

CORNERSTONE CHRISTIAN ACADEMY

355 N. CROSS STREET
SYCAMORE, IL 60178
PHONE: (815) 895-8522 FAX: (815) 895-8717



- Christ-centered •
- Committed to Academic Excellence •
- Non-denominational •

APPLICATION AND ENROLLMENT PROCEDURES

Cornerstone Christian Academy (CCA) has established the following procedures for new family enrollment.

STEP 1: _____

SUBMIT APPLICATION & MAKE APPOINTMENT FOR PARENTAL INTERVIEW WITH THE PRINCIPAL

Complete the attached application for enrollment and deliver to the school office with a \$35 application fee. This fee is non-refundable. As stated in our statement of purpose, CCA perceives its role as a support to parents in the education and nurturing of their children. Accordingly, an important step in the enrollment process is to evaluate parents' commitment to their children and the school and to identify a lifestyle consistent with the philosophy and purpose of CCA. **Also, a review of your child's records from their previous school will be done, if applicable.** Junior high through high school students will be required to complete a Student Admission Essay Form. *Children who have graduated from CCA's preschool program will not need to schedule an appointment unless desired by the parents.*

STEP 2: _____

TEACHER EVALUATION

A teacher evaluation will be scheduled once the completed application has been received and processed. Students are evaluated to determine their readiness to enter the grade level for which they have applied. *Children who have graduated from CCA's preschool program will not need an additional evaluation.*

STEP 3: _____

DEPOSIT

Anyone wishing to hold a position for their child in a class is required to submit a \$250.00 deposit and **must choose** a payment option (see Tuition) before being placed on a class list. Upon acceptance, this is applied toward tuition. **This fee is non-refundable, except in the event in which a student does not meet our criteria for enrollment.**

STEP 4: _____

TUITION

Information about tuition and payment options is included in the enrollment packet. Arrangements should be made with the Financial Secretary. There is a 24-student limit on class size. After reaching an absolute maximum of 24 students, those wishing to enroll will be put on a waiting list until enough sign up to open a second classroom. No refunds of tuition will be made after the first quarter.



CORNERSTONE CHRISTIAN ACADEMY
355 North Cross Street, Sycamore, IL 60178
(815) 895-8522

Tom Olmstead, Administrator/K-6 Principal
Drew Whitfield, 7-12 Principal

APPLICATION FOR ENROLLMENT

Non-discrimination Statement

Cornerstone Christian Academy (CCA) admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to CCA students. We do not discriminate on the basis of race, color, nationality or ethnic origin in the administration of our educational policies, admissions procedures, special assistance programs, athletic and other school-administrated programs. The CCA Board of Directors reserves the right to deny admission to any individual who, in the opinion of the Board, cannot benefit by the experience based on past academic achievement or whose personal life style is not in harmony with the stated philosophy and purpose of Cornerstone Christian Academy.

Date: _____ Social Security Number: _____
Student: _____ Sex: _____
Home Address: _____
Phone: _____ Age: _____ Date of birth: _____
Place of birth: _____ Grade applied for: _____
School last attended: _____ Phone: _____
Address of school: _____

Student Statement:

Must be signed by each student who is applying for enrollment.

I have read and I understand the standards of conduct for Cornerstone Christian Academy and while enrolled in Cornerstone Christian Academy agree to cooperate with these standards to the fullest extent.

Signature of student

How did you hear about Cornerstone Christian Academy? Please circle.

Radio Ad	Newspaper Ad	Church	Open House	Word of mouth	CCA Family
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Other (please specify) _____

FAMILY INFORMATION

Father:

Name: _____
Address: _____
Cell: _____ Home Phone: _____ Email: _____

Marital Status:

Married: _____ Separated: _____ Widow: _____ Divorced: _____
Remarried: _____ Single: _____

If divorced or separated, indicate custody arrangement:

Mother: _____ Father: _____ Joint: _____

Place of Employment/Occupation:

Phone: () _____

Mother:

Name: _____
Address: _____
Cell: _____ Home Phone: _____ Email: _____

Marital Status:

Married: _____ Separated: _____ Widow: _____ Divorced: _____
Remarried: _____ Single: _____

Place of Employment/Occupation:

Phone: () _____

Other children in family:

Name: _____ Age: _____ School: _____
Name: _____ Age: _____ School: _____
Name: _____ Age: _____ School: _____

Emergency Contact:

Name: _____
Address: _____
Cell: _____ Home Phone: _____ Relationship to student: _____

EXTENDED CARE/MISC

Extended Care is available from 6:30am until school begins at 8:00am and after school from 3:30pm until 6:00pm. The cost is \$3.50 per hour and billed once a month. A late fee will be assessed for every 15 min after 6:00pm.

