

Calvary Baptist Church Academy

January 31, 2019

Dear Parent:

Thank you for allowing your child to be a student at Calvary Baptist Church Academy. It is our privilege and blessing to serve you through the vehicle of Christian Education. The mission and purpose at Calvary Baptist Church Academy is to educate students spiritually, scientifically, historically, and philosophically in the light of the "Word of God" and to aid other churches and parents who desire the same. We are accomplishing this by: 1) using a Christ-centered curriculum; 2) employing a godly, separated, dedicated, and qualified staff; 3) viewing the parents and the church as an integral part of that education; and 4) utilizing all possible resources that will advance and enhance the educational experience. It is now time to reregister for the 2019-2020 school year.

Did you know:

- 1) Our students scored an average of 1.3 years above their grade level on the Iowa Achievement Tests given in 2017.
- 2) We offer the high school students the opportunity to earn college credits while completing their high school credits.
- 3) We are one of the least expensive Christian schools in the Glen Burnie and surrounding areas.
- 4) We offer a finder's fee of \$300 for any new students who register because of your influence (see enclosed Incentive Program form for details).

Please reregister before March 29, 2019, and take advantage of the following benefits:

- 1) **You will receive a \$60.00 reduction off your "Materials Fee" (due in July).**
- 2) **You will be assured your child has a place in their respective class. Our preschool classes fill especially fast.**

Submit all registration forms and the registration fee to Mrs. Wunderlich in the elementary office.

Thank you for choosing Christian Education as the educational path for your child. I look forward to continuing CBCA's service to you in the 2019-2020 school year. If you have any questions or concerns, please contact me by calling 410-768-5324.

In His Service,



Mr. John Bandy
Administrator

407 Marley Station Road, Glen Burnie, MD 21060
410-768-5306/410-768-5324 ♦ FAX 410-768-8260
www.cbcknights.org

"...For the word of God, and for the testimony of Jesus Christ." Revelation 1:9



Tuition and Fees Schedule 2019-2020 School Year

I. Registration Fees (per student) - Registration fees must accompany registration forms. Registration fees are non-refundable. Entrance tests will not be given until the registration forms and fees are received. If for any reason the student is not admitted because of unacceptable test scores, \$60.00 will be applied for testing, and the remainder of the registration fee will be refunded to the parent.

Registration Fee.....	\$200.00
<i>Register by March 29 and receive \$60.00 off the Materials Fee</i>	
Registration Fee (International Students).....	\$400.00
Bus Registration (per family).....	\$100.00
(applied to first five months of payments)	
*FACTS Management Fee.....	Set by and paid to FACTS

II. Tuition Rates (Half-day)

K3 and K4 - Half-day, 5 days-a-week, 8:00 A.M. to 11:30 A.M.....\$115.00/week

Tuition Rates (Full-day)

K3 and K4 (Weekly, 5 days-a-week, 6:30 A.M. to 6:00 P.M.).....\$165.00/week

K5 – 12th grades (Yearly, 8:00 A.M. to 3:00 P.M.).....\$5,995.00
(There is an 8% discount for each sibling in grades K5 – 12th)

III. Partner Discounts:

Pastor (Main Source of Household Income).....	25% off total tuition
Missionary (home on furlough).....	25% off total tuition
Children of CBCA Alumni (Royal Knighthood).....	15% off total tuition
Children of CBCA Alumni	10% off total tuition
Active Military, Police, or Firefighter	8% off total tuition

IV. Paid-in-Full Discount:

If bill is “ Paid in Full ” before August 5th.....	4% off total tuition
If bill is “ Paid in Full ” at the time of registration.....	4% off total tuition

Discounts are deducted individually in the following order: Partner then “Paid in Full”.
Discounts are not deducted as a lump sum percentage.

V. Extended Hours (per year)

This is for all grades K5 – 12th (in addition to the regular tuition).

	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
Morning hours 6:30 A.M. to 8:00 A.M.	\$ 480	\$ 700	\$1,040
Afternoon hours 3:20 P.M. to 6:00 P.M.	\$ 900	\$1,425	\$2,000
Morning and Afternoon	\$1,200	\$1,995	\$2,900

The Extended Hours Fee applies to any period of time regardless of how much of the time is used. For students not picked up by 6:00 P.M., there will be an additional fee of \$5.00 per every ten minutes.

VI. Transportation Rates

	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
Round trip per year:	\$1,750	\$2,000	\$2,250
One way per year:	\$1,050	\$1,250	\$1,600

VII. Materials Fee (non-refundable)

K-3 and K-4	\$105.00
K-5	\$340.00
1 st – 12 th grades	\$430.00

(The Materials Fee includes the cost of books, some student classroom materials and student-related classroom costs, & software expenses.)

