



2014-2015 New Family Registration Procedures

Dear Prospective Families,

This packet contains registration procedures and information to make an informed decision regarding class selection for the 2014-2015 school year. You will find a Class Schedule and other helpful information in this packet. If you decide to register, you may pick up a admissions form from the office or send a request to info@creativechildrenscenter.com. Below is a recap of the new family registration procedures:

Registration Process:

- All New Families are required to tour the school or attend our Open House.
- All New Families will receive a Class Offerings Schedule with current class openings for next year and will be asked to complete a **Registration Form** listing your top three choices.
- Submit a \$170 Registration/Insurance Fee or \$200 for Elementary. Siblings are registered at a reduced rate of \$65.
- Submit a Criminal Record Check form for both parents/guardians and \$10 processing fee. According to Oregon State Law, all families are required to perform criminal background checks on all volunteers. In order to have a smooth process, these forms are due upon registration with a \$10.00 non-refundable fee per family to cover cost of performing the checks.
- You will be asked to pay your **June 2015 tuition immediately upon registration**. The advanced June payment is a commitment deposit for the year, and may only be applied June 2014. ***All registration fees and June 2015 are non-refundable and are required to secure your enrollment.**

Please see the website at www.creativechildrenscenter.com for up to date information on the schedule for Open Houses.

Should you have any questions regarding the registration process or procedures, or if you would like to visit our school during classroom hours, please contact the office at info@creativechildrenscenter.com or 503-591-0604.

Thank you and happy registering!

Lucy Chaille
Director
(503) 591-0604

Amanda Hoffman
Parent President

CCC Advisory Council



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Admissions 2014-2015

Enrollment Procedures

Creative Children's Center is a Private School specializing in early childhood education, toddlers through second grade. Our school year begins the week after Labor Day, and ends mid June. As a private school we strive to match the local public school calendar for holidays, inclement weather and teacher workdays. **Prospective Families** may wait list for future years. The Registration process begins at the end of January. **Alumni and Current** families enroll based on seniority.

Annual Registration*

Registration is to be paid upon enrollment:

- Registration fee
 - \$100.00 for preschool
 - \$110.00 for elementary
 - \$65 sibling registration
- \$70 per family annual insurance fee that covers all parents and children for accidents and provides liability protection while working with the children.
- \$10 per family criminal records check. According to Oregon State Law, all families are required to have criminal background checks to volunteer. As a cooperative program, both parents/guardians are required to fill out the form to keep on file at school.

*Registration and Insurance are non-refundable upon enrollment.

Tuition- CCC members may select to pay their tuition in full for the year, in three equal payments, or by the 1st of each month.

- Payment of June 2015 tuition reserves your child's spot for the upcoming year. New Families June tuition is due upon enrollment. Alumni and Current members June tuition is due by April 15, 2014. June tuition may only be applied to June 2015 and is not subject to a refund.
- Tuition paid in full for the upcoming year will receive a 3% discount.
- Siblings receive a 5% discount on the younger child's tuition.
- September 2014 Tuition is due on August 15th, 2014

Materials and Special Projects - Materials include clay, arts materials and student binders. Special projects include your child's art on a ceramic plate, a school shirt, and a yearbook. In addition, the elementary fee is used to purchase special educational materials for the class. A list of general school supplies (glue, paper towels, etc.) will also be mailed in the summer. Materials fee is due with September tuition or if a family registers mid-year within 30 days of registration.

- \$80 for preschool
- \$150 for elementary

Enrollment Responsibilities & Policies

Forms & 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.

Parent Participation Requirements:

CCC is a parent participation program. Listed below are the four primary responsibilities of membership:

1. **Parent-Help (PH) in the Classroom or select the Regular Tuition:** Parents may select the parent *help or regular tuition option* upon registration. Parents can participate in the classroom on a rotating basis and receive a tuition reduction. They may switch PH status mid year. (The amount of help days required is listed on the class schedule).
2. **Support Jobs:** Families hold a parent support job or serve on a committee. There are many choices available, from fundraising to gardening a flowerbed. A list is mailed out in the summer. Parents may opt out of a support job and choose to financially support the school with an additional \$50.00 per month in tuition or \$450.00 per year.
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. Families may opt out of work parties with a financial contribution of \$75 for one work party or \$150 for two work parties.
4. **Fundraising:** Parents participate in the two annual fundraisers, the school auction and the spring plant sale. Parents may select to make a financial contribution if preferred. The yearly contribution is estimated on the schools annual budget and the goals for improvements. We encourage all families to participate, but understand that options are appreciated.

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 1st of the month as usual. The family will be responsible for tuition regardless of attendance.

Payments & Late Fees

Payments can be mailed to the school or placed in the classroom tuition box. 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. 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.

