



Calvary Christian School
2011-2012



Policies, Procedures, & Financial Information
Kindergarten through Grade 8

A Note from the Pastor

“Teach me Thy way O Lord, and lead me in a plain path.” Psalm 27:11

Calvary Christian School is honored to partner together with you in providing an atmosphere conducive to making the prayer of the Psalmist a reality. We recognize and make a strong commitment to provide a staff of teachers, a God honoring curriculum and atmosphere that will enable your child to grow academically and develop a personal relationship with Jesus Christ.

Calvary Christian School will honor God by

- Putting God’s kingdom first on a daily basis
- Teaching and committing to Biblical principles
- Acknowledging the privilege of ministry to God, by loving and instructing your children in the ways of the Lord.

It is our prayer that God will be honored and your children will excel at Calvary Christian School.

Pastor David Farina – Senior Pastor, Calvary Full Gospel Church

Calvary Christian School is an extension of Calvary Full Gospel Church. As such, Biblical truths and principles will be openly shared with the children on a daily basis. The center of all that we say and do is focused on relationship with Jesus Christ. We welcome families of all denominations and backgrounds. Careful consideration is given to avoid any sensitive doctrinal issues.

The core of what we believe and teach is listed below...

We believe that the Bible is the infallible Word of God. We believe that God offers to every person the forgiveness of sins through the sacrifice of His Son. The scriptural plan of salvation is simple and definite:

- a) All are sinners. Romans 3:23 “For all have sinned and come short of the glory of God.”*
- b) Sin must be punished: Romans 6:23a “For the wages of sin is death.”*
- c) God sent His son Jesus Christ to take our punishment for us by dying on the cross: Isaiah 53:5b “...the punishment that brought us peace was upon Him ...”*
- d) Eternal life is a gift: Ephesians 2:8, 9 “For by grace are you saved through faith, and not of yourselves, it is a gift of God, not of works lest any person should boast.”*
- e) By receiving Christ, we receive eternal life: 1John 1:9 “If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all sin.”*

Mission Statement

***“Seek first the kingdom of God and His righteousness and all things will be added unto you.”
Matthew 6:33***

The primary mission of Calvary Christian School is to encourage each child to develop a personal relationship with God by accepting the free gift of salvation through faith in Jesus Christ. The child will be encouraged to grow in this relationship by experiencing God’s abundant love, grace, forgiveness, and power through daily Bible study and practical application of God’s word. It is our desire that each child will allow God to govern his/her entire life based on the trust relationship with Jesus fostered through their experience at Calvary Christian School.

Our second goal is for each child to experience academic success based on his/her own God given ability. As such, our role is to ignite the spark for each child to become a lifetime learner. The Bible clearly states that we are fearfully and wonderfully made. As a result, we will also strive to build up each child socially and emotionally in an effort to create an environment that is conducive to learning.

Calvary Christian School offers an excellent hands-on Christ-centered learning environment with an outstanding child/teacher ratio.....

- *Hands on curriculum focused on whole child development
- *Daily Bible instruction – Christ centered program
- *Transportation provided by local school districts
- *Before and After Care available within the child care center
- *Full meal programs available at a reasonable fee

Financial Information Quick Reference

2011-2012 school year

REGISTRATION FEE – non refundable

\$100.00 PER FAMILY

Regardless of the number of children in Calvary Christian School, only a \$100.00 registration fee is charged. No discounts apply to registration. Registration fees are due when registering for the upcoming school year, once the student has been accepted at Calvary Christian School. There is no application fee.

The registration fee is non-refundable.

ANNUAL TUITION – assessed annually

GRADES K – 8* - \$4,500.00

This may be paid in 10 monthly installments (September-June) of \$450.00 each.

Monthly installments are due on the 1st (FIRST) of each month.

Discounts (church and sibling) apply to tuition only.

ANNUAL BOOK & MATERIAL FEE – non refundable

\$175.00 per student for the year

Book/Material fees are due *on or before September 1st of each year*. No discounts apply.

The annual Book/Material fee is non-refundable.