Tuition payments for K3-K4 plus extended hours or transportation costs are made in 40 weekly payments (or 50 weekly payments for those attending 10 weeks of Summer Session). The first tuition payment is due on August 25th. The materials fee is due by July 5th and is submitted to the elementary office. Payments not received each Friday are considered late. A fee of \$35 will be charged for overdue tuition payments and returned checks. If the child is withdrawn from school during the year, the parent must pay through the end of the present month.

Tuition payments for K5 – 12th grades plus extended hours or transportation costs are made in 10 monthly payments. The first tuition payment is due on August 5th. The materials fee is due by July 5th and is submitted to the elementary office. If you register after August 5th, the number of payments will be adjusted in order for the last payment to be on May 5th. Payments received after the 5th of the month are considered late. A fee of \$35 will be charged for overdue tuition payments and returned checks. If the child is withdrawn from school during the year, the parent must pay through the end of the present month. Your final payment must be May 5th.

*All registration and materials fees will be paid at CBCA’s elementary office. All tuition, extended care, and transportation payments will be paid through FACTS Management. FACTS is an automated payment system and parents are preauthorizing their bank or credit card company to automatically transfer funds to the school on the installment payment dates traditional to the school. There is a fee that you will pay directly to FACTS Management. **Unless you pay in full in advance, you must set-up an account with FACTS Management.** This can be done online by going to the FACTS link on our school website (www.cbca.org).

“Educating Students with Eternity in View”

FOR OFFICE USE ONLY
 Date Registration Received: _____
 Date Processed: _____

Calvary Baptist Church Academy Official Reregistration Form 2019-2020 School Year

FOR OFFICE USE ONLY
 Reg. Fee Paid: _____
 Bus Reg. Fee Paid: _____
 Materials Fee Paid: _____
 Cot Fee Paid: _____
 Tuition Paid: _____
 Total Paid: _____
 Cash, Credit, or Check # _____
 Date/Office Initials _____

"For the Word of God, and for the
 testimony of Jesus Christ." Revelation 1:9

Parent Information: *(please list only the child's birth parents or legal guardians)*

Father: _____
 Title First Last Occupation Email

Cell Phone Work Phone Home Phone

Mother: _____
 Title First Last Occupation Email

Cell Phone Work Phone Home Phone

Birth Parent's Marital Status: Married Single (never married) Separated Divorced Remarried Widowed

Child(ren) Lives With: Mother and Father Mother Father Other: _____

Street Address City State ZIP

Student Information:

1. _____
 Name of child: First, Middle, Last Goes By Date of Birth Grade this Fall

Male/Female Race(s) Cell Phone Email

Circle grades attended at CBCA: K3 K4 K5 1 2 3 4 5 6 7 8 9 10 11

2. _____
 Name of child: First, Middle, Last Goes By Date of Birth Grade this Fall

Male/Female Race(s) Cell Phone Email

Circle grades attended at CBCA: K3 K4 K5 1 2 3 4 5 6 7 8 9 10 11

3. _____
 Name of child: First, Middle, Last Goes By Date of Birth Grade this Fall

Male/Female Race(s) Cell Phone Email

Circle grades attended at CBCA: K3 K4 K5 1 2 3 4 5 6 7 8 9 10 11

4. _____
 Name of child: First, Middle, Last Goes By Date of Birth Grade this Fall

Male/Female Race(s) Cell Phone Email

Circle grades attended at CBCA: K3 K4 K5 1 2 3 4 5 6 7 8 9 10 11

Check all that apply:
 K3: ½ Day Full Day 40 Weeks 50 Weeks
 K4: ½ Day Full Day 40 Weeks 50 Weeks

Dismissal:
Car Line:
Request Bus: AM PM Both
Extended Care: AM PM Both

Additional Information:

Church now attending: _____

Doctor's Name & Phone: _____

Med. Insurance Co: _____ Any physical difficulties for child(ren)? Yes No

If yes, list child(ren) and explain: _____

Emergency Contact (other than parent) – Name & Phone: _____

Other than parents, persons authorized to pick up child (include Emergency Contact):

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Please list any other situations or circumstances that CBCA should be aware of so that we may more effectively take care of your

child(ren):

Financial Information:

Name, address, and phone number of individual responsible for paying tuition and fees: _____

Requested Discounts: Full-time Pastor CBCA Graduate (Circle One: Father/Mother) Graduation Year: _____ Full-time Missionary CBCA Knighthood Graduate (Circle One: Father/Mother) Active Military, Police, Firefighter Years Attended: _____ (K5) - _____ (12th)*(Verification required for requested discounts).*

Bus Request:*(Complete if applicable)*Each year we evaluate our bus routes to determine if we will continue the present routes and/or add new ones. Therefore, we urge you to register and make bus requests as soon as possible as we may not be able to accommodate bus requests after July 31st.

Please note: these are all requests, but we will do our best to arrange bus transportation for everyone. The bus fee will remain the same whether the bus is used for one day or 30 days. The bus fee will not be pro-rated. For bus safety reasons, we will not be picking up children in cul-de-sacs or dead end streets; therefore, please list the closest main road.

