

# Re-enrolling for 2017-2018 at Colonial Christian School

Along with these directions, you will receive several important documents and a CCS brochure in your enrollment packet, including the following:

- **Statement of Cooperation**
- **Pick-Up Card**
- **Uniform Policy**
- **Media Release Form**
- **Technology Agreement** (only applies to students entering 7<sup>th</sup> to 12<sup>th</sup> grade)
- **Parent Survey**
- **Referral Form**

Parents who choose to re-enroll their students from K-3 to 12<sup>th</sup> grade will need to fill out these documents and include \$150.00 early registration fee per child or pay online using your FACTS account.

In addition, an **appointment** needs to be set up with Ms. Salcido (Veronica) at a computer station to confirm addresses on file, emails, phone numbers, etc. This will ensure the accuracy of the information we have on file and correct any possible errors or new changes. The appointment will take no longer than 20 minutes if you have thoroughly read and signed the four forms you received in this packet. The appointments will start on the January 17<sup>th</sup> and will be **until February 28<sup>th</sup> for early registration**. Just a reminder, more than half of **our classes are capped or nearly capped this year and it is crucial you re-enroll early to avoid losing your child's seat**. Also, please keep in mind, registration fees are non-refundable.

The hours for the appointments are as follows:

Monday to Friday

8:30am to 12:00pm

1:00pm to 3:30pm

If you prefer not to come in person, you may choose to download the re-enrollment form from our website and fill it out and turn it in with your registration package.

### **To be fully registered for 2017-2018, you will need:**

1. An appointment or the re-enrollment forms filled out for each child
2. All forms submitted including the following: Statement of Cooperation, Pick-Up Card, Uniform Policy, Media Release Form, and Technology Agreement (only applies to students entering 7<sup>th</sup> to 12<sup>th</sup> grade)
3. An early registration fee of \$150.00 per child in check, money order, or cash and cash must be exact. (office does not keep change on hand)
4. If parents choose the option to continue monthly payments, a FACTS account needs to be renewed and the fee is \$46.00 paid directly to them.

This will conclude the registration process.

Please do not delay to establish your **re-enrollment appointment**. Clearly we cannot meet with 150 families on the last 2 days of the enrollment period. If you have any questions, please feel free to contact the office. We are eager to support you in securing your child's seat at CCS for the 2017-2018 school year.

### **Discounts for Early Payment of Fees:**

Registration Fee:	\$50 discount (\$25 for K3-K5)	if paid by <b>2/28</b>
Technology Fee:	\$25 discount	if paid by <b>3/31</b>
Curriculum Fee:	\$25 discount	if paid by <b>5/31</b>