



THE CHARLESTON  
CHRISTIAN SCHOOL

*Shepherding hearts, sharpening minds*

# **Family Handbook**

## **2019-2020**

The Charleston Christian School  
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## 2019-2020 CCS Handbook

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## **I. ABOUT CCS**

### **Mission Statement**

The Charleston Christian School partners with Christian families and their churches to teach knowledge, wisdom, and virtue from a Christian perspective.

### **Christian Worldview**

As a ministry of Church Creek Presbyterian Church, CCS is aligned with the Westminster Confession of Faith. We believe that the chief purpose of life is to “glorify God and enjoy Him forever.” We believe God has revealed Himself in natural and special revelation, and we celebrate His revelation at our school. To us, teaching from a Christian worldview means that we view all things through the lens of Scripture.

### **School History**

In 1979, a group of families from Church Creek Presbyterian Church began praying to start a Christian school. Two years later, the school opened its doors to 14 students in the new education building. Enrollment doubled the following year. Additions to the school’s facilities were made in 1995 and 2000. The current program, Kindergarten through eighth grade, has been established since 1981.

In 2017 Church Creek Presbyterian Church and Grace on the Ashley Baptist Church entered into a partnership agreement, believing that both churches together can most effectively provide for this ministry. The campus moved from Church Creek Presbyterian Church to Grace on the Ashley. Both churches are committed to providing an excellent education through the servant-leadership of our faculty and staff. More than anything, CCS endeavors to shepherd hearts and sharpen minds.

### **Accreditation**

The Charleston Christian School is accredited through the South Carolina Association of Christian Schools (SCACS).

### **Admissions**

CCS admits students throughout the year, as class size allows. To be considered for admission to CCS, families must follow the following process:

- Take a tour
- Submit an application along with the application fee and pastor recommendation
- Interview with the admissions committee
- Consent to the release of previous school records

- Student testing for proper grade placement

Criteria used to evaluate prospective families include:

- Profession of Christian faith by at least one parent
- Pastor recommendation
- Past academic and behavior records in previous school

Other factors taken into consideration when determining admissions include:

- Siblings of current students who are re-enrolled for the next school year
- Children and grandchildren of Church Creek Presbyterian Church and Grace on the Ashley

The Admissions Committee makes the final decision regarding admissions.

### **Discrimination Policy**

The Charleston Christian School does not discriminate against any applicant on the basis of race, sex, national origin, or any other status protected by federal, state, or local laws.

### **Governance**

The school is a ministry of Church Creek Presbyterian Church and thereby is subject to the following hierarchy:

- The Session of Church Creek Presbyterian Church
- School Board at The Charleston Christian School
- Head of School
- Faculty and Staff of The Charleston Christian School

All day to day concerns and operations are under the authority and the responsibility of the Head of School.

## **II. ACADEMICS**

### **Classroom Expectations**

Though teachers have the authority to shape the culture of their classroom by adding additional regulations, CCS holds general expectations of all students, which are as follows:

- Be on time and prepared for class. This means that each student brings all materials necessary for a successful school day. This includes but is not limited to pencils/pens, paper, planner, textbooks, and homework assignments.
- Respect fellow students. Harmful physical contact and hurtful verbal comments will not be tolerated.
- Refer to all adults by their proper title (Mr./Ms./Mrs.) and respond respectfully to questions from adults.
- Show proper respect for all property. Disrespect is shown when a student takes the property of another (physical or intellectual) without permission or defaces property.
- Show proper respect for school and church facilities. Students should never write on desks or bathroom walls. Students should clean up after themselves and not leave trash on the playground or in a classroom.

### **Grade Level Placement**

Many factors are brought into consideration when considering a student's grade level placement. The factors are as follows:

- Successful completion of previous grade at CCS or another school
- Results of entrance testing
- Teacher observation during the first 9 weeks of school
- (For kindergarten students) Results of entrance test and birth date no later than September 1 during student's fifth year.

The Head of School makes the final decision concerning student placement.

### **Grading System and Reporting**

The Charleston Christian School follows the South Carolina State grading scale:

100-90 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Additionally, in some classes, students will earn a mark of "O", "S", or "N." These marks are mostly used for K5, elective classes, and homeroom character grades.

O = Outstanding

S = Satisfactory

N = Needs Improvement

## **Homework Philosophy**

Homework is a necessary and important part of the educational process, providing students with the reinforcement and practice needed to successfully master information and skills. Homework includes not only assignments given by the teacher, but also reviewing class notes, studying for upcoming quizzes and tests, and reading assigned and unassigned books. At times, long term assignments such as reports and projects will be assigned. Such assignments should be broken up into smaller pieces. As a general rule of thumb, students should expect 10 minutes of homework per grade level each evening.