TECHNOLOGY FEE – non refundable

\$230.00 per student for the year

Technology fees may be paid in monthly installments of \$23.00 each and are due by the 1st (FIRST) of each month with tuition. The technology fee may be paid in the same check but listed separately on the payment envelope.

No discounts apply. The Technology Fee is non-refundable.

Financial Policies:

1. Discounts for tuition are as follows:

7% discount for families with 2 children enrolled

10% discount for parents “faithfully attending and financially supporting” Calvary Full Gospel Church (signature required on Financial Obligation Form). Verification of church discount may be updated in writing up to 4 times per year.

10% discount for families with one or more parents employed as a full time pastor

30% discount for families with 3 or more children enrolled – 30% is the maximum discount offered.

2. All monthly payments (tuition and technology fees) must be paid on or before the 1st (FIRST) of the month and be submitted in a Calvary payment envelope. In the event that the 1st of the month falls on a holiday or weekend, tuition will then be due on the first business day of the month.

3. Any payments received after the 3rd of the month will automatically be subject to a \$25.00 late payment fee. Late payment fees must be paid promptly.

4. The Financial Obligation Form must be signed and returned to the office prior to the start of the school year. This form is the parents’ financial contract and confirms the family’s responsibility to pay all tuition and fees on time. Non-payment of any tuition and fees may lead to disenrollment from Calvary Christian School.

5. The book & material fee is \$175.00 per student and is payable on or before September 1. There are no discounts on book & material fees and the fee is non-refundable.

6. The technology fee is \$230.00 per student. This fee does not cover the total technology expense for the school year. The remainder of technology expenses will be paid for by fundraising. We would anticipate that parents be actively involved in our PTO and any school-wide fundraising efforts. The technology fee can be payable in monthly installments of \$23.00 each. Monthly installments are due on the first of the month with tuition and may be paid in the same check, but listed separately on the payment envelope. The technology fee is non-refundable.

7. The registration fee is \$100.00 per family. Only \$100.00 is paid regardless of the number of Christian School children enrolled. The registration fee reserves a student’s spot for the fall and is non-refundable.

8. Payments must be made in payment envelopes, provided by the office. Parents may drop off envelopes in person, send them in with students, or mail them. It is the parents’ responsibility to ensure that payments reach us in time in any case.

9. We DO NOT accept cash or post-dated checks for payment. We will expect that funds for checks are available when a check is given to us and are good for up to 90 days thereafter.

10. There is a \$25.00 returned check fee in the event that a check is returned to us by the bank for any reason.

Enrollment Policies:

1. **Currently Enrolled Families** - First priority for enrollment will be given to currently enrolled families. This includes our preschool families in child care. After a deadline for currently enrolled families to respond has passed, any available positions will be offered to the general public. **To reserve a spot, the \$100.00 non-refundable registration fee will be due.**
2. **New Families** – New families desiring to enroll at Calvary Christian School will have additional requirements, including academic records from the previous school, an interview with the Director/Assistant Director, a completed New Student Application. Subsequent testing may be required. Once the student has been accepted, **the \$100.00 non-refundable registration fee will be due** to reserve the student's spot.
3. **The birth date cut off for Kindergarten & 1st grade entrance will be September 1st** The school reserves the right to make decisions based also on social/emotional readiness and maturity.
4. Calvary Christian School reserves the right to disenroll or refuse enrollment based on disciplinary problems or academic performance. In addition, Calvary Christian School reserves the right to promote or decline promotion to the next grade level as determined by overall academic performance. See the Calvary Christian School Handbook for clarification on discipline policies, which will be strictly enforced. We expect full parental cooperation in the discipline policies of the school.
5. In the event of admission mid-year, the annual tuition will be prorated for the first month of enrollment. The book & material fee will be due in full. The technology fee is prorated at the rate of \$23.00 per month, regardless of what day in the month the student starts.
6. **For Kindergarten and all new students, a copy of the most up-to-date immunizations is required upon registration.** Enrollment may only be granted on a provisional basis (with a follow up plan) for students who do not meet these Department of Health regulations. Once the provisional period ends, the immunizations need to be completely up to date or the student will need to be disenrolled. **Seventh Grade** students may not attend, **even the first day of school** for the 2011-2012 school year, without required immunizations.
7. All new students may be subject to academic screenings. As applicable, information about social/emotional behavior may be gathered from former teachers and parents. We will enroll children that we feel will benefit from being in our school program and also those we feel we can serve effectively.
8. In the event that a student enrolls mid-year, or anytime after the school year begins, a full month's tuition is due in full if the student attends any part of the month. Annual fees will be prorated.
9. We will need at least **one week's written notice** in the case of a child's withdraw from Calvary. Parents are responsible to fulfill all financial obligations before leaving. In the event of withdrawal mid-month, **there will be no partial refunds of the month's tuition.** **All fees are non-refundable.** If a student attends any part of the month, full tuition is due for the month, regardless of the withdrawal date. Failure to meet financial obligations before leaving will lead to the student's academic records being retained until the account is paid in full. When giving written notice of withdrawal, we will also require a record release form from the new school. In order to assure continuity of education, we are required to report a child's withdrawal from school to the School District Superintendent of the school district in which the child lives.

