

January 9, 2012

Dear CF Academy Family:

Let me start by saying, “glory to God” for all the blessings He has given us as a school body this year. It has been amazing to see how He has grown our school family, and continues to stretch us in unimaginable ways! Our goal will always be to continue to give our students the opportunity for academic and spiritual growth and success in a creative learning environment, guiding them to become “learners today, leaders tomorrow.” We are grateful for the commitment and support of our CFA families, and are confident that, with God’s help, we will continue down this path towards increasing excellence.

We have carefully evaluated our school finances and working together to address the difficult challenge of continuing to provide a quality program for our students, while prayerfully considering the cost impact on our families, we have decided on minimal increases for the upcoming school year, if any. We know that many of our families sacrifice in order to give their child(ren) a Christian education, which is why we pledge to continue to be good stewards of all that God has given us and to use every dollar towards providing the academic and spiritual excellence that you have come to expect and depend upon.

There are some **BIG and EXCITING** changes that we can’t wait to share with you for the upcoming 2012/2013 school year!

- 1.** We are creating a brand new media center, which will be housed in our main building (bldg. 2000) within the safe environment we know and love. We will be hard at work preparing a beautiful environment where the love of reading and the use of technology will be instilled in every student.
- 2.** Our curriculum team made up of our lead teachers, are thrilled to announce that we will be changing our K2-3rd grade curriculum to BJU Press. We are currently using this curriculum in our upper elementary and have been impressed with the advances our students have made, due to the critical thinking skills and multi-sensory learning it provides. It essentially encompasses the best of both worlds: strong academics and a hands-on approach through the use of manipulatives.
- 3.** Our 4th-6th graders will be on the cutting edge of technology and education through our partnership with V-Schoolz and our continued enhancement of curriculum. Students will be learning in a digital classroom where the teacher continues to be the lead educator. By implementing a digital classroom, every student in the program will have a laptop and access to the highest quality curriculum, tools, resources, and support to help transition into this new learning environment. As a parent you can expect the same high quality education for your child that you’ve always received plus the benefits of these new tools. More importantly, you the parent will now have online access to every aspect of your child’s education by being able to see the content and resources that are being used throughout the day.

We are encouraging all of our parents to come and check out first-hand both of these new programs during our **“One Sweet” Open House & Fine Arts Night on Tuesday, January 24, 2012 from 6-8 p.m.** Consequently due to these big advances, it is pertinent that during our two week “Friends and Family” Registration period, you re-register and reserve your child’s seat as part of our CFA family for the 2012-2013 school year. Additionally during this time, anyone your family personally brings in to register will also be given the same advantage, of being allowed to register before we open up registration to the community on January 24th at our “One Sweet” Open House. I believe strongly in God’s promises and the commitment of our faculty and staff, and I hope that, as you prayerfully enroll or re-enroll your child(ren), we will work together to continue the vital role that Christian education plays during these significant times.

Love in Christ,

Christina Blanco
CF Academy Director



8900 SW 168TH STREET
PALMETTO BAY, FL 33157

P: (305) 238 1833
F: (305) 232 3518

CFACADEMY.ORG

STATEMENT OF COOPERATION

1. I pledge my cooperation and support to the teachers and administrators of Christ Fellowship Academy in the training and discipline of my child. I understand that paying the tuition and necessary fees are not the only parental responsibilities I have in educating my child. I recognize my need to contribute in service and prayer to properly share in the support of the Christ Fellowship Academy ministry.

2. I will attend, to the best of my ability, the parent/teacher meetings and school activities as a demonstration of my cooperation and support for the Christ Fellowship Academy ministry in their effort to educate my child. I pledge my loyalty to the Christ Fellowship Academy ministry. To ensure that I do not diminish this ministry’s effectiveness or reputation, I will bring any and all questions and criticisms to the proper school authority.

3. I understand my child may be dismissed from Christ Fellowship Academy at any time he/she is found to be out of harmony with the rules and policies of the school. Further, we realize as parents/guardians, we also must be in harmony with the rules and policies of the school, and if we are in discord, our children will be removed from Christ Fellowship Academy.

4. I have read, completely understand and agree to abide by the Parent-Student Handbook (as posted on the school’s website cfacademy.org)

5. I understand that all students (K2-6th grade), are required to comply with Christ Fellowship Academy’s uniform and dress code as stated in the school Dress Code, and agree to assist my child in complying with the dress code requirements. I further acknowledge that failure to comply with the dress code will result in disciplinary action.

6. I give my child permission to take part in all activities including sports and school-sponsored trips off campus. (Notices and permission forms will be provided for field trips and class trips).

