

Couts Christian Academy Application for Enrollment 2023-24

Student

Name: _____ Date: _____

Address: _____

Birthday: _____ Male / Female _____

Preschool (PK2-PK4)

PK2 M, T, W, TH, F

PK3 M-F MWF T/TH (PK3 must be fully potty tained)

PK4 M-F MWF T/TH

School (TK-2nd)

Transitional Kinder (must have completed a PK4 program or be 5 by Sept 1st)

Kindergarten - First Grade - Second grade

Extended Care

AM Y / N M, T, W, TH, F 7:30-8:20

PM Y / N M, T, W, TH, F 2:30-5:30

Parent / Household

First parent/guardian

Name: _____

Address: _____

Phone: _____

Email: _____

Occupation: _____

Financial responsibility Y /N

Second parent/guardian

Name:

Address:

Phone:

Email:

Occupation:

Financial responsibility Y /N

Emergency contacts and authorized pickup list

	Name	number	relationship
1			
2			
3			
4			
5			

Handbook Acknowledgement

The Coutts Christian Academy Handbook is available on the website and in the school office. I have read and agree with the policies of Coutts Christian Academy. **Yes**_____ **No**_____

Media Release

I hereby give consent for my child to be photographed by school staff or parent volunteers during any school activity, on or off the school campus. I give my permission to release any photographs of my child taken during school activities, for use in school and/or church related publications,

to brochures, school website, school videos or other publications as seen fit by the administrator of Coutts Christian Academy.

This includes Facebook and Instagram. **Yes**_____ **No**_____

Field Trip Permission

The PK4 and up classes may take field trips during the year. Detailed permission slips are always sent home prior to a field trip. Parents are always welcome to attend. **Yes**_____ **No**_____

Tuition Agreement

Coutts Christian Academy tuition is calculated on the total number of days (excluding holidays) in the school year to arrive at the yearly amount. It is not based on the number of days in a month.

- *A 10% discount is given to additional preschool children enrolled from one family.
- *A 10% discount is given for additional school age children enrolled from one family.
- *Discounts do not apply to extended care.
- *Tuition is due by the 1st day of the month. Full tuition is due whether or not your child attends all the class days for which he/she is enrolled.
- *A late fee of \$25.00 will be assessed on any balance not paid by the 10th of the month.
- *Your child will no longer be enrolled if the tuition has not been paid by the 1st day of the second month.
- *No deduction in tuition is given for absence, illness, holidays or inclement weather.
- *There is a \$35 fee for returned checks.

Tuition may be paid online using ACH through the Parent Procure Account

or in the office by using cash or check.

Withdrawal Policy: CCA requires a two week notice in writing (email) prior to withdrawal. There is no refund of tuition paid for the month in which the child is withdrawn. **Yes**_____ **No**_____

Parent/Guardian Signature_____

Date_____

Forms Needed

Birth Certificate, Emergency Treatment & Authorization form, Immunizations,
Allergy form (if applicable) and Statement of Health (due at enrollment)
Hearing and Vision (PK4, TK, Kinder and 1st due by January 1st)

Office Use Only

Enrollment fee paid \$_____ cash or check#_____ Date_____

Forms submitted: BC, ET&A, IMM, SH, H&V, Allergy

New student Y / N, Added to class Y / N



2023-2024

Enrollment for Current Families Opens February 6, 2023

Enrollment for New Families Opens March 6, 2023

Preschool 2-4 years

Drop off 8:30 am ~ Picked up by 2:30 pm

Days per week	Tuition	10 month plan Aug-May
1	\$1,550	\$155
2	\$2,870	\$287
3	\$3,910	\$391
4	\$4,820	\$482
5	\$5,710	\$571



**Enroll by April 14th &
receive a discount on
Enrollment Fees!!**

**Preschool \$110
TK-2nd \$210**

Preschool Fees:

\$160 Enrollment Fee (non-refundable)

\$75 Curriculum Fee (Aug & Jan)

10% Tuition discount for additional children

Transitional Kindergarten - 2nd grade

Drop off 7:45 am ~ Pick up 3:00 pm

Enrollment Fee \$310

Curriculum Fee \$150 (Aug & Jan)

Tuition \$6,860 a year

Or

\$686 a month (Aug-May)

Registered Extended Care:

7:30-8:30 am ~ \$6.00 per day

2:30-5:30 pm ~ \$10.00 per day

Drop in rates available

