

2010-11 CCS Registration Guidelines

1/5/10

Beginning with the school year 2010-11, CCS has implemented a new & improved enrollment process. This policy will enable us to reduce the administrative workload associated with the annual re-enrollment process. This new method of registration should stream-line the re-enrollment process for you as well.

Remember, as in the past, your registration fee will need to be paid in order for your child to remain enrolled.

Required paperwork is included in this mailing. This paperwork will include tuition rates for the upcoming school year and any other pertinent information. (Note that tuition/fee rates are subject to change each year.) At the parent meeting, you were asked to list the students from your family who will be attending in the fall of 2010 and your tuition statement is based on the information we received at that meeting. You will need to **complete and return** the paperwork, along with your registration payment to the school office **no later than February 1.**

We will tentatively hold a student's position in the classroom until Feb. 1. If your student(s) will not be returning to CCS for the 2010-11 school year, we ask that you communicate this change in writing to office personnel as soon as possible.

Parents will need to sign and return the tuition statement, including payment of registration fee by February 1. We also ask that you update your family's information on ParentsWeb.

Follow these steps to complete the re-enrollment procedure for January 2010:

- If changes need to be made to the tuition statement that you receive by mail, please call the school office and we will send you a corrected copy.
- Log-on to ParentsWeb and update and submit the family's updated personal information.
- Review & sign the forms included in the mailing.
- Return the designated paperwork, **along with payment of the registration fee,** to the school office **no later than February 1.**
- Note that registration will open to the public for any unpaid spots after February 1. Note that by paying after February 1, you may risk losing your spot in the classroom.
- The balance of fees is due no later than June 1. Please read our financial policy statement, on the back of the tuition statement form, for how late payments are handled.

2010-11 Tuition & Fees

	K4	K5	1st-5th	6th-8th
Registration	\$175	\$175	\$175	\$175
Curriculum & Activity Fee	\$250	\$300	\$425	\$425
Building Fee	\$200	\$200	\$250	\$250
Tuition	\$1360	\$2277	\$2833	\$2946
Totals	\$1985	\$2952	\$3683	\$3796

- Maximum registration fees - \$350.00 per family.
- There is a multi-student discount of 5% available.
- Pre-payment discount - amount equal to registration fee paid if total registration, fees, and tuition, are paid in full by June 1st. (maximum of \$350.00)
- A monthly automatic bank draft of tuition payments is available.
- All figures are rounded off to the nearest dollar.
- More information is available from the tuition accounts manager.