



CAPITAL
CHRISTIAN
SCHOOL

New Student
Enrollment for 2011-2012
KG – 8th Grades



Dear Parents,

Thank you for considering Capital Christian School for your child's education.

Included in this packet you will find:

- Rates and Fees
- Application
- SMART Tuition Application
- Extra Care Registration
- Emergency & Health Information
- Financial Information & Commitment Form

Return all of the above listed forms to the Capital Christian School office. Please also provide a copy of your student's birth certificate and immunization records. At that time you will be placed on a list for an interview and student evaluation.

New this year we are introducing Parent Support Credits which uses the gifts and talents of parents to partner with Capital Christian School. Parents will be required to fulfill credits throughout the school year which will provide parents with the opportunity to be more involved in their child's education. A complete summary of this new program will be available at our Parent Orientation meeting in the fall.

I encourage you to submit your forms into the Capital Christian School office as soon as possible. This will begin the process to reserve your child's spot for the 2011-2012 school year. I look forward to partnering with you for the success of your child.

Sincerely,

Donald J. Libby
CCS Administrator



CAPITAL
CHRISTIAN
SCHOOL

**Capital Christian School
Rates and Fees for 2011-2012
Kindergarten through 8th Grade**

<u>Registration Fee</u>	<u>Yearly</u>	<u>10 Monthly Installments</u>
\$200 per student	\$3,600.00 per student	\$360.00 per month
Sibling Discount:	\$2,700.00	\$270.00 per month

Registration Fee

New Students: a non refundable \$50 testing fee (which is applied to the \$250.00 non-refundable registration fee) is to accompany enrollment forms. The remainder of the registration fee (\$200.00) is due after testing to hold the student's spot for the fall.

Returning Students: a non-refundable registration fee of \$200, per student and Returning Student paperwork is due at the time of registration. This fee and paper work will hold your student's spot for the fall.

Tuition Options

Option One: Payment in full by June 20, 2011 payable to the CCS Office. A \$100 discount is given, per family.

Option Two: 10 month installments beginning in August and ending in May . All fees will be collected through SMART Tuition.



CAPITAL
CHRISTIAN
SCHOOL

Capital Christian School

1600 Snyder Avenue, Carson City, NV 89701
775/883.3009 Fax: 775/883.3012

STUDENT ENROLLMENT APPLICATION

2011-2012 (Enrollment Preschool - 8th Grades)
ONE FORM MUST BE FILLED OUT FOR EACH CHILD

STUDENT'S FULL LEGAL NAME: _____
Last First Middle

Name Student uses if different than above: _____

Home Address: _____ Phone: _____
Street City State Zip Code

The grade/preschool session you are applying: _____

Birth date: ___/___/___ Birthplace: _____ Gender (M or F): _____
City State or Country

Status of Parents: Married ___ Divorced ___ Separated ___ Remarried ___ Widowed ___

Child resides with: _____

Name of Father/Step/Guardian: _____ Same Household? Y N

(if different than above)Address: _____ Phone: _____
Street City State Zip Code

Employer: _____ Occupation: _____

Business Phone: _____ Cell Phone: _____ E-Mail: _____

Name of Mother/Step/Guardian: _____ Same Household? Y N

(if different than above)Address: _____ Phone: _____
Street City State Zip Code

Employer: _____ Occupation: _____

Business Phone: _____ Cell Phone: _____ E-Mail: _____

If student does not reside with both birth mother and father please explain the custody arrangement: (provide any legal documents that are necessary)

Personal References: (someone who knows the whole family, i.e. Pastor, Sunday School Teacher):

Name	Phone Number	Relationship
1. _____	_____	_____
2. _____	_____	_____

Name of Church family attends Pastor's Name Phone Number

Parent Signature: _____ Date: _____

By signing you agree to the terms and conditions of CCS, its Handbook and SMART Tuition policies. Capital Christian School is operated as an exempt school under provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act. Capital Christian School does not discriminate on the basis of gender, race, national or ethnic origins, nor does the school discriminate in the provisions of its programs or services on the basis of gender, race, national or ethnic origins.

Extra-Care Program Registration

Hours: 7am-8:15am & 3:15-5:30pm
For student ages 4 years old to 8th grade

Student Name _____ Grade/Session _____

Nickname _____ M F Birth date _____

Student Name _____ Grade/Session _____

Nickname _____ M F Birth date _____

Parent/Guardian Name

Mailing Address

Email Address

Home Phone _____ Wk _____ Cell _____

Parent/Guardian Signature _____

Check the fee schedule which best meets your needs:

- Monthly Extra-Care \$ 129.50 (10 payments paid to SMART)
- Hourly Extra-Care \$ 3.50 per hour
- I will pay my student's Extra Care fee in full of \$1,295.00 by June 20, 2011.

All Extra-Care monthly and hourly fees are billed through SMART Tuition; please note if tuition has been paid in full a \$43 annual set up fee will be assessed by SMART Tuition to set up an account for your Extra-Care payments.

Registration Fee: \$20.00 per student paid to SMART Tuition.

Office Use Only:

CCS received: _____ Accounting received: _____ SMART Registration: _____ SMART Tuition: _____

FINANCIAL INFORMATION & COMMITMENT FORM 2011-2012

Student Name(s): _____

Family/Person(s) responsible for paying account:

1. Name _____ Relationship to student: _____

Address _____
Street City St. Zip

SS# _____ Phone # _____ Wk # _____ Cell # _____

Employer _____ Occupation _____

Address _____
Street City St. Zip

2. Name _____ Relationship to student: _____

Address _____
Street City St. Zip

SS# _____ Phone # _____ Wk # _____ Cell # _____

Employer _____ Occupation _____

Address _____
Street City St. Zip

Policy and Procedures for Tuition Collection

1. Tuition may be paid in full prior to June 20th, if you do not wish to make monthly payments.
2. If you use the standard ten (10) month billing plan – Payments one through ten are due on the 20th of every month (August 20 – May 20) to Smart Tuition Services, (888) 868.8828 or www.parents.smarttuition.com.
3. Accounts will be considered past due if unpaid after the 20th of the month and are subject to late fees. All returned items to Capital Christian School will be subject to a \$25 fee. Please refer to Smart Tuition Enrollment form for the schedule of their late and return item fees.
4. Accounts past due on the 20th of each month will receive a notification from SMART Tuition asking for payment. Accounts still past due on the 30th of each month will receive a notification asking for payment, late fee assessment and warning of consequences. (Refer to the CCS Policy Manual.) Accounts 2 months past due will result in the student's dismissal from school. Accounts 3 months past due will be turned over to the Capital Christian Center Finance Committee for collections.

We have discussed and received acceptable answers to any questions regarding the financial policies of Capital Christian School. We understand and accept the financial responsibility incurred relative to this registration, and have committed ourselves to budget sufficient money to maintain a current account at all times. We the undersigned, understand and will fulfill our financial obligation to pay for the educational services that Capital Christian School is providing for our children in a timely manner.

Signature * _____ Date _____

Signature * _____ Date _____

*All parties responsible for the account must sign.