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 Name (Printed) _____

Parent's Signature: _____ **Date:** _____

2515 SW 185th Ave. Beaverton, OR 97006 (503) 591-0604



Creative Children's Center Schedule 2014-2015 September through Early June

Our Programs: CCC's schedule is organized by class name, child's age, time and cost. Our multi-age classrooms register an equal number ages assuring a balanced classroom. Our classes allow older students to take leadership roles, while the younger children benefit from the natural security mixed-age grouping provides. Children are able to reach their potential based on their individual stage of development regardless of age.

Our Special Staff: CCC is proud to have a superb teaching staff. Each member of our professional teaching team has a college degree in Education or a related field. Years of classroom teaching round out their experiences, creating a teaching team that works together for the betterment of each child.

Full Tuition or Parent Assisting?

We welcome families as assistants in the classroom, yet realize that will not work for all. Families may select to "work" as parent helpers and pay a reduced tuition, or choose the regular tuition rate. How often a parent assists is established by the age of the children and class sessions.

Annual Tuition

Tuition is calculated for the year and divided into **10** monthly payments for your convenience. Prices are set by the amount of classroom days, (may vary each year by one to three days), the time attended, and staffing needs. Siblings receive a 5% discount and a 3% discount 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 June 2015 tuition are required to reserve a spot for the fall.

Early Elementary

CCC's offers a "constructivist" elementary classroom, where critical thinking skills and creativity provide students with the *motivation* for academic achievement, while maintaining their *love to learn*. National "common core standards" are met, for each learning level and transferable to private and public programs. **"Community based individualized attention."**

(Parents take turns providing a family style lunch on a rotating basis. Guidelines provided. Sack lunches every Wed. and Fri. *(Children in preschool program may attend lunch bunch at a 15% reduction to match an older sibling's schedule).*)

Class Name & Days of the Week	Required Age	Time	Tuition	Discount for Parent Asst. 1x per month	Discount for Parent Asst. 2x per month
Morning Early Elementary	4.75 to 7.0 By 9/01/14	M-F 9:00-12:30 3.5 hours	\$495.	\$455. Parent Asst. 8:30-1:15	\$420. Parent Asst. 8:30-1:15
Full Day 12:30 dismissal on Friday *Creativity Club care available before & after school as needed.	4.75 to 7.0 By 9/01/14	M-F 9:00-3:00 6.25 hours	\$695.	\$655. Parent Asst. 8:30-1:15	\$620. Parent Asst. 8:30-1:15

Preschool and Two's Program

Multi-Age Groupings - A balanced number of ages are placed in each classroom. Parents take turns bringing snack, (called "mini-meal"), on a rotating basis. Allergy Policies are in place and carefully adhered to.

Class Name & Days of the Week	Required Age	Time	Tuition	Discount for Parent Asst. 1x per month	Discount for Parent Asst. 2x per month
Play Pals T/TH AM	2 to 3.5 By 9/1/14	9:10-11:45 2.25 hours	\$250. 70 sch. days	\$220.	\$190.
Five Day (Sunshine) *M-F AM	3 to 5 By 9/1/14	9:00-12:00 3.0 hours	\$465. 166 sch. days	\$430.	\$390.
Four Day (Sunshine) T/W/TH/F	3 to 5 By 9/1/14	9:00-12:00 3.0 hours	\$445. 147 sch. days	\$405.	\$365.
Three Day (Sunshine) M/W/F or M/T/TH	3 to 5 By 9/1/14	9:00-12:00 3.0 hours	\$320. 96 sch. days	\$280.	\$240.
Three Day (Rainbow) M/W/F AM	3 to 5 By 9/1/14	9:00-12:00 3.0 hours	\$320. 96 sch. days	\$280.	\$240.
Five Day (Stars) M-F PM	3 to 5 By 9/1/14	1:00-3:30 2.5 hours	\$440. 166 sch. days	\$400.	\$360.
Three Day (Stars) M/W/F PM	3 to 5 By 9/1/14	1:00-3:30 2.5 hours	\$275. 96 sch. days	\$240	\$210.

- "Five Day" students are given priority placement, followed by four and three day, options. If a family has more than one child in the school we strive to line up their schedule. With the directors approval a student may be approved to attend both the morning and afternoon program.
- Preschool students must be potty trained to attend any of the 3-5 mixed age classes.

Tuition is calculated for the school year and divided into 10 monthly payments for your convenience. Families receive a 5% discount on the younger sibling's tuition. A 3% discount is given for tuition paid in full for the year. Registration, Insurance and June 2014 tuition are required in advance to reserve a spot for the fall.

Lunch Bunch and Creativity Club. Parents may add the programs to their class schedule in June 2014.

Lunch Bunch - CCC offers a lunchtime program allowing families to extend their children's day at school. This allows children to stay later or start early. Siblings can extend their schedule to match pick up or drop off times. Play pals may join lunch bunch once potty trained or upon approval of their teacher. *Siblings of the elementary program have a priority placement in the lunch program.*

Creativity Club - Children can join our *creative club program* for before (7:45-9:00), or after school (3:30-5:30) care. Parents can add either of these options to their monthly tuition beginning in June 2014.