7. Beyond the reasonable care I can expect for my child at Christ Fellowship Academy, I will not hold Christ Fellowship Academy or its employees or Christ Fellowship or its employees, liable in case of injury or death to my child. Furthermore, I give my consent and authorize the school to obtain, through a physician of its choice, such medical care as is reasonably necessary for the welfare of my child if I am not immediately available to give such consent.

8. I understand the policy of the school is to make no refunds on registration, school improvement fees or after-school program fees.

9. I understand that should my address, telephone number, email address and other contact information, marital status, or place of employment change, it is my responsibility to make the changes online or to notify the school office and update my child(ren)’s file(s).

10. I pledge my cooperation in bringing my child to school on time each day unless an emergency occurs preventing me from doing so. I understand that it is my responsibility to notify the school regarding absences of my child(ren).

11. I am aware of the tuition on the schedule of tuition and fees, and agree to pay this amount. I understand that tuition is due on the 1st of each month and that if my payment is not received in the business office by the 10th of the month a \$50.00 late fee will be assessed. I am aware that report cards will not be issued to students whose accounts are 30 days or more past due. I am aware if my account becomes 60 days past due my student(s) will be suspended from class. I also understand that a \$50.00 fee will be charged to my account for any items returned by the bank.

12. I understand that withdrawal from Christ Fellowship Academy will require a parent/legal guardian signature and a \$50.00 withdrawal fee will be assessed, and that final grades or transcripts will not be released unless the financial account is fully paid.

13. I am aware that photographs are taken on the school property and at school events and agree to release Christ Fellowship Academy and Christ Fellowship from any and all liabilities in connection with including my student in photographs used in advertising for the school. The advertising includes, but is not limited to, the school web site, web pages, school brochures, school videos, and yearbooks.

Student’s Name (please print)

Date

Parent/ Legal Guardian Signature



8900 SW 168TH STREET
PALMETTO BAY, FL 33157

P: (305) 238 1833
F: (305) 232 3518

CFACADEMY.ORG

ACCEPTABLE USE OF TECHNOLOGY
USE OF TECHNOLOGY PLACEMENT AGREEMENT

1. It is a privilege to use the electronic technology.
2. Responsible users may use the technology to research assigned classroom projects under the supervision of classroom teachers.
3. Responsible users must use approved web sites only.
4. Responsible users may NOT:
 - a) Use the technology for any illegal purpose such as plagiarism.
 - b) Use impolite or abusive language.
 - c) Violate the rules of common sense and etiquette.
 - d) Change any computer files that do not belong to the user.
 - e) Send or get copyright materials without permission.

If the rules above are not followed, student use of technology will be cancelled. If a student damages any equipment, the student and student’s family will pay for the repair or replacement of the items.

I understand the Technology Guidelines and I will follow the rules. If I do not follow the rules, I understand that my technology privileges will be taken away. In addition, I will face disciplinary consequences.

I have read this Acceptable Use of Technology & Use of Technology Agreement. I give permission for my child to use the technology, including the INTERNET. I understand that the INTERNET is a worldwide group of hundreds of thousands of computer networks. I do know that Christ Fellowship Academy, and Christ Fellowship does not control the content of the INTERNET networks. At school, each student’s access to and use of the network will be under the teacher’s discretion and monitored as a regular instructional activity. Christ Fellowship Academy cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of CF Academy. Further, I understand that if my child damages any equipment, I /we will be obligated to pay for the repair or replacement of the damaged equipment. Technology privileges will be assigned upon receipt of this signed consent agreement.

Student’s Name (please print)

Student’s Signature

Parent/ Legal Guardian Signature

Date

PLACEMENT POLICY AGREEMENT

THE PHILOSOPHY

Our goal is to place students at their proper grade level and in the appropriate class. We believe teachers are the most knowledgeable of their students, and we depend on their professional judgment for recommendations in the formation of new class rosters. We believe this is preferable to having the office staff arbitrarily form a class list. Recognizing that these decisions are not always easy and often difficult, guidelines are used that attempt to satisfy the needs of the majority while remaining sensitive to the possibility of special circumstances.

*****No requests for classroom placement will be accepted.*****

The following will assist, but not be the only evaluative measures, in determining formation of class rosters.

1. Academic readiness shall be considered so as not to impede progress of the individuals or group.
2. Interpersonal relationships shall be weighed to enhance a classroom environment that is easily managed.
3. Developmental concerns shall be evaluated to promote the greatest possibility for the group's advancement.
4. Factors relative to required teacher-pupil ratio, proper mix of sexes, and potential teacher-pupil personality conflicts, shall be deemed significant when applicable.
5. Child must be of age to enter respective grade level as of September 1 of current school year.
6. All students entering the 5 Day K3 program and up must be fully potty trained prior to the first day of school.

