

# Christ the Cornerstone Academy

9028 Westmore Road, San Diego, CA 92126  
Phone (858) 566-1741 Fax (858) 566-1965



[www.ctc-academy.org](http://www.ctc-academy.org)  
[info@ctc-academy.org](mailto:info@ctc-academy.org)

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Dear Partner in Christian Education,

Welcome to Christ the Cornerstone Lutheran Church and Academy. We are looking forward to joining with you in the partnership we share. We take very seriously the joint responsibility to see to the growth of the whole child – academically, physically, socially, emotionally and spiritually. All five of these parts are important to us as we know they are to you.

We know that your children are very important to you. They are to us as well. We willingly take on this responsibility because we believe that our God has called us to do this. That is why the spiritual development of children is an important part of what we do every day. We want each and every child that is a part of our school to have an eternal relationship with Jesus Christ and to know that they are loved by Him.

Our school has been in existence for over 40 years now and during that time we have seen many families benefit greatly from this partnership. As we work together, we can see the development of families as together we help our children advance through their years here.

If any members of our school team can help you, please do not hesitate to ask. We will work together to make your families' time with us a tremendous growing experience.

In Christ's service,

**Tom Meyer, Pastor**

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## Enrollment Application 2020-2021

ELEMENTARY SCHOOL  PRESCHOOL

Date of Application \_\_\_\_\_

Grade Entering \_\_\_\_\_

Age # of Days, Half or Full (Please Circle)

Re-Enrollment  New Enrollment

2 Years 2H 2F 3H 3F 5H 5F

3 Years 2H 2F 3H 3F 5H 5F

Start Date \_\_\_\_\_

4 Years 5H 5F

### STUDENT PROFILE

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Male  Female

Student's Home Address \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parents Email Addresses \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Family Church Membership \_\_\_\_\_ Baptized: Yes  No  Date of Baptism \_\_\_\_\_

Church Denomination \_\_\_\_\_ Name of Church \_\_\_\_\_ Attendance: Regular  Occasional  Seldom

Race: (For statistical Purposes only) American Indian  Asian  African American  Caucasian  Hispanic  Other  \_\_\_\_\_

Special Educational Needs (reading, speech, etc.) \_\_\_\_\_

Physical Handicaps or Limitations (glasses/vision, hearing, etc.) \_\_\_\_\_

Doctor involved \_\_\_\_\_ Phone # \_\_\_\_\_

Emotional or Psychological Needs (past or present treatment) \_\_\_\_\_

\_\_\_\_\_

Doctor involved \_\_\_\_\_ Phone # \_\_\_\_\_

Allergies, Asthma, Allergic Reactions, etc. \_\_\_\_\_

Medications \_\_\_\_\_

Doctor involved \_\_\_\_\_ Phone # \_\_\_\_\_

Has this student experienced any discipline/conduct problems, school suspension, grade retention, double promotion, etc.? Yes  No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

Office Use Only:

1. Reg Fee 3. MMX

2. STMT Chg 4. Email

Office Use Only: Active Duty

CTCC Member

Siblings Enrolled \_\_\_\_\_

# PARENT/GUARDIAN PROFILES

## **Father/Legal Guardian**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Business Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Membership \_\_\_\_\_

Marital Status: Married [ ] Divorced [ ] Widowed [ ] Remarried [ ] Name of Church \_\_\_\_\_

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## **Mother/Legal Guardian**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Business Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Membership \_\_\_\_\_

Marital Status: Married [ ] Divorced [ ] Widowed [ ] Remarried [ ] Name of Church \_\_\_\_\_

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## **Step-Parent or Guardian** (If applicable)

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Business Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Membership \_\_\_\_\_

Marital Status: Married [ ] Divorced [ ] Widowed [ ] Remarried [ ] Name of Church \_\_\_\_\_

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## **Step-Parent or Guardian** (If applicable)

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Business Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Membership \_\_\_\_\_

Marital Status: Married [ ] Divorced [ ] Widowed [ ] Remarried [ ] Name of Church \_\_\_\_\_

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### **List all children in the home in order of birth:**

- |    |       |            |       |
|----|-------|------------|-------|
| 1. | _____ | _____      | _____ |
|    | Name  | Birth date | Grade |
| 2. | _____ | _____      | _____ |
|    | Name  | Birth date | Grade |
| 3. | _____ | _____      | _____ |
|    | Name  | Birth date | Grade |

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian

Signature of Parent/Guardian

**Submission of this application does not guarantee enrollment.**

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## 2020-2021 Enrollment Contract

Parent/Guardians Name(s) \_\_\_\_\_

Please Print

Student's Name(s) \_\_\_\_\_ Grade/PS # of Days \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood that, upon acceptance by Christ the Cornerstone Academy of the student(s) named above, this contract shall constitute an agreement between the school and the undersigned upon the terms and conditions as set forth below.

