



## GENERAL POLICY STATEMENT 2024-2025

*Please refer to the Parent-Student Handbook for detailed guidelines.*

### 1. ADMISSION

The school does not discriminate on the basis of race, color, nationality, and/or ethnic origin in the administration of educational policies and practices. Admission is based on, but not limited to, the following factors: space availability, report cards, school records, test scores, teacher evaluations, entrance exam, behavior/conduct, and participation in religious activities.

Applications are accepted for children entering Kindergarten through Eighth Grade. The following documents are required: *(Records will be automatically transferred for students transitioning from Wooden Shoe Preschool)*

- birth certificate
- health/immunization record
- request for school records (except students entering Kindergarten)
- non-refundable and non-transferable registration fee

Upon entering **Kindergarten, students must be five (5) years of age and First Grade must be six (6) years of age on or before September 2<sup>nd</sup> of the current school year.** Students with “late” birthdays (born after September 1<sup>st</sup> and before December 2<sup>nd</sup>) will be admitted to our Junior Kinder Preschool Program. We will only accept or advance students if he/she is academically and socially ready for the challenge. This modification is to benefit and promote optimal school experience for our young students. Other schools may not accept or honor credits for kindergarten for students with “late” birthdays advancing into first grade. Consideration for acceptance requires students to take an entrance exam with one of our assigned teachers and receive a passing score. Behavior and conduct during the entrance exam will also be taken into consideration for acceptance. The administration may require an interview with the prospective parent/guardian and the student.

### **IEP/Special Education**

Glenoaks Christian Schools does not have special programs and resource staff for special education or students with IEP and therefore may not be able to fully accommodate students with special needs. Parents are required and assume full responsibility to provide the school with copies of IEP and disclose all psychological/psychiatric counseling prescribed as well as all disciplinary actions (suspension and expulsion) imposed from previous school(s). Glenoaks Christian Schools holds the absolute right to deny admission or terminate currently enrolled students if parents/guardians fail to follow this admission policy at the sole discretion of the school.

### **Immunizations**

New students must submit a record that includes the month and year of the following immunizations:

- |                                       |         |
|---------------------------------------|---------|
| ○ Polio                               | 4 doses |
| ○ DTP/DtaP/DT/Td2                     | 5 doses |
| ○ MMR                                 | 2 doses |
| ○ Hepatitis B                         | 3 doses |
| ○ Varicella ( <i>Chicken Pox</i> )    | 2 doses |
| ○ Tdap Booster ( <i>7th graders</i> ) | 1 dose  |



# GLENOAKS CHRISTIAN SCHOOLS

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## 2. TUITION & FEES

### Registration

Each year, all students currently enrolled must re-register for the following school year. Starting this year we will introduce automatic re-enrollment. Your student will be re-enrolled for the following school year unless opted out in writing to the office. Registration payments for the following year will be divided and applied to your FACTS tuition payments in February, March, April & May. **Registration fees are non-transferable nor refundable.**

### Kinder - 5th Grade

- **\$600** - Early Bird Discount (*Before April 30th, 2024*)
- **\$800** - Regular Registration (*After April 30th, 2024*)

### 6th Grade - 8th Grade

- **\$800** - Early Bird Discount (*Before April 30th, 2024*)
- **\$1,000** - Regular Registration (*After April 30th, 2024*)

### Tuition

The school reserves the right to cancel enrollment of a student(s) for unpaid tuition effective the first day of the following month. Tuition is due by the first (1<sup>st</sup>) of every month and late fee(s) will be applied after the fifth (5<sup>th</sup>) of each month.