## **Parent Teacher Conferences**

After the first quarter, conferences are scheduled with parents and teachers. This is a time when individual progress is examined and teachers have an opportunity to give first hand feedback. Parents also have the opportunity to address concerns and ask questions. Students in grades 5-8 should plan to attend the conference as well in order to self-evaluate their progress. Students are given the day off to accommodate parents and offer a variety of time slots. After the first quarter scheduled conference, parents may request a conference with teachers any time during the year.

## **Field Trips**

Field trips are off-campus experiences related to the classroom curriculum. Parents will be notified in advance via Parents Web regarding the details of the trip. Parents must acknowledge the Parents Web announcement in order for their child to attend the field trip. Field trips also provide an opportunity for parents to volunteer as chaperones. Unless otherwise stated, students must wear their CCS uniform on all school field trips.

The school expects all students to participate in class field trips, as they are part of the curriculum and learning experience. To avoid an unexcused absence, specific permission must be obtained from the school for any student not attending a field trip (including overnight field trips) for reasons other than sickness or family emergency. CCS makes every effort to keep the cost of field trips to a minimum and avoids arranging field trips that are too expensive. Considering that CCS must plan and purchase tickets and transportation weeks in advance, all parents in a class will be billed for the cost of a class field trip, even if their child is not able to attend.

While an important part of the curriculum, field trips are a privilege, and can be revoked as a disciplinary consequence.

## **Chapel**

As the ultimate purpose of the Charleston Christian School is to glorify God and to instill in the students a passion for God, a love for truth, and a zeal to serve, CCS incorporates chapel services into our weekly schedule.

Our chapel services provide the opportunity to come together as a school for mutual edification from God's word and from one another. We encourage one another as we praise God through singing together, reciting scripture, catechism questions and answers, student speeches, and other material being learned in classes. We are encouraged from God's word as we bring in chapel speakers to help us reflect on God, what he has done for us, and how we are to live as his people. Speakers are often local pastors, parents, missionaries, or school staff members.

Our chapel services are not formal worship services. Chapel is not meant to replace the local church, but to augment its ministry in the life of students and prepare them to be faithful members of their respective local churches.

Our weekly chapel services are open to the CCS community—students, parents, grandparents, members of Church Creek Presbyterian, members of Grace on the Ashley, faculty and staff. Visitors and prospective families may also attend upon approval by our Head of School.

## **Standardized Testing**

In the spring, CCS administers a standardized test. Rather than teaching to the test, we use this test as a tool to better serve our students. Standardized testing results help us make informed decisions about our curriculum choices and instructional methods. Most importantly, it helps us track individual student growth and progress over time. CCS provides individual student results to parents, and the Head of School is available to help parents interpret their child's scores.

## **III. ATTENDANCE & TRANSPORTATION PROCEDURES**

### **School Hours**

School begins promptly at 8:15 and ends at 3:15. Students are allowed to be dropped off in the morning as early as 8:00, but no earlier. Students not picked up by 3:30 will be sent to our after school program and will be charged accordingly.



## Drop Off & Pick Up Procedures



### *In the Morning*

Parents are allowed to drop off their children as early as 8:00. Please drop off students at the gym. Parents are welcome to park and walk their children to the gym.

### *In the Afternoon*

Teachers will walk students to the gym in the afternoon. To ensure speedy pick up, please remain inside your car and stay behind the car in front of you. Please adhere to the flow map. Parents are welcome to park and pick up their children.

Parents are required to list friends and family members who have permission to pick up their child. This information should be listed on Parents Web.

## **Attendance Policies**

Regular attendance is necessary for success in school. Students must not miss more than 10 days per semester to be considered for promotion. More than 10 absences per semester may lead to repeating the class or a drop in grade. In middle school, attendance will be taken in every class. Learning takes place each day and cannot simply be recaptured by making up homework.

The following type of absences will be excused:

- Sickness
- Doctor, dentist, or other health appointment
- Death in the family
- Family emergency

We have attempted to provide ample holidays within the school calendar; however, should it be necessary for a student to miss school due to a family activity, a request should be submitted to the Head of School at least one week in advance. It is school policy that make-up work will not be provided ahead of time unless the absence is due to a prolonged illness, surgery, etc. Make-up work for vacations is not given ahead of time. Students will receive their make-up work upon their return.