### **I/We Understand and Agree to the following:**

- 1. I/We understand that attendance cannot begin until this document is signed and all required health and information forms have been completed and accepted.**
2. The terms of the 2019-2020 Tuition and Fees as it applies to the child/children I am enrolling.
3. That other costs including food, field trips, daycare fees, special instructional classes and equipment fees are not included in the tuition.
4. Our entire family will carefully follow the rules and regulations of the school as printed in the Christ The Cornerstone Academy Parent-Student Handbook and I understand my child needs to be at school on time and ready to begin the school day.
5. I/We will sincerely and faithfully fulfill the responsibilities stated in the Parent Pledge.
6. That all accounts are expected to be current; any account in question may be reviewed before the Board of Christian Education and the Accounting Office.
7. That a returned check fee of \$40.00 will be assessed on any check returned by my bank for any reason.
- 8. A 30-day written notice and payment is required when withdrawing a student for any reason.**

**This contract will terminate upon the withdrawal or dismissal of my/our child/children from the school and that I/we will be responsible for any incurred fees and tuition.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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## Preschool Tuition and Fees 2019-20

### 3 year old class options (3 years old on or before your child's start date)

Number of Days	Registration Fee	Monthly Tuition	School Hours	Daycare Hours & Fees
<b>Full Day 7:00 a.m. - 5:00 p.m.</b>				
2 Days	\$230	\$415	7 a.m. - 5 p.m.	\$3.00 per half hour after 5:00 p.m. \$1.00 per minute after 6:00 p.m.
3 Days	\$255	\$595		
5 Days	\$290	\$885		
<b>Half Day 8:00 a.m. - 12:00 p.m.</b>				
2 Days	\$230	\$320	8 a.m. - 12 p.m.	\$4.00 per half hour before 8:00 a.m. \$4.00 per half hour after 12:00 p.m. \$1.00 per minute after 6:00 p.m.
3 Days	\$265	\$445		
5 Days	\$290	\$635		

### 4 year old class options (4 years old on or before your child's start date)

Number of Days	Registration Fee	Monthly Tuition	School Hours	Daycare Hours & Fees
<b>Full Day 7:00 a.m. - 5:00 p.m.</b>				
5 Days	\$290	\$885	7 a.m. - 5 p.m.	\$3.00 per half hour after 5:00 p.m. \$1.00 per minute after 6:00 p.m.
<b>Half Day 8:00 a.m. - 12:00 p.m.</b>				
5 Days	\$290	\$635	8 a.m. - 12 p.m.	\$4.00 per half hour before 8:00 a.m. \$4.00 per half hour after 12:00 p.m. \$1.00 per minute after 6:00 p.m.

**Registration, Book & Technology Fee** is an annual charge that serves as a non-refundable deposit to guarantee a position in class, provided all other requirements for admission are met accordingly.

**Annual Tuition** is based on the number of school days in the preschool calendar year. It will **not be prorated** for the following reasons:

- In months with holidays and vacations (2 days for Thanksgiving Break, 1 week for Christmas Break, and 1 week during late August for facility repair and maintenance.) Dates TBD
- Closed for 3 days in late August for Preschool Staff In-Service. Dates TBD
- Closed one day during the spring for a Teacher Conference. Date to be determined.
- If the child is sick and has to stay home per school health policy;
- If the school is closed due to unforeseen events; and
- If the child leaves the school temporarily for family vacation

**Tuition Payment** is due every 1st of the month beginning in September 2019 and ending in August 2020. Your account will be assessed a **Late Fee** of \$40.00 if payment is received after the 5th of the month.

A **Returned Check Fee** of \$35.00 will be charged to your account if your bank returns your check unpaid.

