

2021-2022 New Student Admissions Procedure

- Schedule a virtual or in-person tour.** On campus tours this year are offered on weekends. You may also schedule a video conference meeting. Prospective students are welcome to attend.
- Schedule a time to meet the director:** All prospective students must meet the director and, if possible, their potential teacher either virtually or in person to be considered for admission. For students entering grades 2nd through 6th a virtual shadow day over Zoom may be required as in-person shadow days are not currently permitted.
- Apply:** Submit the following to apply for a spot at Santa Cruz Children's School (submit one application per student):
 - Application
 - Parent Questionnaire
 - Signed Financial Agreement
 - Copy of **immunization records**
 - Copy of student's **birth certificate**
 - Copy of most recent **report card**/evaluation from previous school if applicable
 - **\$75 Application Fee** (waived for siblings of current students.)

Priority Admissions Application Deadline

March 12th, 2021.

Priority consideration is given to applications received by this date. 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 to request an application**). Applications must be turned in before acceptance notices are sent to be considered. 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 12th** deadline, notification will be sent via email, no later than **March 26th**. If space is not available 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.)
 - 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 there is no longer room.***



Santa Cruz Children's School Application for Admission 2021-2022

Student Information

Name _____ Birth Date _____

Sex _____ Gender _____ Age on Sept. 1, 2021 ____ yrs. ____ mos. Grade in Fall '21 _____

Primary Residence _____

Previous school(s) _____

City & State or Country of birth _____

Ethnicity and Race: *Please fill out **BOTH** sections. Categories based on federal guidelines and are required for IRS non-profit reporting.*

A) Is your student? (check one) Hispanic or Latino Not Hispanic or Latino

B) Please select any/all racial categories that most accurately describe your student:

- 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 _____

Sibling _____ Age _____ School _____

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. _____

Immunizations

Under California state law, all students entering Kindergarten or transferring schools MUST be up to date on all required vaccinations or have a valid medical exemption. Please provide an up to date copy of your student's immunization records or valid exemption with this application.

- I guarantee that my student has or will receive all required immunizations before the first day of school or has proof of a valid medical exemption. Failure to provide proof of required vaccinations or legally accepted exemptions will make my student ineligible to attend SCCS until the requirements are met 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. _____

All information received by the Admissions Office will be kept confidential. The directors of Santa Cruz Children's School reserve the right to cancel any offer of admissions and/or contract should relevant information be withheld or if false or misleading information is provided in this application.

NOTICE OF NONDISCRIMINATORY POLICY

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

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?

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:

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

Santa Cruz Children's School

Financial Agreement

2021-2022

Schedule of Fees:

Application Fee	\$75
<i>(one-time, non-refundable, waived for siblings of current students)</i>	
New Student Registration Fee	\$250
<i>(one-time, non-refundable, waived for siblings of current students)</i>	
Total Tuition	\$11,250
After-School Care	\$8.00/hour
<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 upper-class overnight trips, are subject to an additional charge.

Tuition Payment Plans

Upon acceptance to Santa Cruz Children's School, a down payment of **\$1,200** and a new student registration fee of **\$250** is due to secure your student's place. **This payment is non-refundable.** The \$1,200 downpayment is applied to the tuition balance for the 2021-2022 school year. Mid-year enrollments may be eligible for a prorated tuition reduction.

- **Annual Plan:** Tuition balance paid in full by August 1st, 2021 or for enrollment after August 1st, immediately upon enrollment. *(\$225 discount for full \$11,250 payment made by August 1st deadline. Reduced tuition **not** eligible for discount.)*
- **Biannual Plan:** Tuition balance withdrawn in two installments, August 1st, 2021 (or first day of enrollment) and January 2nd, 2022.
- **Monthly Plan:** Ten equal payments of remaining tuition balance are processed on the 1st day of the month, **August through May**, or if enrolled after August 1st, the first day of enrollment and then each 1st of the 9 months after that date until paid in full.

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 cause hardship for your family. It varies each year depending on enrollment, hiring needs, volunteer commitments, and anticipated expenses but we 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 your scholarship application with this admissions 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.**

We understand there are unavoidable circumstances that may require early withdrawal. Eligible circumstances for a tuition may include job loss or other significant income loss, moving outside of the county during the school year, medical conditions that prohibit school attendance, and dismissal from school. **June 30th** 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 1st. Beginning on **July 1st**, we require a written notification and explanation of withdrawal a minimum of **one month** in advance to be eligible for any 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 August 31st, last tuition payment due September 1st. Notification on September 1st, last tuition payment due on October 1st.) Prepaid tuition *may*, under certain exceptional circumstances, be partially refunded (minus the discount if paid in full). There is no refund for any withdrawal after April 1st, 2022. There is no refund for periods of absence during the school year. In the case of the student's early 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.

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, including but not limited to immunization status. Delinquent tuition payments may result in suspension or expulsion of student(s) and nonpayment may necessitate a 3rd party to guarantee payment.

COVID-19 Refund Policy: Extended periods of quarantine, shelter-in-place orders, school shutdowns, or any other **circumstances due to the COVID-19 pandemic that necessitate a shift to online or remote learning only is NOT grounds for a tuition refund** and all payments are due until the tuition balance is paid in full, regardless of participation in remote learning options.

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Before and After School Care

Students can be dropped off starting at 8am for no extra charge. The school day begins at 8:30am. After-school care runs from 2:30 to 4pm on campus at a rate of \$8.00 per hour. After care is drop in and you only pay for what you use.

- I understand the submission of this form does not constitute acceptance at Santa Cruz Children’s School, nor does an offer of acceptance obligate you to enroll your child.*
- I understand that the 2021-22 school year is likely to require certain health and safety precautions related to the COVID-19 pandemic and that Santa Cruz Children’s School will update its program, policies, and procedures to comply with the county, state, and federal COVID-19 mandates as well as make any adjustments deemed necessary to maintain the health and safety of the SCCS community.*
- 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.*

Student name: _____

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

All Legal Guardians must sign below:

Legal Guardian Signature _____ Date _____

Name (print) _____

Legal Guardian Signature _____ Date _____

Name (print) _____

Please complete this application and submit with the following:

- A check for your **application fee** of \$75 payable to Santa Cruz Children’s School (non-refundable, *waived for siblings of current students*)
- Copy of student’s **immunization records**
- Copy of student’s **birth certificate**
- Copy of most recent **report card/progress report** from previous school if applicable
- Scholarship application if financial assistance is needed (email us directly for application)