

## New Student Admissions Procedure

- ☐ **Attend an open house or schedule a tour.** Prospective students are welcome and encouraged to attend on January 25<sup>th</sup> from 10am to 12pm or to schedule a school day tour online.
- ☐ **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 2<sup>nd</sup> – 6<sup>th</sup> graders.* During a shadow day visit your child will take part in all classroom activities.
- ☐ **Apply:** Complete and submit the entire Application packet (student information, parent questionnaire, and signed financial agreement). Submit with your ***non-refundable \$75 Application Fee*** (waived for siblings of current students) to 366 Gault Street, Santa Cruz, CA 95062.
  - **Priority Admissions Application Deadline: February 28<sup>th</sup>, 2020.** Priority consideration is given to applications received by this date.
  - **Rolling Admissions:** Applications received after the February deadline will be evaluated and admission offered on a space available basis.
- ☐ If applying for a **scholarship**, *please contact us to request a scholarship application.* Please turn in *with* your admissions application. Returning students and siblings are given priority consideration and then scholarships are offered on a first come first serve basis based on remaining funds available. About 25-30% of SCCS students are on reduced tuition each year.
- ☐ Keep this list and a copy of your application for your records.
- ☐ **School Review:** All applications will be reviewed and considered following a school visit by your prospective student(s).
- ☐ **Notification and Wait Lists:** Applications will be evaluated when all steps are complete and all materials have been received. All applicants will receive email notification of the school's decision including an offer of acceptance, a scholarship offer (if applicable), an ACH form, and a records request for (if applicable). For applications turned in by the February 28<sup>th</sup> deadline, notification of acceptance will be sent via email, by mid-March. 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:** If your student 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 one-time \$250 new student registration, waived for siblings of returning students.)
  - Completed ACH Tuition Deduction Authorization form
  - Records request form for students transferring from another schools TK-6<sup>th</sup> grade program*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.



## Santa Cruz Children's School Application for Admission 2020-2021

### Student Information

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Sex \_\_\_\_\_ Gender \_\_\_\_\_ Age on Sept. 1, 2020 \_\_\_\_ yrs. \_\_\_\_ mos. Grade (August, 2020) \_\_\_\_\_

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. \_\_\_\_\_

*Under California state law, all students entering Kindergarten or transferring schools MUST be up to date on all vaccinations **or** have a valid medical exemption. See <http://www.shotsforschool.org/k-12/>.*

- ☐ ***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 valid medical exemption. Failure to provide proof of vaccinations or exemptions by the first day of school will make my student ineligible to enroll in SCCS and forfeits eligibility for any tuition refund.***

Has your child participated in any of the following?

☐ Gifted Programs ☐ Speech Therapy ☐ Emotional/Behavioral Counseling ☐ ELL ☐ Occupational Therapy ☐ IEP/ISP 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

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

## Parent Questionnaire

(feel free to use additional paper if necessary)

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? (feel free to add additional paper)

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

☐ Please provide the name and contact info for at least one teacher/care provider reference:

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☐ Please check if you are interested in more information about volunteer classroom or workshop teaching opportunities. What subjects/skills are you passionate about sharing?

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# Santa Cruz Children's School

## Financial Agreement

### 2020-2021

#### Schedule of Fees:

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

Tuition covers books, in-school supplies, morning care from 8-8:30am, and most field trips. Some events and field trips, including the annual upper-class overnight trips, are subject to an additional charge.

#### 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 2020-2021 school year.

- **Annual Plan:** Tuition balance paid in full by August 1<sup>st</sup>, 2020. *(\$225 discount for full \$11,250 payment made by August 1<sup>st</sup> deadline.)*
- **Biannual Plan:** Tuition balance withdrawn in two installments, August 1<sup>st</sup>, 2020 and January 2<sup>nd</sup>, 2021.
- **Monthly Plan:** Ten equal payments of remaining tuition balance are processed on the 1<sup>st</sup> day of the month, **August through May**.

Biannual, monthly payments, and after care fees are withdrawn via **Automatic Clearing House (ACH)**. A signed ACH agreement is due with the deposit. *Please note, a returned check/NSF fee of \$20 may be automatically withdrawn to cover bank fees following failed transactions.*

#### 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. Current students and siblings of current students are given priority. **Please contact us to request an application and submit with this packet.**

#### 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 time commitment of a co-op position.

### **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. Regardless of payment plan arrangements, **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. Eligible circumstances include but are not limited to job loss, moving outside of the county, medical or mental health situations, behavioral dismissals, etc. **June 30<sup>th</sup>** is the deadline to withdraw registration and receive a refund of any prepaid tuition (*excluding the nonrefundable down payment and fees*)/ to stop the first tuition payment, automatically withdrawn on August 1<sup>st</sup>. Beginning on **July 1<sup>st</sup>**, we require a written notification and explanation of withdrawal a minimum of **one month** in advance to be eligible for a tuition refund. In circumstances where a refund is offered by the school, **tuition is payable through the month following the month of notification.** (Example: Notification submitted September 1<sup>st</sup>, October tuition still due on October 1<sup>st</sup>. Notification submitted on October 1<sup>st</sup>, November tuition is still due on November 1<sup>st</sup>). Prepaid tuition may be refunded based on a monthly payment plan schedule (minus the discount if paid in full). There is no refund for any withdrawal after April 1<sup>st</sup>, 2021. There is also no refund for extended 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 suspension or expulsion of student(s) and nonpayment may necessitate a 3<sup>rd</sup> party to guarantee payment.

### **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 and understood 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***

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