A 30-day written notice is required when withdrawing a child for any reason. Payment is required for the 30 days following the date of notice.

The following **Discounts** are available to those who qualify:

- ❖ Full Payment Discount
  - 4% Discount when annual tuition is paid in full by September 1, 2019.
  - 2% Discount when annual tuition is paid in two (2) equal amounts by September 1, 2019 and again by February 1, 2020.
- ❖ Sibling Discount - 10% for the 2nd child and 15% for each additional sibling. The eldest will be considered the first child for bookkeeping purposes.
- ❖ Military Discount - Active Duty Military Personnel may receive a 5% discount on Annual Tuition

**Receive a referral credit of \$100.00 when you refer a family to Christ the Cornerstone Academy. Your account will be credited upon the student's enrollment.**

Date \_\_\_\_\_

Date \_\_\_\_\_

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## Preschool Tuition and Fees 2019-20

### 2 Year Old Class (2 years old on or before your child's start date)

Number of Days	Registration Fee	Monthly Tuition	School Hours	Daycare Hours & Fees
<b>Full Day 7:00 a.m. - 5:00 p.m.</b>				
5 Days	\$215	\$980	7 a.m. - 5 p.m.	\$3.00 per half hour after 5:00 p.m. \$1.00 per minute after 6:00 p.m.
3 Days	\$215	\$650		
2 Days	\$215	\$450		
<b>Half Day 8:00 a.m. - 12:00 p.m.</b>				
5 Days	\$215	\$745	8 a.m. - 12 p.m.	\$4.00 per half hour before 8:00 a.m. \$4.00 per half hour after 12:00 p.m. \$1.00 per minute after 6:00 p.m.
3 Days	\$215	\$635		
2 Days	\$215	\$340		

**Registration, Book & Technology Fee** is an annual charge that serves as a non-refundable deposit to guarantee a position in class, provided all other requirements for admission are met accordingly.

**Annual Tuition** is based on the number of school days in the preschool calendar year. It will **not be prorated** for the following reasons:

- In months with holidays and vacations (2 days for Thanksgiving Break, 1 week for Christmas Break, and 1 week during late August for facility repair and maintenance.) Dates TBD
- Closed for 3 days in late August for Preschool Staff In-Service. Dates TBD
- Closed one day during the spring for a Teacher Conference. Date to be determined.
- If the child is sick and has to stay home per school health policy;
- If the school is closed due to unforeseen events; and
- If the child leaves the school temporarily for family vacation

**Tuition Payment** is due every 1st of the month beginning in September 2019 and ending in August 2020. Your account will be assessed a **Late Fee** of \$40.00 if payment is received after the 5th of the month.

A **Returned Check Fee** of \$40.00 will be charged to your account if your bank returns your check unpaid.

**A 30-day written notice is required when withdrawing a child for any reason.** Payment is required for the 30 days following the date of notice.

The following **Discounts** are available to those who qualify:

- ❖ Full Payment Discount
  - 4% Discount when annual tuition is paid in full by September 1, 2019.
  - 2% Discount when annual tuition is paid in two (2) equal amounts by September 1, 2019 and again by February 1, 2020.
- ❖ Sibling Discount - 10% for the 2nd child and 15% for each additional sibling. The eldest will be considered the first child for bookkeeping purposes.
- ❖ Military Discount – Active Duty Military Personnel may receive a 5% discount on Annual Tuition

**Receive a referral credit of \$100.00 when you refer a family to Christ the Cornerstone Academy. Your account will be credited upon enrollment.**

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## Materials for First Day of School

(Items will be shared with classmates)

### Preschool (Three and Four-Year-Old Classes):

- 1 set - Change of clothes (shirt, pants, underwear, & socks)  
**in a zip lock baggie with child's name on it**
- 12 count - Elmer's glue sticks
- 2 bottles – Elmer's school glue
- 1 count – kid's scissors
- 2 boxes of 8 count – Crayola wide markers
- 6 pack – Puffs Plus Lotion facial tissues
- 12 pack – Bounty paper towels
- 1 box/800 count - Baby wipes refill pack
- 1 bottle of 8 ounce – hand sanitizer
- 2 bottles – Lysol All-Purpose Cleaner
- 2 packs of 50 sheets large, heavyweight white construction paper (12in X 18in)
- 3 packs of 50 sheets large, heavyweight multi-colored construction paper (12in X 18in)

