

CROSS ROAD KINDERGARTEN
POLICY INFORMATION

1. **PROGRAM:** Phonetic reading, arithmetic, and writing appropriate to the child's level, music, arts and crafts, individual and group play, occasional field trips, and a basic non-denominational Bible instruction supporting the values of your home.
2. **HOURS:** 7:00 AM to 6:00 PM Monday through Friday.
3. **ADMISSION:** We serve children from the ages of three (students must be potty-trained) through second grade.
4. **FINANCIAL POLICIES:**

REGISTRATION FEE

For new students, registering for the first time, the registration fee is \$40.00 per student. (\$80 for two or more students from a family).

For current students, re-registering or subsequent session, the registration fee is \$10.00 per student (\$20.00 for two or more students from a family).

All registration fees are non-refundable.

WEEKLY TUITION FEE

Weekly tuition for all kindergarten students is \$105 per student for both regular and summer sessions.

Weekly tuition for elementary students registering **early** is \$85 per student for the school year. Summer session care is \$105 per week for all ages.

The tuition charge includes before and after school care as well as the afternoon snack.

Charges for the weeks shortened due to holidays, will be the same as charges for regular five-day weeks. Cost variations due to the shorter weeks of the school year have already been factored into the regular weekly tuition fee.

Tuition must be paid **by Friday** (or last school day) of the preceding week. A \$15.00 late fee will be assessed if payment is not received on time.

Uninterrupted absences of one week per year are permitted without charge, provided the school is notified in writing one week in advance. If the child is absent from school for longer periods, the parent must pay 50% of the weekly tuition charge to maintain the student's place in school. No reduction in tuition will be allowed for shorter absences.

TUITION DISCOUNTS

Additional children enrolled at Cross Road Kindergarten from the same family may ask to receive a discount.

Parents having other children enrolled at Tri-City Christian Academy may also receive a discount for their children enrolled at Cross Road Kindergarten.

Paying the full year's regular session tuition before the beginning of the preceding summer session in June will result in a 5% tuition discount.

Paying the full year's regular session tuition before the beginning of the regular session in September will result in a 3% tuition discount.

BOOK AND MATERIALS FEE

There will be a \$15 per month fee for consumable materials that your child uses on a daily basis such as textbooks, tablets, paper, pencils, glue, art and craft supplies, etc. This payment is due with the last tuition payment each month.

OTHER FEES

There will be a \$15 charge for any checks returned for insufficient funds.

Accounts of students not picked up by 6 PM will be assessed a fee of \$1 for each **minute** late.

REFUND POLICY

If a student withdraws from school during the year, for any reason, a tuition refund will be provided within 90 days of the withdraw date. The refund will be computed according to days enrolled without any discount rate applied

FEDERAL TAX IDENTIFICATION NUMBER

02-0500275

5. **MEALS AND SNACKS:** Children may bring their own lunches and snacks. A microwave oven is available. (Due to space limitations, our refrigerator is not available for student lunches.) Breakfasts, morning snacks and nutritious lunches are available at a small additional charge. Menus will be posted and distributed monthly. Afternoon snacks are provided at no additional charge.
6. **PARENT CONFERENCES:** Conferences with the teacher to discuss your child's progress are encouraged and are available **BY APPOINTMENT**. If you would like a conference; one will be arranged at a convenient time.

7. VISITORS: Parents are welcome to visit the school at any time to observe their child's progress.
8. RELEASE OF CHILDREN: Children will be released only to those persons whose names are listed on the registration form. Parents must advise us in writing if someone other than those listed on the form will pick up their children. Please include the license number of their car in your written note.
9. ILLNESSES: We request that any ill child not be brought to school until he or she is well. Parents will be contacted and expected to pick up their child if he or she becomes sick during the day.
10. DISCIPLINE: Our primary method of discipline is to get your child so excited about learning that problems are few. We accomplish this by moving quickly from one exciting learning activity to the next. Because we recognize most discipline problems are caused because the child needs more personal attention, we seek to reward the children who are obeying and listening to the teacher with the praise and attention they seek.

If a discipline problem is not solved by the above method (most are) we will give your child a time out period to calm down. Our final method to solve a discipline problem is to arrange a conference with you, the parent.

Cross Road Kindergarten and School strictly forbids its faculty and staff from using corporal punishment in any form.

11. DRESS CODE: Cross Road Kindergarten & School students will uniforms during the SCHOOL YEAR. All students are to dress neatly, cleanly, and modestly for school. Christians' dress should reflect our requirement to show love and respect towards our neighbors.

Reminder: Please use TCCA's source code, QS46W8, when ordering clothing from **French Toast** or use code NH01037 at **Educational Outfitters** to benefit Tri-City Christian Academy. Our school uses the ELEMENTARY CODE for **all** students.

Clothing must be worn according to the uniform guidelines found at www.frenchtoast.com. Should you be able to find similar clothing at another store, you are welcome to do this. Please be advised, however, that the style and color must be the same as the clothing choices indicated.

Students shall wear shoes or other appropriate footwear while in school. No flip-flops or open-toed sandals are allowed (this includes the SUMMER PROGRAM). Compliance with the spirit of the dress code as well as the letter has proven to greatly enhance both the academic and the spiritual atmosphere of our school.

On Chapel Days (Wednesdays) girls will wear skirts or jumpers and boys will wear a shirt and tie.

12. WAITING LIST: To place your child's name on our waiting list, simply pay \$10 towards the registration fee, and complete a registration form. This fee is

fully refundable until a vacancy occurs and your child is enrolled. You will be contacted as soon as a vacancy occurs.

13. **AFFILIATION:** Cross Road Kindergarten is an extension of Tri-City Christian Academy, which in turn is a ministry of Tri-City Covenant Church, 150 West High Street, Somersworth, NH 03878. Tri City Christian Academy telephone is (603) 692-2093.
14. **ACCREDITATION:** Cross Road Kindergarten is accredited by Nicene Schools International, a Christian School accreditation organization. We are also a member of Granite State Christian School Association.
15. **SCHOOL NURSE:** Cross Road Kindergarten utilizes the services of the Tri-City Christian Academy school nurse for consultation and review of our student immunization records.
16. **PARENTING CLASSES:** Tri-City Covenant Church offers Christian parenting classes at no charge once per year. Please see the director for additional information

Susan D. Edgar
Director
(603) 749-4278

last updated 08/31/2009