Please indicate the e-mail address where the billing for Extended Care and any miscellaneous items may be sent. E-mail: _____

If you do not have access to e-mail or wish to receive a paper bill indicate by writing "send paper bill."

Parental Statement

We understand that enrollment in Cornerstone Christian Academy is not a right but a privilege, and do affirm that we believe discipline is necessary for the welfare of each student, as well as for the entire school. Therefore, if enrollment is granted, we hereby give permission for our child's teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We agree to support the teaching of CCA's Philosophy of Education and Statement of Faith.

We will uphold the authority of the teachers and staff of Cornerstone Christian Academy, and in the event that we cannot cooperate fully in disciplinary matters, or if for disciplinary reasons the school must expel our child, we will forfeit all tuition paid.

We understand that we will cover any cost incurred, through our own insurance or other means, from any injuries received on Cornerstone Christian Academy property.

Textbooks are issued each school year to the student. They will be returned in the same condition as when issued, allowing for normal wear. If a book is lost or damaged, it is understood that we will pay for that book.

Signature of Father

Date

Signature of Mother

Date

STUDENT INFORMATION

The following information is a necessary part of the enrollment process. Enrollment is not based strictly on your responses. All information provided is held in strictest confidence and is used in order that we may better serve the student and family.

If student has repeated or skipped any grade, state grade and reason.

Has the student ever had disciplinary difficulty in school? If yes, please state reason.

Has the student ever been suspended or expelled from school? If yes, please state reason.

Indicate mental, emotional or special physical disabilities that may affect the student's activities or progress. (Reply will be held in strictest confidence by staff).

List special interests or hobbies of the student: _____

To be completed by father:

Do you want your child to attend CCA? _____

What are your priorities regarding your child's education?

What do you want your child taught about God? _____

Church attending: _____ Member: _____

Address: _____

Pastor: _____

To be completed by mother:

Do you want your child to attend CCA? _____

What are your priorities regarding your child's education?

What do you want your child taught about God? _____

Church attending: _____ Member: _____

Address: _____

Pastor: _____

My child has my permission to take an aspirin-free pain reliever. _____ Yes _____ No

Parent(s)/Guardian(s) _____

MISSION STATEMENT

The mission of Cornerstone Christian Academy is to provide for each student a comprehensive education, which is based on God's truth, while building stronger relationships among parents, staff, and students.

VISION STATEMENT

The vision of Cornerstone Christian Academy is to raise up effective leaders of godly character who will blend academic achievement and biblical truth to influence society for the glory of God.

STATEMENT OF FAITH

There is only one God externally existing in three persons - the Father, the Son, and the Holy Spirit. The Holy Scriptures are inspired by God and are our only infallible rule of faith and practice. Jesus Christ died, shedding his blood for our sins, and was bodily raised from the dead for our justification. He will return visibly and bodily with power in accordance with prophetic Scripture. Man is by nature and practice a sinner separated from God and can become God's child only by faith in Jesus Christ as personal Lord and Savior. Those who are thus born into God's family have eternal life in the presence of God, and those who are not remain eternally separated from God in spiritual death. The Holy Spirit lives in the believer and enables him to walk in purity of life and submission to the will of God. All believers are united in the body of Christ.

PHILOSOPHY OF EDUCATION

1. God can be known properly only as He reveals Himself in His Word and through the Holy Spirit. Therefore, a daily period is devoted to prayer, worship, and Bible study. Important goals of Christian education are designed to help the student know Jesus Christ as Lord and Savior and develop Christian values and thought patterns.
2. Since all truth is God's truth, all subjects are taught in conformity to the Word of God (Col. 3:17).
3. Christian moral training is needed in order to build godly character in our children. Through discipline and counseling the school helps the student to see himself as God sees him; to submit to God-ordained authority, and to do God's will and bring glory to Him.
4. Children are unique and loved by God. The value of each student is expressed in an atmosphere of loving concern. Children are also encouraged to show respect, kindness, and love in their relationships with others.
5. CCA is committed to an academic standard, which necessitates the students' mastery of the skills and knowledge needed for life and work. Small classes allow teachers to give individual attention, to praise and to help students. Traditional teaching methods are utilized. We wish that the students receive the best of western tradition, learn it and preserve it for future generations.
6. Teachers bring the educational philosophy of the school to life at CCA. Each one is personally committed to Jesus Christ as Lord and Savior, dedicated to the Christian view of life and education, and aware of his influence upon the students.
7. Parents and teachers form a team, which educates the child in mind and heart. The Bible teaches that parents are ultimately held responsible for their child's education (Deuteronomy 6:19 and Ephesians 6:1-4). CCA continues the biblical training which the parents have already begun. CCA supports and teaches respect for the family and parental authority.