Specific Policies:

(These will be more fully outlined in the Handbook)

1. Tuition covers the school program only. Additional fees apply for Before and/or After Care.
2. Lunch and AM snack may be packed or purchased through meal tickets (see current rates). When packing snacks and lunches, we strongly recommend bringing healthy foods that will boost your child's "brain power" for learning, rather than sugary snacks. Please avoid bringing any glass, soda, or candy.
3. Children attending the school program only must **arrive no earlier than 8:30 – between 8:30-8:55 AM.** Students attending the school program only must leave promptly between **3:45 – 3:55 PM** or use school district transportation. *If a student is not picked up by 4:00 PM, daily drop in fee of \$10.00 is charged, unless scheduled for Before & After Care or Short Care – see appropriate child care section.* Students who are not picked up by 4:00 will be sent to After Care only if space permits. However, the late pickup fee is charged regardless.
4. All children enrolled in Calvary Christian School will wear a uniform as designated by the school. We will expect each student to be obedient to the uniform policy. A "Uniform Clarification" form will be sent home as needed for infractions of the uniform policy. Further disciplinary action may be taken for repeated offenses.
5. Regarding inclement weather, families will primarily be contacted via the Honeywell Instant Alert System. It is the family's responsibility to update their information on the Honeywell System. Parents can also listen to any of the following media: WBCB 1490 AM, CBS, NBC 10 (TV and online), & Fox 29 for inclement weather closings. Christian School *may typically* be closed or delayed whenever Pennsbury School District is closed or delayed. Bus transportation will also be affected by individual districts' inclement weather schedules.
6. Parents/guardians are responsible for filling out absence or tardy cards for each absence or tardiness. These must be returned to school within 3 school days. Absences and tardiness are a part of the permanent school record. ***A child is considered late if he/she is not in the building by 8:55 AM.*** The morning drop off staff will close the doors at 8:55. After that time, parents will walk the student in to the building, sign in, and leave the student in the office. A child is marked absent or late any time he or she is not physically present in the school. **It is imperative that students come to school on time & stay for the length of the day to receive the maximum benefit from instruction.** We trust that parents will partner with students to make punctuality a priority. Attendance/lateness records are a part of the student's permanent record – this information will be transferred to any new school. All lateness and early dismissals need to be logged by parents in the office.
7. Children may not bring toys or personal items to school unless clearly requested by the teacher. The school will not be responsible for any items brought in from home. We recommend that all outerwear, lunchboxes, etc. be **labeled** with your child's name to avoid misplaced items. All personal items are the responsibility of the student. Electronics, including music players & cameras, may not be brought to school. Cell phones, if brought to school, are stored in the office during the day and signed in/out by the student. We are not responsible for any student cell phones or personal belongings for any reason.
8. It is our desire that parents and teachers enjoy a warm, communicative relationship. To this end, all questions and concerns regarding the classroom should be directed to the teacher first via a note, email, or phone call. We expect that parents participate in the parent-teacher relationship in a professional manner. Parents need to agree to abide by and support all policies & rules and respect teachers in all areas. Failure to cooperate in this manner can be grounds for disenrollment.
9. We warmly invite parents to school and PTO meetings, functions, and events. Calvary Christian School believes that it is the role of the parent to instruct the child in the ways of the Lord, and that we are here