## **Tardy Policy**

The school day begins at 8:15. Students who arrive after 8:20 will be considered tardy.

Middle school students with 5 tardies and/or unexcused early dismissals in a particular class will serve a lunch/recess detention to make up for lost academic time.

## **Notifying the School Office**

Parents must notify the school office of absences by note or email to the school secretary. Please use the following email to communicate with the office:  
office@charlestonchristian.org

## **Make-Up Work Policies**

All work missed because of an absence must be completed to the satisfaction of the teacher.

## **Physical Education Excuses**

Students who are not able to safely participate in P.E. due to a temporary illness, injury, or other physical condition should email the P.E. teacher and the school office. A

doctor's note is needed for anything beyond three missed classes. Students excused from P.E. will remain with their class but will not participate.

### **Students Leaving School Early**

If you need to pick up your child early from school, please email the school office and your child's teacher. Come to the office to pick up your child. The secretary will bring your child to the office to meet you. Students must be present at school for four hours to be counted as present for the full day. Early dismissal requests should be submitted in writing no later than 8:30 on the day needed. Without an approved early dismissal request, students will not be dismissed early from the last class of the day, except due to illness or family emergency.

### **School Closings**

In the event of inclement weather, CCS will follow The Charleston County School District's decision regarding school delays, early dismissals, and school closings.

### **Visitors**

Visitors are welcome at the discretion of the Head of School. All visitors must report to the school office, sign in, and receive a name badge.

Parents who come to the office to pick up their children early must remain in the office and wait for the administrative assistant to bring their children to the office.

If a parent comes for a teacher meeting or to talk to a teacher, the parent must wait in the office. The administrative assistant will contact the teacher to confirm that there is a scheduled meeting. If there is a scheduled meeting, the teacher must meet the parents in the office and escort them to the place best suited for a meeting. If there is not a meeting scheduled, the administrative assistant will work with the parents and the teachers to schedule a time to meet.

All meetings between parents and teachers must be scheduled in advance. Please respect our teachers and their time by avoiding impromptu meetings right before or after school.

Current parents are not allowed to observe teachers without expressed permission from the Head of School.

### **After School Program**

CCS offers an after school program, which begins at 3:30 and ends at 5:00. Students in the program will meet in room 122, and may play on the playground. Please meet your child on the playground or in room 122 using the playground entrance. The rate for after school care is \$8 per day and \$5 per additional children in the family. There is a \$30 family enrollment fee. Parents will be charged an additional dollar per minute if the parent arrives after 5:00.

## **IV. STUDENT LIFE**

### **General Decorum & Appropriate Behavior**

Beyond sharpening minds, CCS teachers endeavor to shepherd hearts. As a Gospel-oriented organization, we do not believe that rules change children. Rather, we have established rules and regulations in order to foster a culture in which all children are valued as image-bearers of God.

The following are examples of student behavior that negatively affect our school culture and will be addressed immediately if they occur during the school day or at school events.

- The possession, transmission, and/or use of tobacco, alcohol, drugs, obscene material, knives, lighters, matches, or any item used as a weapon
- Fighting and inappropriate physical contact
- Insubordination
- Lying, cheating, stealing
- Leaving a classroom or CCS property without permission
- Inappropriate language, writing, or drawings
- Bullying, cyber-bullying, or hazing, as defined by repeated negative conduct (threatening, taunting, intimidating, excluding) in word and/or action toward one individual or a group of individuals.
  - Excuses like “I was just joking,” or “I didn’t really mean it,” do not excuse students from taking responsibility for their actions.
  - While cyber-bullying (the use of technology to humiliate, threaten, exclude another student) doesn’t necessarily take place on campus, it affects campus life and will not be tolerated.
  - All allegations of bullying will be taken seriously and thoroughly investigated.
  - Making a false allegation that another student is being a bully is a form of bullying.

## *Conflicts*

Conflict is inevitable. Part of the learning process is learning how to work through conflict and CCS provides a safe place for children to work out their differences. This also follows the Matthew 18 principle. Of course, there are times when an adult needs to intervene. The following chart is a tool we use to help children learn when and why to reach out to an adult. We want to encourage children to reach out to adults when an intervention is needed, but we also want to help them process their motivation for telling and limit tattling.