STANDARDS OF CONDUCT

Education is the primary mission of a school. All of Cornerstone Christian Academy's teachers recognize that the conduct of students in the classroom affects behavior outside of the classroom. With that in mind, all teachers explain and disseminate aspects of classroom behavior. They address punctuality, good homework habits, appropriate behavior, acceptable work, preparedness, and general citizenship.

Discipline is positive, loving, intentional, and assertive. Discipline is not controlling, loveless, angry, spiteful, or impulsive. Discipline is based on Biblical principles like those that follow.

DOING YOUR VERY BEST

"Serve wholeheartedly, as if you were serving the Lord, not men..." (Col. 3:21).

Building up and encouraging one another: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." (Eph. 4:29). "Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving." (Eph. 5:4).

Gentleness, quietness, and meekness: "Make it your ambition to lead a quiet life, to mind your own business..." (1 Thess. 4:11a).

Obedience and respect for authority: “Obey your earthly masters in everything, and do it not only when their eye is on you and to win their favor, but with sincerity of heart and reverence for the Lord.” (Col. 3:22).

Complaining, murmuring, arguing: “Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.” (Phil. 2:14-15).

DISCIPLINARY ACTION

Disciplinary action can be summarized in five steps:

1. Reprimand by the teacher.
2. Demerit.
3. After-school detention.
4. Suspension.
5. Expulsion.

To assure that learning is not interrupted by behavioral disruptions, the Academy enforces a policy of demerits and after-school detention. The goal is to work with parents to reinforce and support agreed-upon standards of courtesy, respect, and behavior which are important aspects of a child’s education, and to prevent the loss of valuable instructional time.

The maintenance of an orderly classroom is essential to learning, and the policy of demerits and detention reflects the Cornerstone Christian Academy educational philosophy.

Detentions are assigned after the second demerit is given in a nine-week marking period. Students receiving a detention must be sent to the office. One-hour detention periods are held after school on Tuesdays. The teacher informs the parent that a detention is required. Parents are expected to arrange student transportation home.

Infractions that result in a demerit and/or a detention include the following:

1. Being disrespectful to a teacher, peer, visitor, or school property.
2. Fighting or roughhousing physically or verbally.
3. Exhibiting inappropriate behavior.
4. Cheating.
5. Possession of a dangerous object.
6. Unauthorized possession of radios, tape recorders, games, tapes, comic books, magazines, and paperback books. Confiscated items will be held until the parent comes to the school and obtains them for his/her child, or until the last day of school.
7. Being unprepared for class.
8. Being unprepared for PE, Music, or Art.
9. Violating the dress code.
10. Destruction of school property, which will result in a demerit or detention. The student is responsible for the replacement cost of the item.

Students required to serve an after-school detention may be asked to do a variety of tasks, from the menial to the mental, depending on the offense.

Suspending a student from school is reserved for the most serious offenses or the most constant misbehavior. It is instituted at the request of the principal in consultation with the appropriate teacher (s) and Parent (s). After a student has served three after-school detentions, suspension may be recommended. Suspended students are expected to keep up with their schoolwork. A suspended student will receive zeroes for test and quizzes missed during the suspension period. Standards for return will be drafted at the start of the suspension period.

Cornerstone Christian Academy enrolls students judged to be civilized and cooperative. If, as enrollment progresses, a student cannot or will not abide by the rules, that student may be expelled. After consultation with parents, student, and involved faculty, the principal can acknowledge that all other corrective avenues have been exhausted and expel the student.

Please include addresses of grandparents, friends, etc. that you wish to receive a copy of the CCA newsletter and special invitations to events such as Grandparents Day and to acknowledge major events such as birthdays and anniversaries.

