

CCS Family:

We're beginning preparations for the 2011-2012 school year here in the administration building. 2010-11 has certainly been challenging as we've fought to maintain a feasible budget with lower enrollment, but it has been wonderful to watch parents, teachers, and students buy in to the educational ministry of our school. And currently, we've actually grown by double digits during the school year—that does not typically happen in private education, and we're very happy to welcome the many new families that have partnered with us.

Enclosed you'll find re-enrollment information, a tuition schedule, and a financial contract for the 2011-2012 school year. Early registration will stay open until February 15<sup>th</sup>, at which point we'll begin a spring marketing campaign to fill whatever spots remain available. We're also rolling out an online enrollment procedure from a link on our homepage. Please bear with us as we work the kinks out, but it will greatly reduce the paperwork you deal with and improve our office efficiency.

We have a couple of classes that are near or over capacity. Because I try to avoid making the same mistakes twice, let me ensure you that we will not accept more than our published class size for next year. Our physical facilities and minimal staffing mean that we can only accept as many students as we can teach effectively.

K3: 10 students

K4-1<sup>st</sup> grade: 16 students

2<sup>nd</sup> – 6<sup>th</sup> grade: 18 students

7<sup>th</sup> – 10<sup>th</sup> grade: 20 students. 11<sup>th</sup> – 12<sup>th</sup> grade: 22 students

Once a class is full, we will begin a waiting list. We will split a class once it's financially feasible. The numbers above indicate that our school, as currently staffed, could accommodate 262 students. To put that in perspective, 262 students at our current per-student average would have brought a surplus of \$181,000 into this school year. Our long-term solution, then, must be a full school.

The board has authorized a 10% tuition discount for any family that prepays before February 8th for the next school year; that discount will drop to 5% through March 8th, and 2% through June 8th.

Families enrolled through our IBT program will need to visit [factstuitionaid.com](http://factstuitionaid.com) for verification of their tuition amount before re-enrolling.

You'll also see that our complicated tuition and fee structures have changed. Now, you see one number for tuition. We have removed yearbooks and school photos from the tuition structure. This year completes our contract with our yearbook provider. In the future, we will use a print-on-demand company, allowing parents to order books at their discretion (which means you'll no longer pay for 3 yearbooks just because you have three children). Please bear with me as we continue to negotiate with the yearbook company for last year's books. School photos will also be ordered as desired.

The final (and largest) change to our tuition structure affects our FACTS debit program. Beginning with the 2011-2012 school year, families who have not paid in full prior to the start of school will have 8% of the balance assessed as a fee for using the FACTS program. This is designed to ensure that the

maximum number of families pay up front, which is another factor affecting our long-term stability. Many families who wish to avoid an 8% fee may wish to visit a local bank, where they should be able to find a lesser rate.

Also, rather than charging an assortment of fees up front, we will simply require a down-payment of 10% before the first day of school. Please note also that all school accounts must be current in order to re-enroll for 2011-2012.

I know that's a lot of information, with some fairly major changes, to absorb in a single letter. If you have questions, feel free to call or email. Thank you for supporting our school, for giving us the freedom to make the necessary changes, and as always:

Thank you for trusting us with your children.

Jay Adams

CCS Director // Dean

Summary of re-enrollment process:

1. If IBT family, visit [factstuitionaid.com](http://factstuitionaid.com) for tuition verification.
2. Re-enroll online at [ccschargers.us](http://ccschargers.us), or print paper enrollment forms from [ccschargers.us](http://ccschargers.us)
3. Submit application fee.
4. Sign financial contract and necessary paperwork.
5. If you'd like begin referring families with the referral form online. Each new family enrolled represents a deduction from your bill.

# Cornerstone Christian School

## 2011-2012 Tuition Schedule

	Annually		Annually
	1st Child		2nd + Child
K3 (2 day) T, Th	\$2,235.00	8:00-3:00	No 2nd Child Break
K4 (3 day) M, W, F	\$2,915.00	8:00-3:00	\$2,315.00
K4 (5 day) M-F	\$3,585.00	8:00-3:00	\$3,000.00
K5 (5 days)	\$3,764.00	8:00-3:00	\$3,165.00

*K5 students must be 5 years old by September 1, 2011*

	Annually	Annually	Annually	Annually
	1st Child	2nd Child	3rd Child	4th + child
Grades 1-6	\$4,815.00	\$3,505.00	\$3,080.00	\$850
Grades 7-8	\$4,875.00	\$3,530.00	\$3,105.00	\$850
Grades 9-12	\$4,895.00	\$3,555.00	\$3,130.00	\$850

*1st graders must be 6 years old by September 1, 2011*

Application Fees (per child)	K3	K4-12	Due at Application/Re-enrollment
	\$100.00	\$200.00	

Tuition includes: education, textbooks, internet access, most standard classroom supplies, and entrance to all CCS home games.

Tuition does not include: yearbooks, school pictures, or extracurricular expenses.

