



CORNERSTONE

LIFE ACADEMY

JOSHUA 1:9

Registration Package 2017-2018

Use the following checklist to help you in the registration process:

- ◇ Application
- ◇ Emergency Pick-up Plan
- ◇ Medical form
- ◇ Payment Policy Agreement
- ◇ Handbook Policies Agreement
- ◇ Proof of Identity (if new enrollment)
- ◇ Updated Immunization Record (preschool)/School Entrance Health Form (K- 5th, if new enrollment)
- ◇ Custody Order (if applicable)
- ◇ Media Permission Slip
- ◇ Internet Consent Form (K-5th)
- ◇ Tuition and Fees

All required documentation for each student must be turned into CLA office by the *first day of school* for that student.

Cornerstone Life Academy

Location: 56 McWhirt Loop, Fredericksburg, VA 22406

Phone number: (540) 374-1876

Web site: www.cssbchurch.org

E-mail: cla@cssbchurch.org

CORNERSTONE LIFE ACADEMY
EMERGENCY PICK-UP PLAN

This emergency pick-up plan is to be used when a student needs to be picked up from CLA under exceptional circumstances; illness, injury, unscheduled early dismissals due to weather or other emergency, etc. Please list additional adults who may come for your child. Photo identification will be requested.

Child _____ Home phone _____

Child's address _____ Zip _____

Parent/guardian to contact _____

Home Phone _____ Work Phone _____

Cell Phone _____

I, (parent/guardian) _____ give the following adults permission to come for my child/children:

Name _____ Phone _____

Address _____

Relationship to child: _____

Name _____ Phone _____

Address _____

Relationship to child: _____

Name _____ Phone _____

Address _____

Relationship to child: _____

Parent/guardian signature

Date

CORNERSTONE LIFE ACADEMY
MEDICAL FORM

Child's Name _____ Gender _____
DOB _____

Name of parent/guardian _____

Home address _____ Phone _____

Father's employer, address, and phone number

Mother's employer, address, and phone number

Child's physician _____ Phone _____
Physician's address _____

Medical insurance _____ Policy # _____
Insurance address and phone number

Medical conditions and/or allergies _____

Medications taken regularly _____

The parent/guardian authorizes CORNERSTONE LIFE ACADEMY to obtain immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of medications to his/her child if an emergency occurs when he/she cannot be reached immediately.

It is also understood that this agreement covers only emergency situations; parent/guardian will be contacted as soon as possible.

I/We (parent/guardian) will be responsible for payment of medical care expenses.

Signature of parent/guardian _____

Date _____

CORNERSTONE LIFE ACADEMY
PAYMENT POLICY AGREEMENT

1. The annual non-refundable registration fee per student is due upon registration.
2. First month tuition and fees are due before the student's first day of school. (This does not apply to elementary school payment plans, which follow a set schedule of payment.)
3. All tuition is due on the 1st of each month and must be paid by the 10th of each month. This does not apply to accounts paid in full at the beginning of the school year.
4. Any account that is not paid in full by the 10th of each month will be charged a \$25.00 late fee.
5. Accounts that show a pattern of delinquent payments are cause for disenrollment.
6. Payments can be made in the form of cash, personal checks or money orders. Checks are to be made payable to CORNERSTONE CHURCH. If you wish to pay by Electronic Transfer please contact CLA office.
7. A returned check marked for insufficient funds will be charged \$25.00.
8. There is no reduction of tuition/fees due to illness, vacation, scheduled holidays or unscheduled school closings or delays.
9. Late pick up fee per preschool child: You are considered late at 12:31p.m. Late pick-up fees will be assessed at a rate of \$1 per minute to be *paid within 5 business days*. Fees accrued in *May are due within 2 business days*. Students using Extended Care are to be picked up promptly at 3:00 p.m.; late fees will begin at 3:06 p.m.
10. Late fee per elementary student: You are considered late at 3:11 p.m. and will be charged at a rate of \$1 per minute to be *paid within 5 business days*. Fees accrued in *June are due within 2 business days*.
11. If any balance is carried over to the next month, payments made will be applied to that balance first. This does not apply to accounts paid in full at the beginning of the school year.
12. Parent/guardian is to notify the school office in writing, two weeks prior to the withdrawal of their child from the school. There will be no refunds for early withdrawals.

If you have any questions about your account, please call the school office at 540-374-1876.

I hereby certify that I have read, understand, and agree to the terms and conditions of the CLA payment policy.

Child/Children enrolled _____

Signature _____ Date _____

CORNERSTONE LIFE ACADEMY
HANDBOOK POLICIES AGREEMENT

In order to assure that parents clearly understand the procedures and policies of Cornerstone Life Academy, we ask all parents to read the following highlights of the CLA Handbook. By your signature, you acknowledge your acceptance of these policies and procedures.

Cornerstone Life Academy admits children of any race, color, and national or ethnic origin.