2515 SW 185th Ave.
 Beaverton, OR 97006
 Phone: (503) 591-0604
 Website:
 www.creativechildrenscenter.com

2014-2015 Registration Form

FOR OFFICE USE ONLY:	
Date Received: _____	Fee Paid: \$ _____
Class Placement: _____	
_____	Registration /Parent Responsibilities
_____	Criminal Record Check Form
FALL PACKET	
_____	Information Authorization Form
_____	Immunization Record on File
_____	Membership & Commitment Form
_____	Parent/Child Profile
_____	Support Job Form
_____	Parent Responsibilities

Student Information:

Last Name _____	First Name _____	MI _____	Date of Birth _____/_____/____	Gender _____
Last Name _____	First Name _____	MI _____	Date of Birth _____/_____/____	Gender _____
Address _____	City _____	Zip Code _____	Home Phone (____) _____	

Class Requesting:

First Choice _____	Second Choice _____	Third Choice _____
First Choice _____	Second Choice _____	Third Choice _____

Parent Help Status: (circle one) PARENT HELP / 1 DAY PARENT HELP / NON-PARENT HELP

Name	Age
_____	_____
_____	_____

Parent or Guardian Information:

Siblings:

Father's Name _____	Occupation _____	Work Phone Number _____
Email address _____	Cell Phone Number _____	
Mother's Name _____	Occupation _____	Work Phone Number _____
Email address _____	Cell Phone Number _____	

Emergency Contact Information:

Name _____	Relationship to Child _____	Home Phone Number _____
Address _____		Work/Cell Phone Number _____

How did you initially hear about CCC? _____

Do you have any suggestions for classes or questions? _____

I have read the registration information and understand CCC's policies and my member responsibilities.

Parent's Signature: _____ **Date:** _____

Thank you for your registration, we look forward to working together.

CCC Policies and Enrollment Requirements 2012-2013

CCC is proud of our family participation program. Below we have outlined membership fees and requirements for the school year.

Our school year begins the week after Labor Day, and ends mid June. As a private school we strive to match the local public school calendar for holidays, inclement weather and teacher workdays. CCC budget is based on an annual tuition and can be divided into **10** equal payments, paid each month. Siblings receive a 5% discount on tuition and a 3% discount is given for tuition paid in full for the year. Credit card payments are accepted. A 3% processing fee will be applied.

Registration: A **non-refundable** registration fee of \$100.00 (for preschool), \$110.00 (for Kindergarten and Elementary Programs), is to be paid upon registration. Sibling registration is \$60.00.

Criminal Record Checks: According to Oregon State Law, all families are required to perform criminal background checks on all volunteers. In order to have a smooth process, these forms are due upon registration with a \$10.00 non-refundable fee per family to cover cost of performing the checks.

Insurance: A **non-refundable** insurance fee of \$70.00 per family is to be paid by **April 1, 2012** (or upon registration if after April 1st) for Alumni Families and is Due upon registration for all new families. Insurance covers all parents and children for accidents and provides liability protection while with the children.

- **Year End Tuition:**

New Families: June 2013 tuition is due upon registration and is **non-refundable**. June secures enrollment for fall and reserves space **for the school year**. June's tuition is held in reserve for June, and may not be transferred to another month.

Current Members and Alumni: June 2013 tuition is due by **April 1, 2012 and is non-refundable, non-transferable**.

- **Tuition:** Your first regular tuition payment is due **August 15th for September**. From that point, tuition is due on the 1st of the month, with June's 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. Payments can be mailed to the school or placed in the classroom tuition box. 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.
- **Materials Fee and Special Projects:** A one time special project fee of \$80 (for preschool), \$150 (for Kindergarten and Elementary) will be collected with your September tuition, due on August 15th. Materials include clay, arts materials and student binders. Special projects include your child's art on a ceramic plate, a school shirt, and a yearbook. In addition, the elementary fee is used to purchase special educational materials for the class. A list of general school supplies (glue, paper towels, etc.) will also be mailed in the summer.
- **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 1st 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 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 other month).
 2. **Support Jobs:** Families hold a parent support job or serve on a committee. There are many choices available, from fundraising to gardening a flowerbed. A list is mailed out in the summer. For parents who prefer to financially support the school, they may opt to buy out for \$500.00 for the year.
 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 \$75 for one party or \$150 for two.
 4. **Fundraising:** Parents are required to participate in the two annual fundraisers, the school auction and the spring plant sale. Parents may select to buy-out of the fundraisers if preferred. The yearly buyouts are estimated on what a members' tuition would increase if the fundraisers were eliminated. We encourage all families to participate, but understand that options are appreciated.

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: _____

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