I pledge my cooperation and support of my child's placement in the class determined to be best by CF Academy. I understand that I must complete my financial responsibilities in order for my child to be placed in a class.

Student's Name: _____ Grade: _____

Both Parent's/Guardian's Signature: _____ Date: _____

Both Parent's/Guardian's Signature: _____ Date: _____

STUDENT FEES

All registration fees are due upon registration. The School Improvement Fee must be paid in full by May 31, 2012 or immediately upon late registration for the student's 2012-2013 school year placement. Please understand that the registration process is incomplete until all fees have been paid and all necessary forms and records have been submitted to the Registrar's Office. As of July 1, 2012, any student with incomplete registration files will be placed in a candidate pool.

TUITION AND FEE SCHEDULE

REGISTRATION FEE

\$200.00 per student will be charged annually and is payable at the time of registration.

SCHOOL IMPROVEMENT FEE

\$200.00-\$500.00 per family is due at the time of registration, or may be divided into four equal monthly payments. When choosing this option, the first of four payments is due upon registration. The School Improvement Fee is due in its entirety by May 31, 2012 or immediately upon late registration.

TESTING FEE

\$75.00 placement-testing fee for new students entering K5-6 grade.

TUITION FEES

Grade	Annual Tuition Rate	11 Payments* July 1st- May 1st
Pre K2 & K3 Half Day 3-Day Program	\$2,900	\$263.64
Pre K2 & K3 Full Day 3-Day Program	\$3,800	\$345.46
Pre K2 & K3 Half Day	\$4,900	\$445.46
Pre K2 & K3 Full Day	\$6,300	\$572.73
VPK+ Full Day	**To be determined**	
Pre K4 Full Day (non VPK)	\$7,200	\$654.55
Kindergarten	\$7,300	\$663.64
Grades 1-5	\$7,800	\$709.09
Grade 6	\$7,900	\$718.19
Grade 6 Graduation Fee	\$200	\$18.19
Grades 4-6 Technology Fee	\$250	\$22.73

*Monthly payment amount is based on the annual tuition rate divided into eleven equal monthly payments starting in July. A tuition difference may occur for students whose start date is after the beginning of the 2012-2013 school year.

MULTIPLE CHILD DISCOUNT Tuition is assessed at the full rate for the oldest student. A multiple student discount is provided for siblings only. A 10% discount is provided for the second student, a 20% discount for the third student, and 30% discount for the fourth student.

TEXTBOOKS AND WORKBOOKS The cost of textbooks consumed is included in the monthly tuition payments.

WITHDRAWALS To withdraw a student, parent/legal guardian must complete an official withdrawal form in the academy office. There is a \$50 early withdrawal fee.

EXTENDED SCHOOL DAY (ESD)

(Pre-school through 6th grade)

Our Extended School Day (ESD) program is open from 6:30 a.m. to 8:00 a.m. and in the afternoon until 6:00 p.m. every day that school is in session. This service is provided to you at a monthly or hourly rate in addition to your tuition charges.

<u>STUDENT GRADE</u>	<u>ANNUAL RATE</u>	<u>MONTHLY RATE</u>
K2-K5 FULL DAY STUDENTS	\$2,067	\$206.70
GRADES 1-6	\$1,595	\$159.00

The monthly charges are based on 180 school days. Any full-days of ESD care when school is not in session are not included. Your account will be billed monthly beginning August 2012 and continuing until May 2013. No credit is given for days absent. Any changes in ESD billing must be made in writing to the Financial Office. Only future months will be changed; no retroactive credit adjustments will be made. You may only add/drop the monthly rate once during the school year. If you use the ESD care and are not signed up for the monthly rate, you will be charged \$3.25 per hour for the time you use. As always ESD care closes promptly at 6:00 p.m. Late charges of \$1.00 per minute, per child, will be added to your account should you sign out your child after 6:00 p.m. If a child is dropped off before 8:00 a.m. or remains after regular school dismissal time, they must be checked into ESD care.

PLEASE INDICATE YOUR CHOICE OF ESD CARE

- K2-K5 Full Day Student Monthly Rate of \$206.70
- Grades 1-6 Monthly Rate of \$159.50
- Hourly Rate of \$3.25

Student's name: _____ Grade: _____

Parent's Signature: _____ Date: _____

THERE IS NO ESD FOR VPK ONLY STUDENTS

A \$25.00 surcharge with an additional charge of \$1.00 per minute will be charged to any VPK only student that is picked up after their dismissal time.

NON-SCHOOL DAY CARE (NSD)

Students attending NSD care (Christmas Break, Spring Break, etc.) will be charged \$25.00 per day or \$125.00 weekly rate. There is no hourly rate for non-school day care.