NAME _____
ADDRESS: _____
PHONE: _____
EMAIL: _____
OCCUPATION: _____
BIRTHDAY: _____ **ANNIVERSARY:** _____

RELATIONSHIP TO STUDENT:

GRANDPARENT EXT. FAMILY FAMILY FRIEND

NAME _____
ADDRESS: _____
PHONE: _____
EMAIL: _____
OCCUPATION: _____
BIRTHDAY: _____ **ANNIVERSARY:** _____

RELATIONSHIP TO STUDENT:

GRANDPARENT EXT. FAMILY FAMILY FRIEND

NAME _____
ADDRESS: _____
PHONE: _____
EMAIL: _____
OCCUPATION: _____
BIRTHDAY: _____ **ANNIVERSARY:** _____

RELATIONSHIP TO STUDENT:

GRANDPARENT EXT. FAMILY FAMILY FRIEND

NAME _____
ADDRESS: _____
PHONE: _____
EMAIL: _____
OCCUPATION: _____
BIRTHDAY: _____ **ANNIVERSARY:** _____

RELATIONSHIP TO STUDENT:

GRANDPARENT EXT. FAMILY FAMILY FRIEND

Cornerstone Christian Academy
K – 12th Grade
Tuition and Fee Schedule
2007/2008 School Year

TUITION (includes curriculum):

HALF-DAY KINDERGARTEN	\$2975.00
KINDERGARTEN	\$4335.00
GRADES 1-8	\$4335.00
GRADES 9-12	\$4995.00

1. A **\$35.00 enrollment fee** is required of all students applying to Cornerstone Christian Academy. **This fee is non-refundable.**
2. A **\$35 re-enrollment fee (maximum \$75 per family)** is required for each student returning for the 2006/2007 school year. **In order to ensure adequate planning for staff and curriculum supplies, the re-enrollment fee after June 1, 2007 will be \$70 per student (maximum \$150 per family).**
3. Subject to acceptance, a non-refundable \$250 deposit (applied toward tuition) guarantees student's place for the fall.
4. Students in grades kindergarten and first will have a additional charge for school supplies. Students in grades 7th – 8th will have an additional charge for their annual field trip to Timberlee in the spring, which will be billed in December.
5. There will be an additional fee for international students which will be charged towards tuition. Please contact the school office regarding this fee. There is also an additional housing fee of \$1300/month which will include transportation, housing expenses, and food. Fees such as field trips, athletic fees, school lunch expenses, etc. are additional.

AVAILABLE DISCOUNTS:

Multi-child Discount:

Second Child	5%
Third Child	10%
Fourth Child	15%

For each additional child there will be a 5% discount

Early Pay Discount:

Pay in full by March 1st - \$100 discount + enrollment fee waived per student

Pay in full by April 1st - \$100.00 discount per student

Pay in full by June 1st - \$50.00 discount per student

Pastoral Discount:

20% per child

Tuition is due in full by August 15, 2007 unless a payment plan has been arranged.

No refunds of tuition will be made for any reason after the 1st quarter.

We encourage you to explore payment plans offered by Cornerstone. Applications for payment plans are available in the office. If you have any questions about one of our defined payment plans, please do not hesitate to contact our financial secretary at
(815) 895-8522.

Cornerstone Christian Academy accepts MASTER CARD/VISA/DISCOVER

PAYMENT PLANS

PRESCHOOL

Parents of preschool children may choose to pay by filling out the Tuition Payment Form and choosing any of the following options. There are no additional payment plan fees.

Monthly	August through May
Monthly	August through April
Monthly	August through December
Semi-annual	August and December

There are 36 weeks in the school year and the annual cost is 9 times the monthly fee for the number of days your child attends. There is an additional annual fee of \$35.00 per student with a maximum fee of \$75.00 per family.

Half-Day Program: 8:30 am – 11:30 am

Two Days:	\$ 99.00 per month
Three Days:	\$149.00 per month
Four Days:	\$197.00 per month
Five Days:	\$246.00 per month

Full-Day Program: 8:30 am – 3:00 pm

Two Days:	\$246.00 per month
Three Days:	\$353.00 per month
Four Days:	\$450.00 per month
Five Days:	\$550.00 per month

K-12th Grade

Parents of K-12 students may choose to pay by filling out the Tuition Payment Form and choosing any of the following options. See available discounts on tuition and fee schedule.

Monthly	August through January	\$150.00 fee added
Monthly	August through December	\$125.00 fee added
Semi-annual	August and December	\$ 50.00 fee added
Pay in full	by August 15	No additional fee

Please note that your child will not be added to the class list until a payment option has been chosen.

EXTENDED CARE/MISC

Extended Care is available from 6:30am until school begins and after school until 6:00pm. The cost is \$4.00 per hour and billed once a month. A late fee will be assessed for every 15 min after 6:00pm.