to partner with you in this process. As such, we strongly encourage parental participation in all events of Calvary Christian School. During the regular school day, parents must drop off and pick up at the designated areas. Parents are not permitted to walk up to the classroom during the school day. When coming to volunteer for a specific reason, parents are required to sign in & out in the office and wear a visitor's badge.

10. Conferences will be conducted twice per year. Report cards will be given out 4 times per year, with interim reports at the mid-way point in the marking period.

11. Every parent is required to submit an emergency form and update it every 6 months or when changes occur. Additionally, every child must have a current physical upon enrollment (as mandated by Pennsylvania Department of Health). Thereafter, updated health assessments are required for entering grades kindergarten, 1 and 6. Each child **MUST** have up to date immunizations. It is the parents' responsibility to provide the school with any and all updated information. For Kindergarten and all new students, a copy of the most up-to-date immunizations is necessary to be given **upon registration**. Enrollment may only be granted on a *provisional basis* for students who do not meet these Department of Health regulations. ***NEW for Seventh Grade...*** Seventh grade students may not attend the first day of school without the MCV immunization. There are several updated immunization regulations for 2010-2011 for Seventh Grade.

12. We love to celebrate birthdays! If you wish your child's birthday to be celebrated at Calvary during the school day, please communicate this with your child's teacher. In the event that you choose to order pizza as a part of the celebration, feel free to call the office so that we can give you the information for the business that we have contact with. Parents, however, are responsible for all ordering and payment. Please inform the office of any pizza delivery that will be occurring.

13. We have purchased student supplemental accident insurance for each student, underwritten by Century Life. This insurance covers any accidents or injuries which would occur on the premises of Calvary Christian School only. This policy is a secondary insurance ~ parents are expected to inform their primary medical insurance provider first in the event of any injury. This student accident insurance will pay up to \$10,000 per accident. Calvary Christian School is not responsible or liable in the event of any injury or accident on the premises. We will not assume any financial responsibility for any medical or related expenses.

14. Only the individuals noted on the emergency contact form are permitted to pick up your child. It is the parents' responsibility to keep that information updated. Please use the Pick Up Authorization form for daily pick up changes.

15. Calvary Christian School will administer standardized tests each year to Kindergarten, Third Grade, and Fifth through Eighth Grades. Results will be shared with parents in a timely manner once they are scored by the respective outside agencies.

16. Transportation is provided by some local school districts with the exception of Morrisville & Bristol Borough districts. Children are eligible for transportation if they live within PA and a 10-mile radius of the school. Initial transportation requests will be handled through the Calvary Christian School office and must be submitted to us no later than May 1 via the Bus Transportation Request Form. ***Once your schedule has been established, in late August, all problems and questions regarding transportation, should be handled directly through the appropriate public school transportation department.***

17. This agreement is subject to change with one week's written notice.

Calvary Christian School is licensed through the Pennsylvania Department of Education and is also a member of the Association of Christian Schools International.

Calvary Christian School admits students of any race, color, and national or ethnic origin.

Before and After School Care – Calvary Child Care Center

Available for Grades K-5

Students can enroll for Before Care, After Care, or both through Calvary Child Care Center as space is available. **Enrollment is required by submitting all proper paperwork and fees.** Tuition is due monthly and is due for the scheduled rate *regardless of actual attendance.* *Written enrollment is needed via the Before/After Care Request Form available in the office.*

Rates for Full Week Care (scheduled for all 5 days)

Before School Care only	\$ 175.00 per month – September ~ June
After School Care only	\$ 175.00 per month – September ~ June
Before & After School Care	\$ 275.00 per month – September ~ June

BEFORE/AFTER CARE TUITION IS DUE MONTHLY – DUE EACH (1ST) FIRST OF THE MONTH

Rates for part week care are available – please contact the office

“Short Care”

Those needing care between 8:00 – 8:30 AM or 3:45 – 4:20 PM

The cost for “Short Care” is \$120.00 per month for either AM OR PM. This program is designed only for those fitting the above mentioned criteria. There will be an additional daily charge of \$5.00 for care beyond the specified time frames (as listed above).

