

## New Student Admissions Procedure

- Attend an open house or schedule a tour.** Prospective students are welcome and encouraged to attend.
- Schedule a school day visit:** All prospective students must visit the school and meet the director and teachers to be considered for admission. A current grade classroom visit is required for entering 2<sup>nd</sup> – 6<sup>th</sup> graders. During this visit your child will take part in all classroom activities.
- Apply:** Complete the Application packet (student information, parent questionnaire, and signed financial agreement). Submit with your *non-refundable \$75 Application Fee* (waived for siblings of current students.)
  - Application Deadline: **March 1<sup>st</sup>, 2017.**
  - **Rolling Admissions:** Applications received after the March deadline will be evaluated and admission offered on a space available basis.

Our mailing address is 366 Gault Street, Santa Cruz, CA 95062. You may also email your application to [admissions@santacruzchildrensschool.com](mailto:admissions@santacruzchildrensschool.com). ***The submission of the application does not constitute acceptance at Santa Cruz Children's School, nor does it obligate you to enroll your child.***

- If you are applying for a scholarship, include the scholarship application (contact us for details).
- School Review:** All applicants will be reviewed and considered following a school visit and submission of application in the order received.
- Notification and Wait Lists:** All applicants will receive notification of the school's decision. Notification of acceptance will be sent by **April 7<sup>th</sup>, 2017** for applications turned in by the March 1<sup>st</sup> deadline. If space is not available at the time you have applied and your student has met the admissions criteria, your application will be kept active for the school year and you will be notified if space becomes available.
- Deposit:** Once your application is accepted and space is offered submit the following within **5 business days** to secure your student's enrollment:
  - Non-refundable check for \$1450 (down-payment and new student registration)
  - Completed ACH Tuition Deduction Authorization form (attached)
  - Record request form for their current school if applicable (attached)
- If you are interested in a volunteer co-op teaching position let us know as soon as possible and we will contact you with details.
- Attend the new student orientation and parent orientation on Tuesday, September 5<sup>th</sup>, 2017.
- The first day of school is Wednesday, September 6<sup>th</sup>, 2017



# Santa Cruz Children's School

## Application for Admission

### 2017-2018

#### Student Information

Name \_\_\_\_\_ Sex \_\_\_\_\_

Birth Date \_\_\_\_\_ Age (Sept. 1, 2017) \_\_\_\_\_ Grade (Sept. 2017) \_\_\_\_\_

Primary Residence \_\_\_\_\_

Previous school(s) \_\_\_\_\_

Ethnicity and race (*categories based on federal guidelines and used for IRS non-profit reporting only*):

**Ethnicity (choose one):**      Hispanic or Latino      Not Hispanic or Latino

**Race (choose one or more):**  African-American or Black  
 Asian  
 White  
 Native American or Alaskan Native  
 Native Hawaiian or Pacific Islander

#### Family Information

Parent/Guardian \_\_\_\_\_

Telephone (mobile) \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Telephone (mobile) \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Address (if different) \_\_\_\_\_

Applicant primarily lives with:

Both Parents \_\_\_\_ One parent (which) \_\_\_\_\_ Other \_\_\_\_\_

Name of the individual(s) responsible for tuition and fees: \_\_\_\_\_

Sibling \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Sibling \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Languages spoken in home other than English: \_\_\_\_\_

Any home or family situation we should be aware of: \_\_\_\_\_

### Health Needs

Does your child require any special educational, emotional, or medical accommodations while at school? If so, please describe. \_\_\_\_\_

*Please note: Under law SB 277, personal belief exemptions for vaccinations are no longer accepted for students entering Kindergarten. See <http://www.shotsforschool.org/k-12/> for more information.*

***I guarantee that my student has or will receive all required vaccinations (proof of conditional schedule also acceptable) before the first day of school or has signed proof of a medical exemption from their doctor. Failure to provide proof of vaccinations or exemptions by the first day of school forfeits eligibility for tuition refund.***

Has your child participated in any of the following?