Student Name(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Transportation requested: Round Trip (Full Day Only) One Way – A.M. One Way – P.M.

Address: _____

Street

City

Closest main road(s): _____

Bus routes will be posted on the school website (www.cbcknights.org) approximately a week prior to the first day of school.
If we are not able to accommodate you, we will notify you by email or phone.***“Educating students with eternity in view”***

Financial Policies

Monthly Payments: K5 to 12th Grades

1. The tuition for the year will be divided into ten monthly payments. The first payment is due the month of August. If the parent enrolls after the August payments are due, the monthly payments will be divided in such a way that the last payment will be May 5th.
2. The tuition payment is due the 5th day of the month. Any payment after the fifth of the month is considered delinquent. If the payment is delinquent after the 20th of the month, the child will be withdrawn from school.
3. Any tuition not paid by the 5th day of the month will be charged a late fee of \$35.00 per month.
4. Any non-sufficient funds will be charged a fee of \$35.00 per attempt to resubmit.
5. **All monthly tuition payments are made through FACTS Management Company.** Registration and materials fees must be paid to the elementary office.

Weekly Payments: K3 and K4 Only

1. Tuition is paid on Friday of each week with the payment starting the Friday before the first day of preschool.
2. **Tuition will be paid through FACTS Management.** Registration and Materials Fees will be paid to the elementary office.
3. Payments will be pulled starting the Friday before the first day of preschool, and ending when 40 payments have been made for the 40 weeks program, or when 50 payments have been made for the 50 weeks program.
4. Tuition will not be charged if a student doesn't attend for an entire week and a vacation form was submitted to the office at least seven days prior to the vacation.
5. If a student is absent for more than two consecutive weeks without prior approval, that student must reregister and pay the registration fee, before returning to class.
6. If three consecutive payments are missed, the student must be withdrawn from school until all financial obligations are made current.
7. No records will be released until all financial obligations have been satisfied.
8. Any tuition not paid on time will be charged a late fee of \$15.00.
9. Any non-sufficient funds will be charged a fee of \$35.00 per attempt to resubmit.

Previous Obligations

1. A new student will not be enrolled in Calvary Baptist Church Academy if there is a previous financial obligation to another school.
2. A returning student will not be readmitted to the Academy until **all previous financial obligations are liquidated.**
3. If the child is withdrawn from school during the year, the parent pays all tuition and fees through the end of the month in which the child is withdrawn.
4. At the end of the school year, if there are any financial obligations (tuition, fees, fundraising money, late charges, etc.), the child will not be allowed to take his/her final examinations, participate in Kindergarten or High School graduation, or any other activity involving the Academy.
5. In the case of an unusual circumstance, such as a parent being laid-off from work, etc., the parent can appeal to Pastor White. The parent must meet with Pastor White, explain the problem, put in writing when the obligation should be resolved, and have Pastor White approve and sign the agreement.
6. No records will be released until all financial obligations have been satisfied.

Parent's Signature: _____

By signing, I agree to the terms of this policy.

Date: _____

Reregistration Requirements

*All of the following paperwork must be turned in and all registration fees must be paid **before** your child will be officially enrolled for the upcoming school year. You must also be (and stay) up-to-date on your current school year account in order to reregister.*

- Registration Form
- \$200 Registration Fee
- Financial Policy
- SchoolCast Data Form
- Bus Registration Fee (if applicable)

If you are missing any of these forms or have any other questions regarding the registration process or completion of these forms, please contact the appropriate office:

Middle School/High School (6th-12th): 410-768-5324
Preschool/Elementary School (K3-5th): 410-768-5306

Note: We will keep your signed Statement of Faith and Statement of Cooperation and Agreement on file from last year; you do not need to complete them again.

Remember to update before the first day of school:

- Immunization Updates (*2nd MMR and 2nd Varicella at age 5; 1 more dose Tdap and 1 dose Meningococcal for entry into 7th grade*)

Calvary Baptist Church Academy

SchoolCast Data Form 2019-2020

CBCA has partnered with SchoolCast™ to provide multiple forms of communication during both emergency and non-emergency situations. A single SchoolCast alert can deliver a message to our entire school family within moments via voice messages, text messages, and emails. Please complete the information below to help us efficiently communicate with you.

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

List all contact **cell phone numbers** that will receive **voice and text messages**:

Name: _____ Cell Phone #: _____

Name: _____ Cell Phone #: _____

Name: _____ Cell Phone #: _____

Name: _____ Cell Phone #: _____

List all contact **email addresses** that will receive the **emails**:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

List all contact **home phone numbers** that will receive **voice messages**:

Name: _____ Home Phone #: _____

Name: _____ Home Phone #: _____

Name: _____ Home Phone #: _____

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