



GLENOAKS CHRISTIAN ELEMENTARY

A Ministry of the First United Methodist Church of San Fernando

1525 Glenoaks Blvd. San Fernando, CA 91340 | Phone: (818) 365-1513 | Fax: (818) 361-8943
Website: www.GlenoaksSchools.com | Email: office@glenoaksschools.com | Facility #191202198

GENERAL POLICY STATEMENT 2016-2017

Please refer to the Parent-Student Handbook for detailed guidelines.

1. ADMISSION

The school does not discriminate on the basis of race, color, nationality, and/or ethnic origin in the administration of educational policies and practices. Admission is based on, but not limited to, the following factors: space availability, report cards, school records, test scores, teacher evaluations, entrance exam, behavior/conduct, and participation in religious activities.

Applications are accepted for children entering Transitional Kindergarten through Sixth grade. The following documents are required:

- birth certificate
- health/immunization record
- request for school records (except students entering Transitional Kinder & Kindergartener)
- non-refundable and non-transferrable registration and books & materials fee

Upon entering **Kindergarten**, students must be **five (5) years of age and First Grade must be six (6) years of age on or before September 1st of the current school year.** Students with “late” birthdates (born after September 1st and before December 2nd) will be admitted to our **Transitional Kindergarten** program. Students may be admitted to Transitional Kinder & Kindergarten only after thorough examination and recommendation from the teacher(s). We will only accept or advance students if he/she is academically and socially ready for the challenge. This modification is to benefit and promote optimal school experience for our young students. Other schools may not accept or honor credits for kindergarten for students with “late” birthdates advancing into first grade. Consideration for acceptance requires students to take an entrance exam with one of our assigned teachers and receive a passing score. Behavior and conduct during the entrance exam will also be taken into consideration for acceptance. The administration may require an interview with the prospective parent/guardian and the student.

IEP/Special Education

Glenoaks Christian Elementary does not have special programs and resource staff for special education or students with IEP and therefore may not be able to fully accommodate students with special needs. Parents are required and assume full responsibility to provide the school with copies of IEP and disclose all psychological/psychiatric counseling prescribed as well as all disciplinary actions (suspension and expulsion) imposed from previous school(s). Glenoaks Christian Elementary holds the absolute right to deny admission or terminate currently enrolled student if parents/guardians fail to follow this admission policy at the sole discretion of the school.

Immunizations

New students must submit a record that includes the month and year of the following immunizations:

| | |
|---|---|
| TB Mantoux | Transitional kindergarten and first grade entry |
| Polio | 4 doses |
| DTP/DtaP/DT/Td2 | 5 doses at time of school entry |
| MMR | 2 doses for kindergarten entry |
| Hepatitis B | 3 doses for kindergarten and first grade entry |
| *Varicella (Chicken Pox) | 1 dose or had disease with date |
| *The County of Los Angeles recommends a second Varicella vaccine. | |

Registration

Each year, all students currently enrolled must re-register for admissions for the following year at the interim of the current school year. The **FULL PAYMENT** needs to be paid before the child is enrolled and/or to reserve a space. **This fee is non-transferrable nor refundable.**

- \$350 - 1st Deadline: February 26, 2016
- \$450 - 2nd Deadline: March 24, 2016
- \$550 - 3rd Deadline: June 09, 2016
- \$600 - On or after June 10, 2016

2. TUITION & FEES

The school reserves the right to cancel enrollment of a student(s) for unpaid tuition effective the first day of the following month. Tuition is due by the first (1st) of every month and late fee(s) will be applied after the fifth (5th) of each month.

- a. A Church Member will receive 20% off the qualified annual rate.
Annual Tuition paid in full before the first day of school will receive 5% off the qualified annual rate.

| Standard Tuition 2016-2017 | Annual Tuition | 10 Month Payment | 11 Month Payment* |
|---------------------------------------|---------------------------|-----------------------------|------------------------------|
| 1st Child | \$5,000 | \$500 | \$455 |
| 2nd Child | \$4,000 | \$400 | \$364 |
| 3rd Child | \$3,000 | \$300 | \$273 |

* Only available to those who are on FACTS and begin in August.

- b. Every new student is required to take a mandatory entrance exam and schedule an interview with the principal before registering. A reservation is required and an additional fee of \$50 will apply.
This fee is non-transferrable nor refundable.
- c. Field trips and other extra supplies needed for specific grades and classes will be available at an additional cost to each student.
- d. Each student is required to have a ready-made earthquake kit with a 5-year shelf life. The cost for each kit is **\$15**. All kits must be purchased through the school.

3. FACTS

For your convenience we offer FACTS, a system to automatically withdraw tuition, daycare, and extracurricular classes from your bank account. FACTS Tuition Management requires an annual set-up fee of \$38 and banking information. Only those on FACTS have access to a variety of payment plans and avoid the risk of late payment fees.

4. INSUFFICIENT FUNDS & LATE PAYMENTS:

If your funds are returned from the bank or your tuition/daycare payment is late, you will be charged a \$30 fee. If your fee is not received within one month from the date payment was due, it will become a \$50 fee and if your fee is still not received within two months, it will become a \$100 fee plus other restrictions.

5. MANDATORY SERVICE HOURS

Each family is obligated to volunteer ten (10) service hours. If service hours are not fulfilled by May 31, 2017, there will be a charge of \$20 per hour billed to your account on May 31, 2017.