Gifted Programs    Speech Therapy    Counseling    Special Testing in \_\_\_\_\_

Special resource services for:  Reading    Math    Other \_\_\_\_\_

Has the applicant ever been dismissed, suspended, withdrawn, or subject to disciplinary action from any school? If so, please provide details explain. \_\_\_\_\_

#### NOTICE OF NONDISCRIMINATORY POLICY

*Santa Cruz Children's school does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity or expression, religion, disability, national or ethnic origin in its admission policies and educational programs.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

#### For Office Use Only

- Signed Application on \_\_\_\_\_
- \$75 application fee
- Accepted  
Y \_\_\_\_\_ N \_\_\_\_\_
- Applying for scholarship  
Y \_\_\_\_\_ N \_\_\_\_\_
- Financial Agreement
- Down payment on \_\_\_\_\_
- New Student Fee \_\_\_\_\_
- ACH form
- Records Request form
- Notes:

## Parent Questionnaire

Briefly describe your student's personality and learning style.

What interests does your child have outside of school?

What are your child's social skills and challenges?

What are the most important things for us to know about your child?

How did you hear about Santa Cruz Children's School and what drew you to apply?

**Please check if you are interested in more information about a volunteer parent co-op position.**

# Santa Cruz Children's School

## Financial Agreement

### 2017-2018

#### Schedule of Fees:

Application Fee ( <i>one-time, non-refundable, waived for siblings of current students</i> )	<b>\$75</b>
New Student Registration Fee ( <i>one-time, non-refundable</i> )	<b>\$250</b>
Tuition	<b>\$10,750*</b>
*Non-refundable down payment	<b>\$1200</b>
After-School Care	<b>\$7.50/hour</b>

#### Tuition Payment Plans

A down payment of \$1,200 is due at time of registration. This will hold your child's place in the school. This payment is non-refundable. The deposit is applied to the tuition for the 2017-2018 school year.

- **Annual Plan:** Tuition balance paid in full by August 1<sup>st</sup>, 2017. (*\$200 discount for full \$10,750 payment paid before August 1<sup>st</sup>.)*
- **Biannual Plan:** Tuition balance withdrawn in two installments, August 1<sup>st</sup>, 2017 and January 2<sup>nd</sup>, 2018.
- **Monthly Plan:** Ten equal payments of remaining tuition balance are processed on the 1<sup>st</sup> business day of the month, August through May.

Biannual and Monthly payments are withdrawn via Automatic Clearing House (ACH) deductions unless otherwise agreed upon. A signed ACH agreement is due with the deposit. *Please note, a returned check/NSF fee of \$20 will be automatically withdrawn following any failed tuition withdrawals.*

Tuition covers books, school supplies, and most field trips. Some events and field trips, including the annual upper class overnight trips, are subject to an additional charge.

#### Scholarships

The tuition for Santa Cruz Children's School is \$10,750 (plus a \$75 dollar application fee and \$250 registration fee for new students.) There are three main payment plan options outlined in the application to help make paying the tuition more manageable for families. As a very small, non-profit school we rely on most families paying the full tuition to pay teacher salaries and operating costs. However, if SCCS is the perfect fit for your student we do not want the tuition to put a hardship on your family. It varies each year depending on enrollment, hiring needs, and anticipated expenses but we are able to award scholarships for families in need each year. Please contact us for an application.

#### Co-op Teaching/Parent Involvement

The tuition at Santa Cruz Children's School is one of the most affordable in the county in large part because of our amazing community of parent volunteers. The parents of Santa Cruz Children's School students place a high value on education and many are educators themselves. As an SCCS parent you have the opportunity to design and implement unique and creative curriculum bringing your passions and expertise to the students. If you are interested in a volunteer co-op position, please let us know as soon as possible. We have limited positions available and cannot guarantee a space to all who express interest. Live Scan

fingerprint background checks are required and will be provided. There are also many other opportunities to volunteer and stay involved without the commitment of a co-op position throughout the school year.

