



Crossroads Christian School

Continuous Enrollment Registration Application

Your registration packet must include the following items:

- \$350 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.
- Continuous enrollment, previously enrolled families will have registration fee deducted from their auto-debit account on February 1st, eliminating the registration pack.
- 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 1st. (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.



Crossroads Christian School

Continuous Enrollment Application

Applicant's Full Name: _____ Preferred Name _____

Home Address: _____ Home Phone _____

City _____ State _____ Zip _____

Birth Date: _____ Sex: F M 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 initial application or for continuous registration/tuition accounts the full registration fee will be deducted from your account each February 1st. Your child's enrollment cannot be held if there is not a Registration Fee attached or deducted/brought in by February 1st.**

Registration Fee is \$350.00

**Applications cannot be accepted nor a place reserved for your child unless accompanied by the appropriate Non-Refundable Fee of \$350.00.*

The Medical Release form must be signed in order for your child to be enrolled. All new students applying to enroll 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 upcoming school year.

Tuition: See tuition sheet provided every January. 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 \$350.00 and due when the student's initial application is submitted, for continuous registration/tuition fee will be deducted from your account February 1st.

New Student 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**" (page 16-18). There may also occasionally be additional charges for school activities such as field trips.



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 4th grade attend Rock N' Water, an overnight living history adventure in the spring of each school year. Students in 5th 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 1st 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 1st 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 1st and continuing through May 1st.
- 11 month payment plan with Paper Check/Cash/Money Order an \$8.00/month processing/monitoring fee is added.
- 10 month payment plan with ACH-Auto debit starting August 1st and continuing through May 1st.
- 10 month payment plan with Paper Check/Cash/Money Order an \$8.00/month processing/monitoring fee is added.
- Payment in full to be received by the 1st day of school or the account will default to the 10 month payment plan starting August 1st and due on the 1st of the month thereafter continuing thru May 1st.

***** 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 5:00 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) 50% Discount for siblings on monthly E-care selection only.

Extended Care opens at 7:00 a.m. before school and closes at 5:00 p.m. after school. There is a late charge of \$5.00 per minute for children picked up after 5:00 p.m. Hourly rates are based upon quarter hour intervals and rounded up to the next quarter hour.

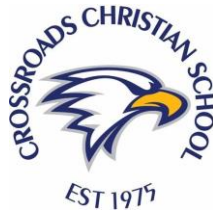
Please note the Extended Care rates are for the academic school year only. The Extended Care program schedule is according to the published CCS School Calendar and therefore E-Care is not open on recognized holidays or school break times. In addition, CCS only allows one change per family, per school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

Parent Signature _____

Date _____

Parent Signature _____

Date _____



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

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 1st of the month.

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

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.

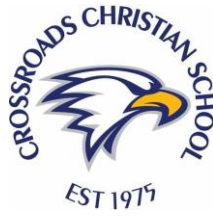
I (we) understand that this authorization will remain in full force and effect until I (we) notify Crossroads Christian School by written notification that I (we) wish to revoke this authorization during the academic school year. I (we) understand that Crossroads Christian School requires at least 30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





Continuous Enrollment

I understand that the term of this agreement shall be in effect on the date signed and shall renew automatically for each successive academic year until graduation from CCS *unless* or *until* this agreement is terminated by CCS or written notice of withdraw from parent and \$100 withdraw free is received in the CCS Office on or before February 1st of the current school year. Simply stated, if my student(s) will not be returning the following school year, I assume all responsibility for notifying CCS in writing by February 1st of the current school year.

I understand that according to this Continuous Enrollment/Tuition Agreement, each February 1st the full re-registration fee will be automatically posted to my CCS Auto-Debit account and if not on Auto-Debit this fee will be brought in by cash or check by Feb 1st of current school year until or unless Continuous Enrollment/Tuition Agreement is terminated by CCS or unless my written notification of termination is received in the CCS Office no later than February 1st of that enrollment season. I also understand that each January, I will be notified of the upcoming year's tuition and fees along with any changes to the CCS enrollment policies.

Parent Signature _____

Date _____

Parent Signature _____

Date _____



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. Please keep office advised of updates.

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:

Uniform requirements must be followed at all times, other than designated free dress days. It is required for shirts to be tucked in for Chapel, respecting God by dressing our best. On special dress days, only specified articles of clothing may vary from uniform. A dress code still applies on free dress days.

