Crossroads Christian School 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 parents (or guardians) and the school. This is based on the Scriptural principle found in Amos 3:3 “Can two walk together, unless they are agreed?” By signing this form I agree to abide by the Parent/Student Handbook.
2. By signing this form I agree to support the school endeavor to enrich my child’s education academically, spiritually, and socially.
3. I 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 CCS. I agree to support the philosophy and ministry of the school. 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 the enrollment at Crossroads.
4. I acknowledge that if my child fails to comply with all rules 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.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_



## **Emergency Kits**

Every student needs to bring the following items, in a gallon sized zip lock bag, with them on the first day of school.

1. 2 – bottles of water (8 oz)
2. 3 – granola/cereal/power bars
3. 1 – small bag of trail mix or some sort of snack
4. 1 – emergency blanket (can be found at sporting goods stores) compact size (1.5 oz)
5. 1 – picture of the family (to provide comfort to the student). Be sure that your child's name is written on the back of the picture.
6. 1 – small travel size first aid kit (available at Target in the travel toiletry section)
7. 1 – small flashlight
8. 2 – extra batteries for flashlight
9. 1– whistle

**Please clearly label the zip lock bag with your child's name and grade.**

**Bring to class on the first day of school**

## **Supply Lists**

Supply Lists will be available for each grade on June 1<sup>st</sup>, 2018.

To view the Supply Lists, please go online at [www.ccsmh.org](http://www.ccsmh.org). If you would like a physical copy, please request one from the school office. You can contact the school office at 408-779-8850 or email us at [schooloffice@ccsmh.org](mailto:schooloffice@ccsmh.org).





## **CCS FINANCIAL INFORMATION 2018-2019**

### **Page 1**

Registration Fee: **Registration \$300.00** per student (Non-refundable and must be received with registration packet).

Annual Tuition: **Early Tuition** (Feb. 1, 2018 – Feb. 28, 2018): **\$7,850**

**Regular Tuition** (March 1, 2018 and later): **\$8,100**

***Please note that student accounts must be current and remain current with tuition and fees to receive tuition price. Accounts cannot be delinquent. The \$300 registration fee must be paid at early registration to receive tuition price. Please do not ask for a different rate or extension if you have missed the deadline. We want to be fair to everyone and honor those who meet the deadline.***

Pre-Paid Discounts: Please note our pre-paid discounts for 2018-2019:

By July 15, 2018 - **4% discount if pre-paid in full**

After July 15, 2018 through August 1, 2018 - **2% discount if pre-paid in full**

After August 1, 2018 – no pre-paid discounts

**\*Discounts cannot be given for partial payments after the deadline\***

Payment Options: A. Payment in full by check, cash, or e-payment.

B. Payment by ACH Auto-Debit monthly payment plan (10 or 11 months payment automatically deducted from checking account).

ACH Auto-Debit payment will be made on the 1<sup>st</sup> of each month starting July 1, 2018 (11 month plan) or August 1, 2018 (10 month plan), unless otherwise specified with the CCS Billing Clerk.

C. Monthly payment made by paper check, e-payment, money order or cash (incurs an **\$8.00 monthly processing/monitoring fee**). Payments received after the 1<sup>st</sup> of the month, or date specified by the CCS Billing Clerk, are considered late.

***Monthly tuition plans may not be changed during the school year unless otherwise arranged and approved by the CCS Financial Billing Clerk.***

***Please Note: All financial agreements and paperwork in this packet will need to be renewed annually by the start day of the academic school year. This is to ensure the safety and security of your personal financial information.***



## CCS FINANCIAL INFORMATION 2018-2019

### Page 2

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

For discount purposes the eldest student is considered the 1<sup>st</sup> student for families who have multiple children enrolled.

\* This discount is taken from regular tuition and may not be combined with any other discount.

Financial Aid: Financial aid will still be available to those who qualify and go through the official financial aid process. Financial aid is awarded based upon financial need. If you are seeking financial aid for the 2018-2019 academic school year, please refer to the financial aid instruction packet provided in the financial office or school website.

**Financial aid will not be granted or taken into consideration to applicants with unpaid accounts.**

E-Care Rates: \$8.00 per hour drop-in fee (You will be billed monthly for drop-in fees.) Hourly rates are based upon quarter hour intervals and rounded up to the next quarter hour.

(Extended Care) \$350.00 monthly rate

**There is a late charge of \$5.00 per minute for any Extended Care use after 6:00 p.m. daily.** E-Care hours: 7:00 a.m. to 6:00 p.m. Monday-Friday

Monthly Extended Care rates are due by the 1<sup>st</sup> of the month, August – May 1<sup>st</sup>. Monthly rates begin in August and end in May. After May there will be no monthly or hourly E-Care available until school resumes in August of the next school year. Hourly rates for May will be billed on June 1<sup>st</sup>. Hourly rates are based upon quarter hour intervals and rounded up to the next quarter hour.

**Please note the Extended Care rates are for the academic school year only. The Extended Care program schedule is according to the published CCS School Calendar and therefore E-Care is not open on recognized holidays or school break times. For minimum days and Parent/Teacher Conference times hourly charges are assessed for students not on a monthly payment plan. In addition, CCS only allows one change per family, per school year, regarding hourly/monthly E-Care charges.**

Late Fees: Automatic monthly payments can be scheduled for specific dates in the month. This can be arranged with the Billing Clerk. Unless scheduled differently, all payments are due the **1<sup>st</sup> of the month** under each payment option.

Any payment not processed 6 days after due date will be considered late.

**6 days late** - \$20.00 late fee will be charged

**20 days late** - an additional \$30.00 late fee will be charged

**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 the remaining balance to be paid in full.**





## CCS FINANCIAL INFORMATION 2017-2018

### Page 3

Returned Check or E-Payment Fee: A \$40.00 charge per returned check or electronic payment will be applied to your account. After a returned check or electric payment is received, a cashier's check or money order will be required for payment. After two (2) returned checks or electronic payments, the payment plan may be cancelled and payment in full required per the CCS Board's decision.

Hot Lunch Program: \$5.00 per meal. **Families choosing to use this program will need to keep a \$20 credit balance on their accounts. This will ensure meals ordered have advanced payment.** Please bring payment to the School Office (8:15 a.m. to 3:15 p.m.). Teachers take lunch orders each morning in their classroom before 8:45 a.m. Please note: If a half day is scheduled at CCS, hot lunch will not be served. All half days are listed on the school calendar and reminders will be given in the Friday Flyer.

#### Required Fees:

FAST Hours: \$350.00 per family (incomplete hours will be pro-rated at \$14.00/hr)

Fine Arts & Technology Fee: \$130.00 per student per year

#### Conditional Fees:

Sports Fee: \$100 per after school sport, per student. All late registration for after school sports are \$125 per sport. No maximum.

Detention Fee: \$20.00 per student per every 1 hour of after school detention.

Lost Book Fee: Replacement cost of textbooks or library books

Chromebook Fee: Replacement cost of Chromebook

Yearbook: To be determined. Pricing set by vendor. Order forms will be sent home.

Rock 'N Water: To be determined. Information Packets will be sent home.

Science Camp: To be determined. Information Packets will be sent home.