### *The Difference Between Tattling and Telling<sup>1</sup>*

#### Tattling

- You want the other student to get in trouble
- You want the problem to get bigger
- You want everyone to know about the problem

#### Telling

- You believe you can't solve the problem by yourself and you need the help of an adult
- You want to right a wrong
- You want the problem to be resolved

There is a difference between student conflict and bullying. To help teachers, students, and parents discuss conflict and discern when conflict becomes bullying, we have adopted the following definition from The Charleston County School District.

“Bullying is defined as a deliberate, repeated act with intention to hurt, insult, or threaten another person. . . . Bullying consists of an imbalance of power.”

### *The Difference Between Conflict and Bullying<sup>2</sup>*

#### Conflict

- Occurs occasionally
- Accidental
- Occurs between friends and the friendship is valued
- Students make an effort to resolve the situation

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<sup>1</sup> Taken from *Queen Bees and Wannabes* by Rosalind Wiseman

<sup>2</sup> Taken from Charleston County School District; *Charleston County School District Elementary School Parent Resource Manual and Student Code of Conduct*, 2017-2018.

## Bullying

- Occurs repeatedly
- Intentional
- Occurs between a victim who is vulnerable and another who seeks power
- No effort to resolve the situation

## Other Campus Regulations

### *Electronics/Cell Phones/Toys*

CCS does not permit items from home that would cause a distraction or highlight social stratification. CCS has made every effort to provide the technology needed for a complete educational experience. It is not necessary for students to bring personal laptops or tablets. Students may bring e-readers like Kindles or Nooks, with the understanding that they are to be used for reading only. They will be confiscated if used for gaming or social media. Students with cell phones must keep them in their book bags. Students are not allowed to bring electronics/cell phones on school field trips (except for the 7th and 8th grade overnight trip). If a student uses a cell phone, it will be confiscated and parents will be responsible for collecting it. At the discretion of the homeroom teacher, students may bring games and card games to play with other students during recess. Please leave toys and stuffed animals at home. CCS is not responsible for the loss or damage of cell phones, electronics, or toys.

### *Litter*

CCS endeavors to be a school in which students, parents, and teachers take pride. For this reason, we ask everyone in the school community to be responsible for one's trash and pick up any litter found on the grounds.

### *Pets*

Special permission must be obtained from the Head of School if a student would like to bring a pet to school for show and tell.

## **Discipline Procedures**

Discipline is administered when an individual's action disrupts the learning environment. Often, disciplinary actions present an opportunity to address the heart of the matter.

When preventative classroom management (warnings, redirection, seat change) fail to change student conduct, the following steps will be taken:

- ❖ **Teacher conference with student or students**

- Teachers will review and clarify the problem. They will address the heart of the matter and help students plan to resolve the problem.
- Students will be encouraged to take ownership of the problem and not resort to blame-shifting.
- If necessary, teachers will inform students of specific consequences or limitations along with the length of time (ex. student must sit out of the first 10 minutes of recess).
- Parents will be notified of the behavior event via Parents Web and the event will be documented on Parents Web.

❖ **Head of School conference with student or students**

- If the teacher conference does not resolve the conflict, the student or students involved will be sent to conference with the Head of School.
- If the behavioral infraction is more severe or an ongoing pattern persists, the student or students may report directly to the Head of School for a conference instead of first conferencing with a teacher.
- Parents will receive a phone call from the Head of School if a student meets with the Head of School.
- The Head of School will keep a written anecdotal record of the conference.
- The Head of School will determine the appropriate consequence for the infraction.

❖ **Suspension**

- When previous disciplinary actions fail or if the behavioral infraction is more severe, a student will receive a suspension.
- Depending upon the severity of the situation, an in-school or out of school suspension will be given.

❖ **Expulsion**

- Intended as a last resort, students will be asked to leave the school if previous disciplinary actions remain unsuccessful or if a severe infraction takes place.
- The Head of School will make a decision regarding an expulsion after consulting with the teachers involved and the school board.
- The decision regarding expulsion is final.

## **Student Dress Code**

In order to cultivate a sense of seriousness regarding academic pursuit and in order to minimize the social stratification often highlighted by style and type of dress, CCS asks students to wear uniforms and adhere to a dress code.

Parents must purchase student uniforms from Reed's Uniform Company or by participating in the uniform swap.

### **Other Guidelines**

- Students must wear shoes that are safe for playground use. For this reason, flip flops, crocs, or sandals are not allowed.
- Students must tuck in their shirts.
- Students must wear a belt.
- Hats are not allowed.
- The only jackets/hoodies/fleeces allowed inside the school building are ones with a CCS logo.
- Students may not wear hoodies/fleeces outside if the temperature is above 75 degrees.
- Students may not wear the hoodie hoods inside the building.
- All clothing should be clean, in good condition, and properly sized.

