



## Parent Responsibilities & Registration 2008-2009



**Registration Policy:** Below are CCC's financial and membership policies. Tuition is billed for the year and divided into **9** monthly payments for your convenience. Siblings receive a 5% discount on tuition and a 3% discount is given for tuition paid in full for the year. You may pay with a credit card however **no discount will be given on credit card payments**. Registration, Insurance and May 2008 tuition are required in advance to reserve a spot for the fall and are **non-refundable and non-transferrable**.

**Registration Fee:** A **non-refundable** registration fee of \$75.00 (for preschool), \$90.00 (for Kindergarten), is to be paid upon registration. Siblings may register for \$50.00. Kindergarten students have a **non-refundable** material fee of \$60 to be paid upon registration. This fee is used to purchase special educational materials for the class.

- **Insurance and Membership:** A **non-refundable** insurance fee of \$65.00 per family is to be paid by **March 1, 2008** (or upon registration if after March 1st). Insurance covers all parents and children for accidents and provides liability protection while working at school as required by Parent Child Preschools of Oregon. PCPO family dues are included in the insurance fee.
- **Year-End Tuition New Families:** May 2009 tuition is due upon registration, and is **non-refundable**. Payment of May secures the child's position for fall. **May's tuition is reserved for May 2009 and may not be applied to another month.**
- **Year-End Tuition Current Families and Alumni:** May 2009 tuition is due by **March 1, 2008**, and is **non-refundable**. (Late fees will apply if May's tuition is received past due). Payment of May secures the child's position for fall. If payment is not received, the position is forfeited. **May's tuition is reserved for May 2009 and may not be applied to another month.**
- **Tuition:** Your first regular tuition payment is due **August 15<sup>th</sup> for September**. From that point, tuition is due on the 1<sup>st</sup> of the month through April with May tuition pre-paid. A \$20.00 late fee is charged after the fifth day of the month, unless payment arrangements have been made. Another \$10.00 is added to the bill for each week late. Tuition can be paid in full or payments can be mailed to the school or placed in the classroom tuition box along with the monthly tuition coupon. Bill pay is also an option through your bank. Any account over 30 days past due may require a member to resign. A \$25 NSF charge will be collected on all returned checks or chargeback credit transactions. All fees incurred to collect the balance owing on a student's account are the member's responsibility.
- **Special Project Fee and School Supplies:** A \$30.00 "Special Project Fee" per student will be collected in two payments of \$15.00 each. The first is due with September tuition, and the second payment is due with January tuition. The projects include a reproduction of your child's art on a dinner plate, a school shirt, and a yearbook. A list of general school supplies (glue, paper towels, etc.) will also be mailed in the summer. Supplies are brought in based on your class schedule.
- **Resignation: A written 30-day notice is required for early withdrawals.** If notice is not given, tuition will be owed for the upcoming month and will be due on the 1<sup>st</sup> as usual. **The family will be responsible for tuition regardless of attendance.**
- **Forms and Orientation:** Parents must provide current immunization records and emergency information **before a student can attend CCC**. An orientation meeting is held before school begins. A parent from each family is required to attend.
- **Important Additional Requirements:**  
CCC is a parent participation program. Listed below are the four primary responsibilities of membership:
  1. **Parent-Help in the Classroom or select Non-help:** Parents participate in the classroom on a rotating basis and receive a tuition reduction. Parents may select the *help or non-help option* upon registration. They may switch only upon approval of the class representative. (The amount of help days required is listed on the class schedule). Parents also are asked to rotate as drivers on field trips (approximately every third month).
  2. **Support Jobs:** Families hold a parent support job or serve on a committee. There are many choices available, from making play dough to gardening a flowerbed. A list is mailed out in the summer.
  3. **Work Parties:** Parents help in two of the scheduled work parties (three hour shifts). Work parties are held throughout the year and keep our school in tip-top shape. You may buy-out for \$50 for one party or \$100 for two.
  4. **Fundraising:** Parents are required to participate in the two annual fundraisers, the fall auction and the spring plant sale. Parents may select to buy-out of the fundraisers if preferred. The fall auction buy-out is \$135.00, and spring plant sale buy-out is \$75.00. The yearly buyouts are estimated on what a members' tuition would be if the fundraisers were eliminated. We encourage all families to participate, but understand that options are appreciated.
- **Yearly Calendar:** CCC follows the **Beaverton public school calendar** for holidays, inclement weather and teacher workdays.

**I have read the registration information and understand CCC's policies and my member responsibilities. I accept all financial requirements as outlined above and commit to meeting the due dates as stipulated.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
2515 SW 185<sup>th</sup> Ave. Beaverton, OR 97006 (503) 591-0604