<b>Kinder - 5th Tuition</b>	<b>Annual Tuition</b>	<b>10 Month Payment</b>	<b>11 Month Payment</b>		<b>6th - 8th Tuition</b>	<b>Annual Tuition</b>	<b>10 Month Payment</b>	<b>11 Month Payment</b>
<b>1<sup>st</sup> Child</b>	\$8,000	\$800	\$728		<b>1<sup>st</sup> Child</b>	\$8,500	\$850	\$773
<b>2<sup>nd</sup> Child</b>	\$7,000	\$700	\$637		<b>2<sup>nd</sup> Child</b>	\$7,500	\$750	\$682
<b>3<sup>rd</sup> Child</b>	\$6,000	\$600	\$546		<b>3<sup>rd</sup> Child</b>	\$6,500	\$650	\$591

- Tuition paid in full by July 31<sup>st</sup> will receive \$200 off the annual rate.
- Every **NEW** student is required to take a mandatory entrance exam and schedule an interview with the principal before registering. *Students transitioning from Wooden Shoe Preschool will be exempted.* A reservation is required and an additional fee of **\$50** will apply. **This fee is non-transferable nor refundable.**
- Field trips and other extra supplies needed for specific grades and classes will be available at an additional cost to each student.

## 3. FACTS

All students must be set up for FACTS. FACTS is a system that automatically withdraws tuition, daycare, and extracurricular classes from your bank account. FACTS Tuition Management requires you set up an account and pay an annual set-up fee of \$48. *Set-up fee may change without prior notice.*

## 4. INSUFFICIENT FUNDS & LATE PAYMENTS:

If your funds are returned from the bank or your tuition/daycare payment is late, you will be charged a \$35 fee. If your fee is not received within one month from the date payment was due, it will become a \$50 fee and if your fee is still not received within two months, it will become a \$100 fee plus other restrictions.

## 5. MANDATORY SERVICE HOURS

Each family is obligated to **volunteer fifteen (15) service hours** during this school year. Volunteers must check in at the office and have approval 24 hours in advance. If service hours are not fulfilled by 4:00 p.m. on May 30, 2025, there will be a charge of \$20 per hour billed to your account.

## 6. FUNDRAISING

A fundraising commitment of **\$600** is required yearly. 100% of your fundraising amount will be credited. All families must comply with the fundraising agenda by 4:00 p.m. on May 30, 2025, and any unpaid balances will result in additional charges billed to your account. You also have an option to pay out your fundraising requirements for **\$400**. The payment needs to be made in full by September 6<sup>th</sup>, 2024 (4p.m.).

## 7. DRESS CODE VIOLATION

Students at Glenoaks Christian Elementary must be in proper uniform, except on the student's birthday or with a Free Dress Pass on Friday's. Students will receive 3 warnings when out of dress code. After the 3<sup>rd</sup> violation throughout the entire school year, you will be charged \$5 for each violation thereafter.



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The emblem used for Glenoaks Christian Schools is a registered trademark of The United Methodist Church and cannot be used without permission. Free Dress Passes can be purchased in the office for \$2 each and used on Friday's only.

## 8. CHILD PICK UP

A written consent must be submitted for all persons authorized to pick up your child from school. The school cannot release any child to an unauthorized person under any circumstances. Students are not permitted to walk home alone. If the child is not picked up from school on time, they will be taken to daycare. Emergency after school daycare is available at the rate of \$10 per hour. Any child picked up after 6:00 p.m. will be charged \$2 per minute. If daycare is needed on a regular basis, please see Daycare Service below for a discounted rate.

## 9. TARDIES & TRUANCY

Students are considered tardy after 8:30 a.m. Students will receive 5 warnings per semester, after the 5<sup>th</sup> tardy you will be charged \$5 for each additional tardy. Social services can be contacted if the child is absent for more than three (3) days without any notice. A doctor's note must be submitted when the child is absent for more than three days due to illness. Students should not exceed 18 absences per school year, excessive absences may be cause for dismissal from school or grade retention. Please refer to the Parent-Student Handbook for details.

## 10. CONDUCT & BEHAVIOR

We expect every student, parent, and guardian to practice good citizenship and Christian values while they are on campus (including the parking lot). Please be respectful to one another and understand that your behavior sets an ultimate example for all children. Gossip, bad language, argumentative tone of voice or behavior, and/or any act of aggression will not be tolerated. The school reserves the right to cancel enrollment at any time if proper behavior is not maintained. *Any payments collected will be non-transferable nor refundable.*

## 11. WITHDRAWAL

If for any reason you need to withdraw your child from Glenoaks Christian Schools, **a written letter** is required giving Glenoaks Christian Schools thirty (30) days notice. If this procedure is not followed, you will be accountable for the next month's tuition.