- Parents are responsible for payment of fees on time. Tuition is due on the 1st of each month and must be paid by the 10th of each month. A late fee of \$25.00 will be added on the 11th of each month.
- There is no reduction of tuition/fees for absences, vacation or inclement weather delays/closures except in the case of an extended illness of the student. The school office should be notified if such a condition occurs.
- All required documentation and required fees for each child must be turned in to the school office by the **first day of school** for that child. Failure to do so may result in disenrollment.
- Parents should keep their child home if they display the following conditions: having a yellowish-greenish mucous discharge, “pink eye”, fever, diarrhea, or vomiting.
- Parents need to inform the school office of changes in address, phone numbers, employment locations, emergency information, custody orders, or any changes in family situations.
- Students should be dropped off at school no earlier than 8:05 a.m. (elementary grades and early drop off) or 9:05 a.m. (preschool). Correct drop off procedure should be followed at all times (please refer to the Handbook for details). At pick up time, the parent, or a designated adult, will pick up their child following proper pick up procedures (refer to Handbook). Parents or guardians are responsible for the complete supervision of their children prior to morning drop-off and after dismissal.
- Parents are considered late at 12:31 p.m. preschool /3:06 extended care and 3:11 p.m. elementary. Late fees are assessed at a rate of \$1 per minute. Habitual tardiness may result in dismissal from the program.
- Detention served for unexcused morning tardies and uniform violations will include an automatic \$10 detention fee.
- Students should bring a healthy snack, book bag, change of clothes (preschool) and lunch and water (elementary) every day.
- Preschool dress code- Children should wear simple, sturdy clothing, free of complicated fastenings to promote self-help/dressing skills. They are to wear *rubber-soled, closed toe and closed heel shoes* that cover and protect their feet and will not slip off. Flip flops/sandals are not allowed.
Elementary dress code- approved uniforms are to be worn. Please refer to the Handbook for details.
- CLA office is to be notified in writing when a child is to be withdrawn from school. There will be no refunds for early withdrawals.
- Any breach or disregard of ANY school policy may result in dismissal.
- CLA is not available to accommodate students with developmental disabilities, to include IEP's.

I, _____, agree to abide by the rules and regulations set forth in the Parent/Student Handbook.

Child enrolled _____

Parent/Guardian signature _____ Date _____

Cornerstone Life Academy

MEDIA PERMISSION SLIP

Date

I, _____, give permission to

Cornerstone Life Academy

to make or use pictures, slides, digital images, or other reproductions of my minor child _____, or of materials owned by my child, and to put the finished pictures, slides, or images to use without compensation in productions, publications, on the web, or other printed or electronic materials related to the role and function of Cornerstone Life Academy.

Address Street, City, State, ZIP

Signature



Telephone No.

INTERNET Consent and Waiver Form

Cornerstone Life Academy recognizes the benefits from accessing the Internet as both an information resource and an opportunity for communication. CLA is also aware of the disadvantages and dangers of access to the Internet. CLA also believes that it is ultimately the parent(s) and /or guardian(s) of the student who are responsible for setting standards of conduct and behavior for their children to follow. Cornerstone Life Academy both respects and supports each parent(s)'s and/or guardian(s)'s right to decide whether their child is allowed access to the Internet or not.

It is the intent of Cornerstone Life Academy to make the Internet and on-line services available during instructional time at school, to further educational objectives and goals. Our school will make every effort to keep your child safe from illegal or offensive materials, but we cannot control the information which circulates through the Internet.

Your child will have personal supervised access to the Internet and some Internet information may be shown to the entire class. All of the Internet and other on-line services as well as all other computer use will be under the teacher's supervision in charge of the lesson being taught. No chat room or social media will be allowed to be visited by students, nor are any personal student e-mail accounts allowed.

Internet or other on-line service use and computer access are used solely for the support of educational goals and objectives.

By signing the Consent and Waiver form, my parent(s) or guardian(s) and I have discussed and agree to the following:

1. I will use the computers at school, including Internet access, only under my teacher's supervision.
2. I will follow the rules of network etiquette that have been explained by my teachers.
3. I will not share any personal information such as my name, age, my home address or phone number with anyone on the Internet.
4. I will print only when I am permitted.
5. I will not use unauthorized chat areas, unauthorized external drives, unauthorized CDs, download games, or download any other files to the hard drives of the school computers.
6. Parent(s) or guardian(s) shall be responsible for damages, losses, or costs incurred to the school relating to or arising from any violation of the rules committed by your child.

After reviewing the following page, sign and return to the school. Thank you.

STUDENT

I have discussed the Consent and Waiver Form with my parent(s) and/or guardian(s) for the use of network and computer services at the school. I will use these services only under teacher supervision or direction.

Student Name (please print) _____

Student Signature _____ Date _____

PARENT OR GUARDIAN

As the parent/guardian of _____ (child's name), I have read the Consent and Waiver Form for the use of network and computer services at CLA and I have discussed this with my child. I understand that this access is for educational use only and it is the responsibility of my child to restrict use for the stated purposes of the lesson and projects assigned by the teacher. I also accept full responsibility for supervision, if and when my child's use of these services is in a setting other than the school. By signing this, I give my permission for my child to use the network and computer services at school.

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____ Date _____

- NO, I do not give permission for my child to access the Internet during instructional time at school. By making this decision, I understand that my child may receive an alternative assignment during computer usage time. The assignment will provide instruction in the same subject matter and will provide the same grading opportunity as the assignment missed.