6. FUNDRAISING

A fundraising commitment of **\$500** is required yearly. This year, 100% of your fundraising amount will be credited. All families must comply with the fundraising agenda by May 31, 2017 and any unpaid balances will result in additional charges billed to your account. You also have an option to pay out your fundraising requirements for **\$300**. The payment needs to be made in full by September 2, 2016. *Cash or checks only for any fundraising payments.*

7. DRESS CODE VIOLATION

Students at Glenoaks Christian Elementary must be in proper uniform, except on the student's birthday and with a Free Dress Pass. The emblem used for Glenoaks Christian Elementary is a registered trademark of The United Methodist Church and cannot be used without permission. After the 3rd violation throughout the entire school year, you will be charged \$5 for each violation thereafter. All tops must be purchased through the school office. Free Dress Pass can be purchased in the office for \$2 each.

8. CHILD PICK UP

A written consent must be submitted for all persons authorized to pick up your child from school. School cannot release any child to an unauthorized person under any circumstances. Students are not permitted to walk home alone. If the child is not picked up from school on time, they will be taken to daycare. After school daycare is available at the rate of \$10/hour with a \$20/day maximum during the hours of 3:00 p.m. until 6:00 p.m. Any child picked up after 6:00 p.m. will be charged \$2/minute. If daycare is needed on a regular basis, please see #12 Daycare Service below.

9. TARDIES & TRUANCY

Students are considered tardy after 8:30 a.m. After the 5th violation each trimester, you will be charged \$5 for each tardy. Social services will be contacted if the child is absent for more than three (3) days without any notice. A doctor’s note must be submitted when the child is absent for more than three days due to illness.

10. CONDUCT & BEHAVIOR

We expect every student, parent, and guardian to practice good citizenship and Christian values while they are on campus (including the parking lot). Please be respectful to one another and understand that your behavior sets an ultimate example for all children. Gossip, bad language, argumentative tone of voice or behavior, and/or any act of aggression will not be tolerated. The school reserves the right to cancel enrollment at any time if proper behavior is not maintained. *Any payments collected will be non-transferrable nor refundable.*

11. WITHDRAWAL

If for any reason you need to withdraw your child from Glenoaks Elementary School, **a written letter** is required giving Glenoaks Christian Elementary thirty (30) days notice. If this procedure is not followed, you will be accountable for the next month’s tuition.

12. LUNCH PROGRAM

We offer an optional healthy hot lunch program for our students Monday through Friday at the cost of \$5 per lunch. Orders must be placed and paid for by the due date. Order forms are sent home prior to the beginning of each month and extra order forms are available in the school office. **If available**, students can purchase “seconds” for an additional \$1 per plate during lunchtime. Emergency Hot Lunch is available for \$7 per lunch by contacting the school office on the day it is needed and paying upon pick-up of your child. If your child is absent and a lunch needs to be cancelled, it is the parent’s responsibility to notify the school office by 9:00 a.m. or your lunch credit will be forfeited.

13. DAYCARE SERVICE

Daycare is offered as a safe environment for children to complete school assignments and interact with friends before and after school. Daycare is available to students of all grades on an as needed basis for \$10/hour with a \$20/day maximum or parents/guardians can enroll in a monthly program by choosing one of the following options:

| Enrolled Daycare | <u>5 Days/Week Standard</u> 7:00 a.m. – 8:30 a.m. and 3:00 p.m. – 6:00 p.m. | <u>5 Days/Week Limited</u> 7:00 a.m. – 8:30 a.m. and 3:00 p.m. – 4:10 p.m. | <u>2 Days/Week</u> 7:00 a.m. – 8:30 a.m. and 3:00 p.m. – 6:00 p.m. | <u>Morning Only</u> 7:00 a.m. – 8:30 a.m. |
|-----------------------------|---|---|--|---|
| 1st Child | \$180/month | \$100/month | \$100/month | \$50/month |
| 2nd Child | \$120/month | \$80/month | \$80/month | \$40/month |
| 3rd Child | \$80/month | \$60/month | \$60/month | \$30/month |

All daycare charges are due by the 1st of each month to remain current. Our daycare service ends at 6:00 p.m. Any student who is picked up after 6:00 p.m. will be charged an additional \$2/minute. Daycare will not be available on the last day of school, school holidays, and vacations.

14. AFTERSCHOOL ENRICHMENT

We offer a variety of after school enrichment classes (optional) to expand your child’s learning experience. Sign-up sheets can be found in the school office including descriptions, rates, and schedules. Daycare is available for free until 6:00 p.m. to the student and his/her sibling(s) on the day of the class. Monthly class payments must be received by the first (1st) of each month or your child(ren) will be unable to attend the class beginning the second week. Extra daycare fee may be charged if not already enrolled.



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I/We have read and understand the Glenoaks Christian Elementary General Policy Statement. As a parent/guardian of a child(ren) enrolled in Glenoaks Christian Elementary, I/we understand and accept all the policies and requirements for the 2016-2017 school year. *The school reserves the right to deny or cancel enrollment at any time upon violation.*

| | | | |
|---|--------------------------------|-------------|----------------|
| Student's Name | Birth Date: mm/dd/yy | M/F | Entering Grade |
| Student's Name | Birth Date: mm/dd/yy | M/F | Entering Grade |
| Student's Name | Birth Date: mm/dd/yy | M/F | Entering Grade |
| Parent's/Guardian's Name (please print) | Parent's /Guardian's Signature | / / Date | |
| Parent's/Guardian's Name (please print) | Parent's /Guardian's Signature | / / Date | |

OFFICE USE ONLY:

Discount Applied: Early Bird DREAM Church Member Staff: Part/Full Other: _____

Method of Payment: Cash Check: # _____ Credit Card

Amount Received: \$ _____ Received By: _____ Date: _____ / _____ / _____