**Please note that 10% deposit is due prior to 1st day of school.**

**An 8% convenience fee will be assessed for families who pay monthly.**

10% discount for students paid-in-full by February 8<sup>th</sup>, 2011

5% discount for students paid-in-full by March 8<sup>th</sup>, 2011

2% discount for students paid-in-full by June 8<sup>th</sup>, 2011

**Financial Contract**

1. I understand that upon signing this contract, **I am responsible for a one- year obligation to Cornerstone Christian School for a full payment of my child's or children's tuition.**
  - a. After a student has been registered, an early withdrawal fee of \$500.00 will be charged prior to June 1, 2011. \*
  - b. On or after June 1, 2011, all tuition and fees for the remainder of the upcoming school year are due regardless of child's attendance and will be pursued. \*
  - c. In registering my child(ren) for the 2011 -2012 school year, I pledge and promise the payment of all school tuition, fees and related expenses. **Please initial** \_\_\_\_\_ .\*
2. Report cards and transcripts will not be released to the family or another school if accounts are past due. In order to receive report card, transcripts, or take part in extra-curricular activities, payments must be received in cash, money order or by cashier's check.
3. If my child leaves during the contract year, **THE ENTIRE YEAR'S TUITION IS DUE AND PAYABLE.** *No records or transcripts will be forwarded to another school until this obligation is met in full.* The only exceptions to the above policy are:
  - a. A student is immediately expelled from CCS. (Note: students who are asked to leave as a result of long-term disciplinary issues that have been forewarned by administration will still be responsible for payment of tuition in full.)
  - b. A student's family makes a legitimate move out of the area.
4. A student who has voluntarily withdrawn during the school year may not be readmitted for a period of one year except by recommendation of the School Administration and the approval by the School Board Executive Committee. To be eligible for the exception, the entire year's tuition for the year of withdrawal must have been paid in full.
5. If the conditions of this Financial Contract are not kept, the account will be turned over to an attorney for collection or small claims court. In the event that this occurs, you will be responsible for any and all attorney and collection fees. I agree to pay court costs, collection fees, a reasonable attorney fee, and other expenses incurred by the school in enforcing this agreement. Furthermore, I understand that at any time there exists an unpaid indebtedness to the school, all records, reports and transcripts will be withheld. **Please initial** \_\_\_\_\_ .\*
6. In order to take part in extracurricular events, all accounts must be kept current.
7. Your account must be current in order to re-enroll for the 2011-12 school year.
8. All accounts that are in arrears as of May 15, 2011, will have additional financial requirements put in place for the 2011-12 school year.

By signing the line below, you are stating that you have read, understand, and agree to the above statements. Both parents and/or guardians must sign this form.

**I do agree to support and comply with the terms and conditions stated herein.**

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Date: \_\_\_\_\_

_____	_____
Student Name	Student Name
Grade	Grade

_____	_____
Student Name	Student Name
Grade	Grade

CCS  
2011-12  
Student Pickup Form

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
\_\_\_\_\_  
GRADE \_\_\_\_\_  
\_\_\_\_\_  
GRADE \_\_\_\_\_  
\_\_\_\_\_  
GRADE \_\_\_\_\_

**Under no circumstance should anyone but the following individuals pick up my child(ren) after school:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Yes, I need early drop-off starting at:** \_\_\_\_\_ **Yes, I'm interested in your daycare program**

\_\_\_\_\_ 6:30 \_\_\_\_\_ 7:00

**Yes, I need access to your Mother's Day Out Program for** \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F

**PARENTS SIGNATURE:**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

# Cornerstone Christian School

## STUDENT EMERGENCY CARD

School Year 2011-2012

Student's Name: \_\_\_\_\_

Last

First

MI

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

City/State: \_\_\_\_\_

Grade Entering \_\_\_\_\_

DOB: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_

**To Parent or Guardian:** To serve your child in case of an accident or sudden illness, it is necessary that you furnish the following information for emergency calls:

Name	Work Phone #	Cell #
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Mother _____		
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Father _____		
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Guardian _____		
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List two neighbors, nearby relatives or friends who will assume temporary care of your child if you cannot be reached:

Name & Relationship _____ / _____	H # _____	C# _____
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Name & Relationship _____ / _____	H # _____	C# _____
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### Permission For Emergency Treatment and Administering Medication

I hereby give permission for the staff at Cornerstone Christian School to take my child to the hospital, if deemed necessary in an emergency when I cannot be reached immediately. The attending physician also has my permission to give emergency medical treatment in my absence. I agree to assume responsibility for all medical cost incurred.

**I give my permission for the staff at Cornerstone Christian School to administer the following medication to my child, if deemed necessary:**

(Check if YES)

\_\_\_\_\_ Medicine prescribed by a doctor (that must be taken while the student is in the care of the school). All prescribed medication must be in the original prescription bottle and have instructions for administering by the physician, labeled on the bottle. An **AUTHORIZATION FOR ADMINISTERING MEDICINE FORM** must accompany the medication.

\_\_\_\_\_ Tylenol (acetaminophen) or Advil (ibuprofen), may be administered **AFTER** contacting the parent on each occasion.

\_\_\_\_\_ First Aid

No other medications will be administered except those listed above. If your child becomes ill, you will be notified. Please see that your child's emergency cards are current.

\_\_\_\_\_  
Mother's Signature and/or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature and/or Guardian

\_\_\_\_\_  
Date

Date of Last Tetanus/Diphtheria Shot: \_\_\_\_\_

Family Physician \_\_\_\_\_

Child's Chart Number \_\_\_\_\_

Address \_\_\_\_\_

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

Insurance Carrier \_\_\_\_\_

Policy # \_\_\_\_\_

Group # \_\_\_\_\_

Please see back page →

**STUDENT and/or ATHLETE**  
**Medical Release Form**  
**Alabama Independent School Association**

Federal guidelines under HIPPA now requires a signed release form to be on file before any medical or financial information can be given on the named student.

Please select only one option below

**STUDENT and/or ATHLETE:** \_\_\_\_\_

Permission to discuss the medical condition of above named student with the following people is granted for all school related health problems:

1. Athletic Director, 2. Coaches, 3. Trainers, 4. School Administration,
5. Insurance Agent (Planned Benefits Services)

Signed: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signed: \_\_\_\_\_ Relationship: \_\_\_\_\_

School: Cornerstone Christian School

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

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The medical condition of the above named student is **NOT** to be discussed with any person other than the patient and parents or guardians:

Signed: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signed: \_\_\_\_\_ Relationship: \_\_\_\_\_

School: Cornerstone Christian School

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