### For Full-Day Preschool students staying for naptime:

- 1 Crib sheet for resting mat
- 1 Blanket to cover child during rest period – a small pillow/with cover

*Please place all items in a standard size pillow case, labeled with your child's name. Napping items will be sent home weekly for laundering.*



## Materials for First Day of School

(Items will be shared with classmates)

### Preschool (Two Year Old Class):

- 2 sets - Change of clothes (shirt, pants, underwear, & socks)  
**in a zip lock baggie with child's name on it**
- 12 pack – Bounty brand (or similar) paper towels
- 4 boxes/800 count – Latex-free, Nitrile exam gloves
- 1 box/800 count – Baby wipes refill pack
- 2 boxes – Diapers or Pull-Ups style training pants
- 2 bottles – Lysol All-Purpose cleaner

*The teacher will advise you as more diapers, gloves, or wipes are needed during the school year.*

### For Preschool students staying for nap:

- 1 Crib sheet for resting mat
- 1 Blanket to cover child during rest period and a small pillow/with cover
- 1 Small stuffed animal (optional)

*Please place all items in a standard size pillow case, labeled with your child's name. Napping items will be sent home weekly for laundering.*



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## Preschool Parent Handbook: Acknowledgement of Receipt

Please read the Christ the Cornerstone Preschool Parent Handbook before submitting your Enrollment Application.

Thank you.  
Board of Christian Education  
Christ the Cornerstone Academy

**In order to help keep tuition as low as possible, I/we will do my/our best to support the Scrip program. Scrip are gift certificates for grocery stores, restaurants, gas stations, local retailers, etc. that act just like gift cards.**  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Comments \_\_\_\_\_

**I/We will try my/our best to volunteer around 20 hours during the school year.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

Comments \_\_\_\_\_

**I/We give permission to take and use pictures, CD's, videos, or power points of my/our child for all school endorsed projects (classroom, yearbook, slide shows for graduation, etc.)**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**I/We give permission to take and use pictures for publicity purposes, including the CTCA web site.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**I/We give permission to include my child's name with the pictures, CD's, videos, or power points of my/our child for all school endorsed projects and for publicity purposes.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

*\*Except in the yearbook, names will not be included without permission.*

Comments \_\_\_\_\_

I/We understand the mandatory Child Abuse Reporting.

I/We have read and understand the California Child Care Health Program Illness Policy.

I/We have read and understand the Parent's Pledge and will follow through on my responsibilities.

I/We have read the Parent Handbook and understand its contents as evidenced by my/our signature below.

I/We have read the Parent Handbook and understand its contents as evidenced by my/our signature below.

I/We understand that this acknowledgement is a required part of the enrollment application.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

# CONSENT TO RELEASE PHOTO/IMAGE

CHRIST THE CORNERSTONE ACADEMY

Dear Parent,

During the school year, your child's image/photograph or work may be included in the classroom or in a school project that could be used in any of the following ways:

- ✓ As a demonstration project or activity in education workshops/classes/conferences
- ✓ As a sample project/activity on CD's created by Christ the Cornerstone Academy for use in classrooms and school-related events
- ✓ Posted on the CTCA web site (ctc-academy.org) or on CTCA social media
- ✓ Submitted as samples to program publishers or as contest entries
- ✓ Videotaped as part of a student project or during school-related programs and events

**We never include names when using your child's photo, except for in the school yearbook.** There is no monetary compensation for the use of these photos. Please sign this release form and return to your child's teacher. Your permission grants us approval to publicize without prior notification and remains in effect until revoked. Thank you!

## Release Form

I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ give permission for \_\_\_\_\_ 's photo or work to be used by their teacher in the classroom.

I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ give permission for \_\_\_\_\_ 's photo or work to be used on the school website, social media, and printed marketing materials.

**Student's names are never included on any of these materials.**

I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ give permission for \_\_\_\_\_ 's photo or work to be used in the school yearbook and in a password-protected online photo album accessible ONLY to CTCA parents and teachers (ex. SmugMug, Shutterfly).

I understand that, as a parent, I have the right to revoke permission at any time.

**Please print clearly**

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to your child's teacher or to the Main Office.