### **Early Withdrawal/Dismissal Refund Policy**

Tuition and other charges are paid and made to ensure a place in the school for the student and not for a period of attendance. **Registration is a contract agreement to pay the tuition for the entire school year,** however, we understand there are unavoidable circumstances that may require early withdrawal. **June 30<sup>th</sup>** is the deadline to withdraw registration and receive a refund of any prepaid tuition or stop the August tuition payment. *The down payment, application, and new student registration fee are all non-refundable.* Starting July 1<sup>st</sup>, we require a written notification and explanation of withdrawal a minimum of **one month** in advance. **Tuition is payable through the month following the month of notification.** Prepaid tuition will be refunded based on a monthly payment plan schedule (minus the discount if paid in full.) Attendance for part of a month is counted as a full month. There is no deduction/refund for withdrawal after April 1<sup>st</sup>, 2018 or for periods of absence during the school year. In the case of the student's withdrawal or termination regardless of the timing or reason, the parent is responsible for all tuition payments that are due prior to the date of withdrawal or termination. Santa Cruz Children's School reserves the right to dismiss a student at any time following a conference with the parents and upon notification by the school's Director. The refund policy applies in instances of dismissal. Refunds will be considered on a case by case basis. Acceptable reasons for refund include but are not limited to relocating more than 50 miles away, unexpected job/income loss, and physical, mental, or behavioral conditions that dramatically alter a student's ability to attend school. Refund eligibility is forfeited in the instance of false or misleading application information.

### **After School Care**

After-school care is available from 2:30 - 4:00 pm. The cost of after-school care is \$7.50 per hour, charged in 15 minute increments. We have a flexible program and you pay only for the time you use. There will be a late fee of \$1 per minute for pick-ups after 4:05pm.

I have read this application and the included policies in full and agree to its conditions. I certify that all information provided is true and accurate. *(Please include the signature of all legal guardians.)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Please complete and enclose an application fee of \$75 (non-refundable, waived for siblings of current students) payable to:

**Santa Cruz Children's School**  
366 Gault Street  
Santa Cruz, CA 95062  
(831) 429-8444

***The submission of the application does not constitute acceptance at Santa Cruz Children's School, nor does it obligate you to enroll your child.***

## ACH Tuition Deduction Authorization Form

I, \_\_\_\_\_, authorize Santa Cruz Children's School to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

Payments to be applied to the tuition balance for (list all students associated with this account on the lines below):

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### Terms of Billing

I authorize the following tuition payments to be withdrawn based on the schedule of the checked box below.

**CHOOSE ONE**

- Ten equal monthly payments** of the remaining tuition balance be processed on the 1<sup>st</sup> business day of the month from August 2017 through May 2018.

---OR---

  - Two equal payments** of the remaining tuition balance to be withdrawn on August 1<sup>st</sup>, 2017 and January 2<sup>nd</sup>, 2018.

---OR---

  - Other:** As previously discussed and agreed upon with the directors of Santa Cruz Children's School I will pay the balance of my tuition as outlined below. *Directors initials* \_\_\_\_\_
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I agree to pay a **\$20.00** service fee on any returned ACH transactions.

This payment authorization is to remain in full force and effect for the duration of the 2017-2018 school year or until I notify Santa Cruz Children's School of its cancellation by sending written notice in such time and in such manner to allow both Santa Cruz Children's School and receiving financial institution a reasonable opportunity to act on it.

Bank Name \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Type of Account:      \_\_\_Checking Account                      \_\_\_Savings Account

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

-----PLEASE ATTACH A VOIDED CHECK or SAVINGS DEPOSIT SLIP TO THIS FORM-----



## Santa Cruz Children's School Request for Cumulative Records

To the Registrar at \_\_\_\_\_ . Please send all school records  
for \_\_\_\_\_ .

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

This student will be attending Santa Cruz Children's School. Please include all comments, health records, grades, and test scores.

Please send records to:

Santa Cruz Children's School  
366 Gault Street  
Santa Cruz, CA 95062

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your assistance in this matter.

Deric McLean  
Registrar  
Santa Cruz Children's School