



GLENOAKS CHRISTIAN MIDDLE SCHOOL

A Ministry of the First United Methodist Church of San Fernando

1525 Glenoaks Blvd. San Fernando, CA 91340 | Phone: (818) 365-1513 | Fax: (818) 361-8943
Website: www.GlenoaksSchools.com | Email: office@glenoaksschools.com | Facility #191202198

GENERAL POLICY STATEMENT 2021 - 2022

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 all students entering Seventh - Eighth Grade. The following documents are required:

(Records will be automatically transferred for students transitioning from Glenoaks Christian Elementary School)

- birth certificate
- health/immunization record
- request for school records
- a letter of recommendation (Administrator or a teacher)
- non-refundable and non-transferable registration and books & materials fee

Entrance Exams

Every **NEW** student is required to take a mandatory entrance exam and schedule an interview with the principal before registering. *Students transitioning from Glenoaks Christian Schools will be exempt.*

A reservation is required and an additional fee of **\$50** will apply. **This fee is non-transferable nor refundable.**

IEP/Special Education

Glenoaks Christian Middle School 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 Middle School holds the absolute right to deny admission or terminate currently enrolled student if parents/guardians fail to follow this admission policy at the sole discretion of the school.

Immunizations

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

- o **Tetanus, diphtheria, and pertussis booster (Tdap)**
- o **Varicella (Chickenpox)**

2. TUITION & FEES

Registration

Each year, all students currently enrolled must re-register for admissions for the following year at the interim of the current school year. The **FULL PAYMENT** needs to be paid before the child is enrolled and/or to reserve a space. **This fee is non-transferable nor refundable.**

- \$700 - 1st Deadline: April 30, 2021
- \$800 - After April 30, 2021

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 (1st) of every month and late fee(s) will be applied after the fifth (5th) of each month.

Standard 2020-2021	Annual Tuition	10 Month Payment	11 Month Payment
1st Child	\$7000	\$700	\$636
2nd Child	\$6,500	\$650	\$591
3rd Child	\$6,000	\$600	\$545

- a. *Annual Tuition* paid in full on or before July 30th will receive \$200 off the annual tuition amount.
- b. Field trips and other extra supplies needed for specific grades and classes will be available at an additional cost to each student.

3. **FACTS**

For your convenience we offer FACTS, a system to automatically withdraw tuition, daycare, and extracurricular classes from your bank account. FACTS Tuition Management requires an annual set-up fee of \$48 and banking information. Only those on FACTS have access to a variety of payment plans and avoid the risk of late payment fees. *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 \$30 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 ten (10) 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 PM on May 27, 2022, 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 PM on May 27, 2022 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 4:00 PM on September 10, 2021. ***Cash or checks only for any fundraising payments.***

7. **DRESS CODE VIOLATION**

Students at Glenoaks Christian Middle School must be in proper uniform, except on the student's birthday and with a Free Dress Pass on selected days. The emblem used for Glenoaks Christian Schools is a registered trademark of The United Methodist Church and cannot be used without permission. After the 3rd violation throughout the entire school year, you will be charged \$5 for each violation thereafter. All tops must be purchased through the school office. Free Dress Pass can be purchased in the office for \$2 each.

8. **CHILD PICK UP**

A written consent must be submitted for all persons authorized to pick up your child from school. School cannot release any child to an unauthorized person under any circumstances. Students are permitted to walk home alone only with a written consent. If the child is not picked up from school on time, they will be taken to daycare. After school daycare is available at the rate of \$10/hour with a \$20/day maximum during the hours of 3:30 p.m. until 6:00 p.m. Any child picked up after 6:00 p.m. will be charged \$2/minute. If daycare is needed on a regular basis, please see Daycare Service below.

9. **TARDIES & TRUANCY**

Students are considered tardy after 8:30 a.m. After the 5th violation each trimester, you will be charged \$5 for each tardy. Social services will 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 with excessive absences may be dismissed from school or may not pass the current grade. 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 at the cost of **\$5** per lunch. Orders must be placed and paid for by the due date. Order forms are sent home prior to the beginning of each month and extra order forms are available in the school office. Emergency Hot Lunch is available for **\$8** per lunch by contacting the school office on the day it is needed and paying upon pick-up of your child. If your child is absent and a lunch needs to be cancelled, it is the parent's responsibility to notify the school office by 9:00 a.m. or your lunch credit will be forfeited. **Middle School students will be allowed to refrigerate and microwave their own lunch. HOWEVER, A staff WILL NOT be assisting them and the school will not be held liable for any overheated, damaged, and/or stolen food.** Food CANNOT be kept overnight. All refrigerated food will be discarded the following day without any notice.

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/hour with a \$20/day maximum or parents/guardians can enroll in a monthly program by choosing one of the following options:

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

All daycare charges are due by the 1st of each month to remain current. 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/minute. Daycare will not be available on the last day of school, school holidays, and vacations.

14. AFTERSCHOOL ENRICHMENT

We offer a variety of after school enrichment classes (optional) to expand your child's learning experience. Sign-up sheets can be found in the school office including descriptions, rates, and schedules. Daycare is available for free until 6:00 p.m. to the student and his/her sibling(s) on the day of the class. Monthly class payments must be received by the first (1st) of each month or your child(ren) will be unable to attend the class beginning the second week. Extra daycare fee may be charged if not already enrolled.



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I/We have read and understand the Glenoaks Christian Middle School General Policy Statement. As a parent/guardian of a child(ren) enrolled in Glenoaks Christian Middle School, I/we understand and accept all the policies and requirements for the 2021 - 2022 school year. *The school reserves the right to deny or cancel enrollment at any time upon violation.*

Student's Name	Birth Date: mm/dd/yy	M/F	Entering Grade
Student's Name	Birth Date: mm/dd/yy	M/F	Entering Grade
Parent's/Guardian's Name (please print)	Parent's /Guardian's Signature	/ / Date	
Parent's/Guardian's Name (please print)	Parent's /Guardian's Signature	/ / Date	

Student Information

Primary Home Address	City	State	Zip Code
Parent Email Address	Phone	Alternate Phone	

New Enrollment Only: Please check all that applies.

Referred by: Walk-In Website Facebook 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 DREAM Church Member Staff: Part/Full Other: _____

Method of Payment: Check: # _____ Credit Card

Amount Received: \$ _____ Received By: _____ Date: _____