### ***Gym Uniform***

Students in grades 5-8 may wear their gym uniform in place of their regular uniform in order to effectively participate in physical education class, or they may change for gym. All students must wear appropriate shoes on days when they have physical education class.

### ***Dress Down Days***

On occasion, students will have the option to participate in dress down days. On these days, jeans, khakis, capris, skirts, dresses, and casual pants may be worn along with casual shirts, sweaters, or sweatshirts. If students desire to wear shorts, they must wear uniform shorts (gym shorts or Reed's khaki shorts). Clothing must not have holes or bear any offensive message or image. Tight clothing like spandex and yoga pants are not allowed. Hats are not allowed in the building.

## **Technology Code of Conduct**

CCS provides Chromebooks for students to use during the school day. Students will receive a CCS gmail address, which is necessary for Chromebook use. Teachers will guide and direct activities and classwork which require the use of Chromebooks. Use of



Chromebooks is a privilege that may be revoked at any time if a student abuses the following guidelines:

- Students should not expect privacy. All personal files and emails are subject to inspection at any time.
- Internet access must be used for class studies only.
- Students must never access the internet without teacher supervision.
- Students must never share their personal information (passwords, address, phone number, photos, etc.)
- Students must immediately tell the teacher if they have a problem logging on ---- they must never attempt to fix the problem themselves.
- Students may not download software to Chromebooks.

### **Lunch and Snack**

CCS students bring their lunch or purchase lunches. We have a partnership with local restaurants and provide opportunities for students to have a hot lunch. In order to foster healthy lifestyles and create an alert learning environment, students are not allowed to bring soda to school. Students will not have access to a refrigerator or microwave. Please plan accordingly.

Teachers allow students to have a snack during class time at some point in the morning. Please provide a small nutritious snack for your child. Students will be asked to wait until lunch to eat sweets such as cookies and candy.

### **Athletics**

CCS is pleased to offer girls volleyball and boys basketball. Athletes must maintain a B average during the athletic season. Athletes must attend school on the day of a game in order to play.

## **V. COMMUNICATION**

CCS endeavors to communicate with families in a way that is timely and efficient.

### **Communication Between School & Families**

#### *Parents Web*

Parents Web is the main source for CCS internal communication. Parents are given access to Parents Web in order to view student behavior reports, progress reports, student report cards, and homework assignments. Parents Web is also the main way events, activities, and field trips are announced. CCS also uses Parents Web for

incidental billing (field trips, lunches, after school care, etc.). All incidental payments must be paid through Parents Web.

## **Communication Between Families & Teachers**

### *Contacting Teachers*

Please communicate with teachers via their CCS email address.

### *Conflict Resolution*

As a community that partners with the home and church, we endeavor to honor Christ in our words and in our relationships. We exhort community members to refrain from gossip and model the behavior you would like to see your children follow. Specifically, we encourage everyone to follow the Matthew 18 principle. When applied to CCS, this principle asks everyone to follow these steps:

- First, contact the teacher/staff member involved directly. Calmly and respectfully explain your concern.
- If the conflict is still not resolved after the first interaction, inform the teacher/staff member that you plan to talk to the Head of School.
- Set up a meeting with the Head of School.

### *Other Considerations*

- We suggest emailing the faculty/staff member with a *brief* description of your concern in order to schedule a meeting and give the faculty/staff member time to think about the concern. We also encourage this for documentation purposes. We encourage face to face meetings with teachers/staff members since much of communication is nonverbal and emails are often misinterpreted.
- Be mindful of your emotional state. Venting is easy, but not the best form of communication.
- Be willing to forgive and accept forgiveness so that relationships can be renewed and restored.
- Please do not involve other faculty members or parents unnecessarily.
- Please do not meet with the Head of School before addressing your concern to the faculty/staff member involved.
- If the conflict cannot be resolved after meeting with the teacher, meeting with the Head of School, and meeting with the teacher and the Head of School together, parents may request mediation.

## **VI. HEALTH & SAFETY**

### **Medical & Health Procedures**

#### *Illness*

For the health and safety of all students, please do not send your child to school with the following symptoms:

- Fever over 100 degrees (Please stay home 24 hours after fever breaks and without the use of fever reducing medicine.)
- Eyes that are red, swollen, and draining
- Diarrhea, nausea, or vomiting
- Head lice
- Any communicable disease

Please contact the school immediately in the event of a doctor-confirmed communicable disease. This will allow us to communicate an exposure notice to the school community so that everyone can take the proper precautions. (Names will be kept confidential.)