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

Uniforms can be purchased on our website, www.crossroadchristianschool.org under eagle wear, (allow 2 weeks for delivery), or any other participating company that has school colors.

Girls

Jumper Hamilton Style 18638 (Plain navy, white, or red leggings or shorts must be worn under all skirts and dresses)
 Skirt Hamilton Style 868
 Pants/ Shorts Solid Navy or Khaki Twill (no stretch jeggings allowed, even when specified by store "uniform.")
 Skorts Solid Navy or Khaki Twill
 Blouse White short sleeve Peter Pan tuck in
 Polo Shirt/ Solid red, white, or Navy--no logo other than CCS logo.
 Turtleneck red, white, navy, no logo
 Sweater Navy or red cardigan pullover--no logo
 Sweatshirt Navy w/ CCS logo, or plain navy blue -no logo--no hood
 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. No UGG style boots allowed for safety concerns Student must be able to run in shoes worn.
 Belts Black, navy, brown with standard buckle.

Boys

Pants Solid navy or khaki Twill (pants must fit and not be baggy)
 Shorts Solid navy or khaki Twill (may have cargo pockets, must be twill)
 Polo Shirt Solid red, white, or navy—only CCS logo permitted, (dry-quick athletic material polo okay)
 Turtleneck Solid white, red or navy--no logo
 Sweater Navy or red cardigan pullover--no logos
 Sweatshirt Monogrammed w/ school logo or plain navy blue--no logo
 Socks Socks must be worn.
 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 plain, standard buckle.

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

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 of the current year. All volunteer hours must be arranged with the C.C.S School Office before May 15 of the current year. 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

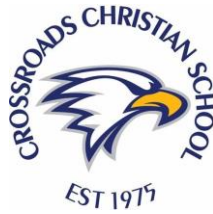
- Yes, I (we) anticipate volunteering at least twenty five hours (per family) this school year.
- No, I (we) select the Non-Volunteer Fee and do not plan on volunteering and agree to pay the \$350.00 fee at the start of the school year. This will continue during your child's attendance each year.

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.

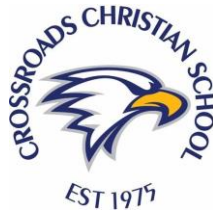
I understand a Field Trip permission slip will be sent out to families prior to a Field Trip. Permission is granted with the understanding that such trips are under the supervision of authorized school personnel and adult chaperones. Although all precautions to ensure the safety of my child are taken, 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. This is in effect while my child is registered at CCS.

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 device 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 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 or on continuous enrollment it will be deducted from my account by February 1st of the current school year 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 1st each school year.

To view the Supply Lists, please go online at 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.



CCS FINANCIAL INFORMATION

Page 1

Tuition Sheet will be provided in January each year

Registration Fee: **Registration \$350.00** per student (Non-refundable and must be received with registration packet or if on continuous registration/tuition agreement by Feb 1st registration fee of \$350 will be deducted from your Auto-Debit account.

Annual Tuition: **Early Tuition Returning Families-** Feb 1st (according to school calendar)

Early Tuition New Families- One week in February (according to school calendar)

Regular Tuition – March 1st (according to school calendar)

Please note that student accounts must be current and remain current with tuition and fees to receive tuition price. Accounts cannot be delinquent. The \$350 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:

By July 15th of current year - **4% discount if pre-paid in full**

After July 15th of current year - **2% discount if pre-paid in full**

After July 1st of current year – **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 1st of each month starting July 1, of current year (11 month plan) or August 1(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 1st 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

Page 2

Sibling Discounts: 15% off regular tuition for 2nd - 4th students*
75% off regular tuition for 5th student*

For discount purposes the eldest student is considered the 1st 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 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 (%50 Discount given to siblings on monthly rate)

There is a late charge of \$5.00 per minute for any Extended Care use after 5:00 p.m. daily. E-Care hours: 7:00 a.m. to 5:00 p.m. Monday-Friday

Monthly Extended Care rates are due by the 1st of the month, August – May 1st. 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 1st. 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 **1st 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

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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-\$6.00 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: \$120 per after school sport, per student. All late registration for after school sports are \$145 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.

Financial Aid \$35 non-refundable application fee.