***Students who are not enrolled in Before and After School Care or Short Care are expected to ride the bus or be picked up between 3:45-3:55. Students picked up after 4:00 are automatically charged the daily drop in fee of \$10.00 for the afternoon. Students may be sent to After Care if space permits, but the fee is charged regardless. Families who often have difficulty in picking up on time should consider enrolling for Short Care to save money.**

Before and After School Care will follow all policies and procedures of Calvary Child Care Center

1. The Before & After Care Enrollment Request Form must be submitted to enroll.
2. Required paperwork includes a Signed Child Care Policies, Emergency Contact Form, and current physical (within 1 calendar year). Policies and Emergency Contact Forms must be updated every 6 months. Any additional paperwork that is required by OCDEL (Office of Child Development & Early Learning) must be completed & updated.
3. Before & After Care will follow all Calvary Child Care Center policies, which must be signed and dated every 6 months.
4. Breakfast will be served from 7:30-7:45 AM for those scheduled for Before Care.
5. An afternoon snack will be offered for those scheduled for After Care.
6. Before Care is available as of 6:30 PM. After Care ends at 6:00 PM, when the child care center closes. A late pick up fee is assessed after 6:05 PM.
7. School & child care payments may be made in the same check but clearly separated on the payment envelopes in the proper categories. Please use the payment envelopes provided.

Drop In Rates

Should your child NOT be scheduled for Before and/or After Care, we can offer “drop in” care.

Meals are included with drop in care.

SCHOOL DAYS - when child care is needed before or after school on a last-minute basis:

Drop in Mornings - \$10.00 each

Drop in Afternoons - \$10.00 each

NO SCHOOL DAYS - when school is closed or dismissed for a ½ day, including for weather

Half day drop in - \$20.00 each

Full day drop in - \$30.00 each

No discounts apply to drop in care.

Student Name: _____ Grade entering for 11-12: _____

(please print)

Financial Obligation Form

*****This page must be returned prior to starting the school year*****

I will fully adhere to the financial responsibilities outlined in the 2011-2012 Calvary Christian School Policies and Procedures. I will pay my child's tuition on time and understand that my child may be disenrolled from the school due to non-payment of tuition. I also understand that registration fees, book fees, technology fees, etc. are also a part of my financial commitment to Calvary Christian School.

Tuition: Please check the appropriate box below indicating your payment commitment choice.

The full annual tuition amount for 2011-2012 is \$4,500.00.

_____ **Tuition Payment Option 1:** Ten monthly payments in the amount of **\$450.00** are due from September through June, due each first (1st) of the month.

_____ **Tuition Payment Option 2:** Twelve monthly payments in the amount of **\$375.00** are due from September through August, due each first (1st) of the month.

Fees (all non-refundable):

Registration - \$100.00 ~ Due upon enrollment

Technology - \$230.00 ~ Due by September 1st or paid in 10 installments of \$23.00 each

Book & Material - \$175.00 ~ Due on or before September 1st

I have read the policies of Calvary Christian School and agree to abide by them in entirety.

Parent Signature

Date

Calvary Full Gospel Church Discount

A 10% discount is awarded to families in which the parents of the child are ***"**faithfully attending and financially supporting**"*** Calvary Full Gospel Church *on a regular basis*. Your signature below states that you meet the above criteria:

Church ID number (as issued by Calvary Full Gospel Church): _____

Signature

Date

If ever your family ceases to meet the above criteria, please inform the office immediately .

Verification of those receiving the church discount may be updated in writing up to 4 times per year.