#### *Injury*

If a student gets hurt during the school day, the student will be sent to the office. A record of student injury is kept. The office will be able to provide band aids and ice packs. Parents will be notified if there is any injury to the head. Students are always allowed to contact their parents if they feel that they are not well enough to complete the school day.

#### *Medications*

Please notify the school office if your child needs to take any medication, long or short term. Proper authorization must be given by parents for students to take medicine at school. Specifically, parents must list medications, including over-the-counter medication, their children have permission to take at school on Parents Web. Students are allowed to take cough drops in class. All medication must be taken in the school office. This is for documentation purposes and for the safety of other children.

### **Nut Safety Policy**

Several CCS students have moderate to severe nut allergies. For this reason, we ask parents to avoid sending lunches, snacks, or candy bars that contain tree nuts or peanuts. This policy also pertains to food brought in for birthdays and holiday events. Students with a nut allergy must provide an epipen for the school. Epipens will be stored in the school office.

### **Immunization Record**

No student will be admitted without an immunization record or official waiver as required by the South Carolina Department of Health.

### **Safety & Emergency Procedures**

CCS makes every effort to keep your children safe during the school day. All of our exterior doors remain locked during the school day and are only accessible by key or code. CCS conducts regular safety drills throughout the school year as required by state law. These include, but are not limited to, fire drills and lockdown drills. CCS has consulted with the local police and fire officials in order to create an emergency plan that will be utilized in the case of an emergency.

## **VII. CCS COMMUNITY**

### **CCS Parent Teacher Fellowship**

The Charleston Christian School Parent Teacher Fellowship (CCS PTF) is our parent association whose purpose is to help build community within the school as well as support teachers and staff. All parents are welcome to join the association and attend meetings.

### **Birthday Parties**

At CCS we recognize student birthdays during Friday chapel. Students are welcome to celebrate their birthday (or half-birthday if summer birthday) at lunch during the school day. Please only bring in desserts or treats that are nut free. Please coordinate this with your child's teacher. We request that only birthday invitations that include the entire class (or entire class gender) be delivered during school. This is to help minimize distractions and hurt feelings that often arise if only some students are invited. Please contact individual families privately if the entire class is not invited.

## **VIII. FINANCIAL INFORMATION**

### **Tuition**

Kindergarten: \$6,200

First through Fifth: \$6,600

Sixth through Eighth: \$6,800

### **Payment Plans (FACTS)**

CCS partners with FACTS Management to provide various payment plans. Please note that FACTS management charges additional fees for their services.

- FACTS charges \$20 for tuition plans of 1 to 2 payments
- FACTS charges \$30 for plans of 3 or more payments
- Credit and debit card payments are subject to a 2.85% processing fee
- There is not a fee for payment plans using ACH

CCS does not take American Express.

### **Financial Aid**

CCS partners with FACTS Management in order to process financial aid applications. FACTS charges \$35 for this service.

### **Additional Incidental Fees**

Additional fees include field trips, lunch, and after school care. Families will be billed for incidental fees once a month through ParentsWeb. Fees must be paid through ParentsWeb. There is a processing charge for credit card payments. There is no additional charge for payments made using ACH.

### **Late Fees**

A \$20 late fee will be assessed on all late payments.

### **Enrollment**

Enrollment for next year will begin in February. There is an early enrollment rate, a regular enrollment rate, and a late enrollment rate. All families must enroll and pay the fee through ParentsWeb. The enrollment fee is per student.

### **Enrollment Contract**

Families who enroll for the upcoming school year will receive an enrollment contract that will be due before the end of the school year. CCS uses these contracts to finalize the upcoming year's budget and make important decisions including but not limited to teacher salaries/raises, increase in staffing, and larger purchases such as technology and equipment. Please give serious thought to your commitment to CCS before signing your contract.

Jesus exhorts his followers to let our “yes be yes” and our “no’, ‘no.” (Matthew 5:37 NKJV). Proverbs 20:25 states, “It is a trap to dedicate something rashly and only later to consider one’s vows,” (NIV).

### **Fundraising**

As a ministry, CCS depends on private funding for its existence. Tuition alone does not cover the full cost of operations. Raising money for the school helps us provide Christian education to as many families as possible. In order to focus CCS fundraising endeavors, all fundraising must be approved by the Head of School.