



## REQUIREMENTS FOR ENROLLMENT

1. Each new applicant must complete this application and submit all required forms.
2. Pre-School Three-Year-Old Students:
  - a. Must be three years old on or before Dec. 1 of the calendar year.
  - b. Must present birth and immunization certificates.
  - c. Must be completely toilet trained and able to take care of all their needs in the bathroom.
  - d. Enrollment will be determined by the date of receipt of application and registration fee.
3. Pre-School Four-Year-Old Students:
  - a. Must be four years old on or before Dec. 1 of the calendar year.
  - b. Must present birth and immunization certificates.
  - c. Must be completely toilet trained and able to take care of all their needs in the bathroom.
  - d. Enrollment will be determined by the date of receipt of application and registration fee.
4. There is a Probation Period of ten (10) school weeks for all students. We use this probation period to:
  - a. Assess that each pre-school student is completely toilet trained.
  - b. Avoid the enrollment of students having specific learning challenges or special needs that the school is not able to accommodate.
  - c. Reserve the right to dismiss any student, at any time during the probation period, that is not fully toilet trained or has a specific learning challenge or special need that we are not able to accommodate.
5. Acceptance of applicant will be by verbal notice to the parents as soon as the application has been reviewed.

## NONDISCRIMINATORY POLICY

Copiague Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. There is no discrimination on the basis of race, color, or national and ethnic origin in either administration of education and admissions policies, or in student aid, athletic and other programs.

## TUITION PAYMENT POLICIES

The following information is provided to avoid misunderstandings and individual interpretations.

1. Tuition payments are based on a 10-month academic year. The first payment is due on Aug 1<sup>st</sup>, and the remaining 9 payments are due Sept. 1<sup>st</sup> through May 1<sup>st</sup>. Payments are considered late after the 10<sup>th</sup> of the month and will incur late charges.
2. The Board considers that all unpaid tuition accounts from past years are still due to the Copiague Christian Academy. No overdue account has ever been cancelled by the Board. Careful records are kept, and any parent may determine the status of his or her account by inquiry to the School Office.
3. No parent should enroll or re-enroll children in the school unless he or she intends to discharge all school obligations in full. No children of parents owing overdue tuition will be re-admitted the following semester, unless the parents make suitable arrangements with the School Office concerning the payment of the overdue amount.
4. When a student is voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month, or fraction thereof, that the student was in attendance, on the basis of one tenth of the annual tuition for each of the months or fractions thereof. Each calendar month must be paid for even if the initial and final months are both fractional.
5. If a student is released or withdrawn at the recommendation of the school, tuition will be due on the basis of 1/180th of the annual rate for each day of enrollment.
6. Registration fees will not be refunded in whole or in part after the student has been accepted into Copiague Christian Academy.
7. In an effort to conserve costs, no financial statement is sent. Please call the school office if you have any questions.

STUDENT BODY OF THE COPIAGUE CHRISTIAN ACADEMY

- Parents must be in agreement and support of our objectives and philosophy.
- Students and parents will agree to abide by rules of conduct, decorum and dress as set by the School Board and Principal

One of the MAJOR GOALS of the COPIAGUE CHRISTIAN ACADEMY will be to provide education of the HIGHEST ACADEMIC EXCELLENCE. According to our concept, this means not only having an excellent curriculum and staff, but also EACH AND EVERY STAFF MEMBER will be born-again Christian and have that SPECIAL AND GENUINE CONCERN AND LOVE FOR CHILDREN without which the BEST POSSIBLE EDUCATION FOR YOUR CHILD could not be achieved.

COPIAGUE CHRISTIAN ACADEMY PARENTS CODE

RECOGNIZING MY PARTNERSHIP WITH COPIAGUE CHRISTIAN ACADEMY

I PLEDGE:

1. To cooperate fully in the educational functions of CCA, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
2. To pay all of my financial obligations to CCA on or before due date. If I am ever unable to pay on time, I will notify the School Office in advance, (A) giving a reasonable explanation for the delay, and (B) stating when the payment can be made. I will be responsible for all late charges.
3. To attend meetings and parent functions of the School regularly, even though I may not be able to achieve perfect attendance.
4. To fulfill my obligation to ensure that my children are dressed in conformance with the established dress code.
5. To pray earnestly for the Copiague Christian Academy.
6. To support the School by gifts in addition to my tuition payments and fees, as the Lord enables.
7. To undertake volunteer duties and responsibilities for CCA as opportunities arise and as God provides time and strength.
8. To recommend CCA to others as opportunities arise.
9. To seek the advancement of CCA in all areas, spiritually, academically and physically.
10. As a CCA parent, I recognize that it is my responsibility to strive diligently toward observance of the above, as God enables me by the power of His Holy Spirit. If I become dissatisfied with the School in any respect I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart.

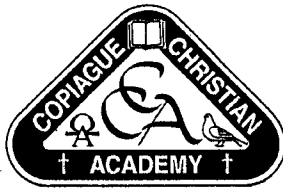
Signed \_\_\_\_\_  
Father

Signed \_\_\_\_\_  
Mother

Signed \_\_\_\_\_  
Guardian

Date \_\_\_\_\_

THE REGISTRATION FEE IS REQUIRED WITH THIS APPLICATION



# Celebrating Over 40 Years of Quality Christian Education

## Pre-K 3/Pre-K 4

In order to expedite the registration process, please bring the following items with you when you register your child:

- a. The enrollment application filled out completely and signed by a parent/guardian
- b. A copy of the Birth Certificate
- c. \$450.00 for the 5 Full Day Registration Fee  
\$400.00 for the 5 Half Days Registration Fee  
\$400.00 for the 3 Full Day Registration Fee  
\$350.00 for the 3 Half Days Registration Fee
- d. Proof of the following Immunizations
  1. Polio – 3 doses
  2. Diphtheria – 4 doses
  3. Pertussis – 4 doses
  4. Tetanus – 4 doses
  5. Measles – 1 dose
  6. Mumps – 1 dose
  7. Rubella – 1 dose
  8. Hib – 4 doses
  9. Hepatitis B – 3 doses
  10. Varicella – 1 dose
  11. Pneumococcal – Check with your physician

The required NYS School Health Examination Form must be filled in completely and signed by a medical doctor.

Your child cannot start school without it.

If you have any questions, please contact the school office at 631-842-5993.