



CCC Policies and Enrollment Requirements 2011-2011



CCC is proud of our family participation program. A community that plays and works together! Below we have outlined membership fees and requirements for the school year. Questions? Be sure to ask!

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 charged.

Registration: A **non-refundable** registration fee of \$85.00 (for preschool), \$100.00 (for Kindergarten), is to be paid upon registration. Kindergarten students have a **non-refundable** educational supply fee of \$60 to be paid upon registration. This fee is used to purchase special educational materials for the class. Sibling registration is \$60.00.

Insurance: A **non-refundable** insurance fee of \$65.00 per family is to be paid by **April 1, 2010** (or upon registration if after March 1st). Insurance covers all parents and children for accidents and provides liability protection while with the children.

- **Year End Tuition:**

New Families: June 2011 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 reserved for June, and may not be transferred to another month.
Current Members and Alumni: June 2011 tuition is due by **April 1, 2010 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 \$60 project and material fee collected in two payments of \$30.00. The first will be billed with September and the second with January Tuition. (Tuition discounts do not apply.) 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. 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 fall auction buy-out is \$150.00, and spring plant sale buy-out is \$150.00. 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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