

New Student Admissions Procedure

- Attend an open house or schedule a tour.** Prospective students are welcome and encouraged to attend on January 26th from 10am to 12pm. Private tours during school hours are also available.
- 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 shadow day is required for entering 2nd – 6th 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.)
 - Priority Admissions Application Deadline: March 1st, 2019.** Priority is given to applications received by this date.
 - Rolling Admissions:** Applications received after the March deadline will be evaluated and admission offered on a space available basis.
- If you are applying for a **scholarship**, turn in the scholarship application as soon as possible (***contact us for an application***). Applications must be turned in before acceptance notices are sent to be considered. Scholarships are offered on a first come first serve basis while funds are available. Returning students and siblings are given priority consideration.
- School Review:** All applicants will be reviewed and considered following a school visit and submission of application.
- Notification and Wait Lists:** All applicants will receive notification of the school's decision. For applications turned in by the March 1st deadline, notification of acceptance will be sent via email, no later than **March 15th, 2019**. 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 on our waitlist 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 days** to secure your student's enrollment:
 - Non-refundable check for **\$1450** (\$1200 down-payment and \$250 new student registration, waived for siblings of returning students.)
 - Completed ACH Tuition Deduction Authorization form

If we do not receive all of the above within 5 days your spot may be offered to another student and you will be placed on the waitlist.
- If you are interested in learning more about 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 the afternoon and evening of Tuesday, September 3rd, 2019.
- The first day of school is Wednesday, September 4th, 2019.



Santa Cruz Children's School Application for Admission 2019-2020

Student Information

Name _____ Sex _____

Birth Date _____ Age (Sept. 1, 2019) _____ Grade (Sept. 2019) _____

Primary Residence _____

Previous school(s) _____

Place of birth _____

Ethnicity and race *(Please fill out both sections. Categories based on federal guidelines and are required 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/is in the primary custody of:

___ Both Parents ___ One parent (which) _____ Other _____

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

Sibling _____ Age _____ School _____

Sibling _____ Age _____ School _____

Primary home language: _____ Additional languages: _____

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 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	
<input type="checkbox"/>	Signed Application on _____
<input type="checkbox"/>	\$75 application fee
<input type="checkbox"/>	Accepted
	Y ___ N ___
<input type="checkbox"/>	Applying for scholarship
	Y ___ N ___
<input type="checkbox"/>	Co-Op application
	Y ___ N ___
<input type="checkbox"/>	Financial Agreement
<input type="checkbox"/>	Payment Plan _____
<input type="checkbox"/>	Down payment \$ _____ Paid on _____
<input type="checkbox"/>	New Student Fee
<input type="checkbox"/>	ACH form
<input type="checkbox"/>	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 teaching position.

Santa Cruz Children's School

Financial Agreement

2019-2020

Schedule of Fees:

Application Fee (<i>one-time, non-refundable, waived for siblings of current students</i>)	\$75
New Student Registration Fee (<i>one-time, non-refundable, waived for siblings of current students</i>)	\$250
Total Tuition	\$11,000
After-School Care	\$7.50/hour

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 2019-2020 school year.

- **Annual Plan:** Tuition balance paid in full by August 1st, 2019. (*\$225 discount for full \$11,000 payment made by August 1st deadline.*)
- **Biannual Plan:** Tuition balance withdrawn in two installments, August 1st, 2019 and January 2nd, 2020.
- **Monthly Plan:** Ten equal payments of remaining tuition balance are processed on the 1st day of the month, **August through May**.

Biannual, monthly payments, and after care fees 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

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, volunteer commitments, and anticipated expenses but we are able to offer a limited number of 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 weekly commitment of a co-op position throughout the school year.

Tuition 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 30th** is the deadline to withdraw registration and receive a refund of any prepaid tuition (*excluding the nonrefundable down payment*) or stop the first tuition payment, automatically withdrawn on August 1st. Beginning on **July 1st**, 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.*** (Example: If you notify us that you will not be attending SCCS on August 1st or later, your August payment is non refundable and the September payment is still due.) 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 1st, 2020. There is also no deduction/refund for periods of absence during the school year. In the case of the student's withdrawal or dismissal, 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 directors. The refund policy applies in instances of dismissal. Refund eligibility is forfeited in the instance of false or misleading application information. Delinquent tuition payments may result in immediate expulsion of student(s) and we reserve the right to hold student records until remaining balance is paid in full.

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. We have a flexible program and you pay only for the time you use. There will be a late fee of \$0.50 per minute for pick-ups after 4:00pm.

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.