## 12. LUNCH PROGRAM

We offer an optional healthy hot lunch program for our students Monday through Friday from a company called "Gardenia Market & Deli". Orders must be placed and paid for online via [mealmanage.com](http://mealmanage.com). If your child is absent and lunch needs to be canceled, it is the parent's responsibility to notify Gardenia Market & Deli directly before 8:00am or your lunch credit will be forfeited. Emergency Hot Lunch is available for **\$10** per lunch by contacting the school office on the day it is needed and paying upon pick-up of your child.

## 13. DAYCARE SERVICE

Daycare is offered as a safe environment for children to complete school assignments and interact with friends before and after school. Daycare is available to students of all grades on an as needed basis for \$10 per hour or you can enroll in a monthly program by choosing one of the following options:

Enrolled Daycare	<b>5 Days/Week (Full)</b> 7:00 a.m. – 8:30 a.m. <i>and</i> 3:15 p.m. – 6:00 p.m.	<b>5 Days/Week (Limited)</b> 7:00 a.m. – 8:30 a.m. <i>and</i> 3:15 p.m. – <b>4:10 p.m.</b>	<b>2 Days/Week</b> 7:00 a.m. – 8:30 a.m. <i>and</i> 3:15 p.m. – 6:00 p.m.	<b>Morning Only</b> 7:00 a.m. – 8:30 a.m.
<b>1<sup>st</sup> Child</b>	\$200/month	\$100/month	\$100/month	\$50/month
<b>2<sup>nd</sup> Child</b>	\$160/month	\$80/month	\$80/month	\$40/month
<b>3<sup>rd</sup> Child</b>	\$120/month	\$60/month	\$60/month	\$30/month

Daycare charges will be added to your monthly FACTS payments. Our daycare service ends at 6:00 p.m. Any student who is picked up after 6:00 p.m. will be charged an additional **\$2 per minute**. Daycare will not be available on the last day of school, school holidays, and vacations.

## 14. AFTERSCHOOL ENRICHMENT

We offer a variety of optional after school enrichment classes that vary every year. Please sign up in the office. Payments will automatically be added to your monthly FACTS payments. If you wish to drop a class, you must let the office know in writing before your payment is taken out. Free daycare is available until 6:00 p.m. to the student and their sibling(s) on the day of the class. Space may be limited and is given on a first come first serve basis.



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I/We have read and understand the Glenoaks Christian Schools General Policy Statement. As a parent/guardian of a child(ren) enrolled in Glenoaks Christian Schools, I/we understand and accept all the policies and requirements for the 2024-2025 school year.

**The school reserves the right to deny or cancel enrollment at any time upon violation.**

**All registration/tuition payments are non refundable or transferable.**

First Students Name _____	Birth Date _____	M/F _____	Grade Entering _____
Second Students Name _____	Birth Date _____	M/F _____	Grade Entering _____
Third Students Name _____	Birth Date _____	M/F _____	Grade Entering _____
Home Address _____	City/State _____	Zip Code _____	

Parent/Guardian #1 Name (print) _____	Signature _____	Date _____
Email _____	Cell Phone _____	
Parent/Guardian #2 Name (print) _____	Signature _____	Date _____
Email _____	Cell Phone _____	

**New Enrollment Only:** Please circle all that applies:

*Referred by:* Walk-In      Website      Facebook      Instagram      Other: \_\_\_\_\_

Family/ Friend: \_\_\_\_\_      Staff: \_\_\_\_\_

***Name of the current student must be filed at the time of registration to qualify for the Refer-a-Friend Program.***

**Office Use Only:**

Discount Applied:    Early Bird      Church Member      Staff      Other: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_      Cash / Check / Card      Date: \_\_\_\_\_      Staff Initial: \_\_\_\_\_