



505 E. Naples Street
Chula Vista, CA 91911
619.421.8822
www.teach4life.com

RE-REGISTRATION INFORMATION 2012-2013

January 20, 2012

Dear School Family:

This week we begin accepting registration for your child currently enrolled at CCS. Contained within this packet are all the materials you will need to reserve a place for your child in the 2012-2013 school year.

The next few weeks are the designated returning student registration period. Once again, we are giving returning students first opportunity for a place next year. Priority registration is also being offered to siblings of current students. Of course, you may re-register any time before the first day of school, but after February 10, 2012, invitations to enroll will also be sent out to prospective applicants and new inquiries. **Please remember that space is limited at this facility, so we cannot guarantee your child a space if you wait too long to re-register.**

The re-registration fee for 2012-2013 is \$345. But if you act by April 2, 2012, the fee will only be \$270 per child. (Sorry, but tuition payments and other fees for the present school year must be current to take advantage of this early-bird rate. No registration will be considered final until all tuition and student fee obligations for 2011-2012 have been fulfilled.) The full fee of \$345 will be applied on April 3, 2012 and thereafter.

The steps to re-register you child are simple, but must be carefully completed.

1. Update family, and vital statistics by completing the *Re-registration Update Form*.
2. Complete the *Parent Pledge* form on the back of the Re-registration Form.
3. Return these to the office with the registration fee. A tuition agreement will be prepared for you.

The 2011-2012 school year has been a great one, demonstrating once again that a Covenant education is one of the finest a student can receive anywhere. We are a school with a vision and a confidence in God who calls upon us to trust Him for big things. We also have confidence in our school parents, like you, who are committed to the education of their child at Covenant. We know you want a strong program for your child that is not only rich in academics, but reliably Christian in the way it nurtures them, too.

We hope that everyone will generously participate in the projects and programs where they can volunteer in order to keep our charges affordable for everyone. Families will continue to have the multiple child discount plan and the advance payment plan available to them upon request.

Attached you will find the information you will need to re-register your child. We hope you will complete this without delay, as we must hear from you to reserve a spot in next year's program. We have a wonderful year in store for our students. We look forward to seeing each one again in the fall! May God continue to bless each one of you.

In the bonds of Christ's service,

Thomas M. McManus

PLEASE DON'T PUT OFF REGISTRATION.

**TAKE ADVANTAGE OF THE EARLY DISCOUNT WHILE IT LASTS! WE MUST HAVE
YOUR REPLY SOON.**



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2012-2013 TUITION AND FINANCIAL INFORMATION

Tuition

Grades K-6 \$4,979/year (or \$452.64/month x 11 months)
Grades 7-12 \$6,165/year (or \$560.45/month x 11 months)

Family Discount Aid (on request)

A 5% tuition reduction for the second child, a 25% reduction for the third child, and the fourth child is free, applied from oldest to youngest living in the home. Please indicate such request with the student application form.

A discount of 4% is offered if the tuition for the entire year is paid in full at the time of registration (or tuition for the balance of the year, if a student is enrolled during the first semester). This discount is not applicable after the beginning of the second semester.

Registration Fee

A registration fee of \$345.00 is required of every student. This fee is not refundable.

Testing Fee

A one-time placement testing fee of \$80 is required of every new student.

Student Uniform

School uniforms are available from the Dennis Manufacturing Company in Clairemont Mesa. Brochures and order forms are available in the office. P.E. uniforms and sweatshirts with the school logo may be purchased in the school office. Sweat pants are also available and may be worn to P.E. any day or to classes on Fridays. Sweatshirts with the school logo and sweaters or fleece jackets purchased from Dennis Manufacturing are the only acceptable outerwear that may be worn in the classroom.

Student Fees (Due at time of registration)

- Team fee (optional participation): approximately \$150 per sport
- Graduation fee (grade 12 only): \$100
- Lab fee (for secondary students enrolled in a lab science): \$20
- Other incidental fees for such things as field trips will be announced in advance throughout the year.

Extended Day Care

Normally, this service is available from 7:00-8:15 am. and from 3:05-6:00 pm. Monday through Thursday, and on Fridays, 7:00-8:15 am. and from 12:05-6:00 pm. The fees for this service are payable by the tenth of the following month.

Any student not under the immediate supervision of a parent or teacher, either before or after school, must report to the child care supervisor and will be accordingly charged for the service. AM rates are \$4.00 per student. PM rates are \$4.00 for the first hour, plus \$2.00 for each additional hour or portion thereof per student. Children in tutoring will be billed the daycare rates.

Policies Regarding Payment of Fees

Tuition payments are calculated on the basis of the entire school year and are payable one month in advance. Reductions will not be made for such things as vacations, school holidays, or personal absences. If the student withdraws from the school for any reason, the full tuition amount through the end of the month in which the withdrawal takes place is due and is not refundable. If the student enters after the school year has begun, the charges will be adjusted according to actual number of weeks enrolled. Tuition payments and other fees must be current before students will be allowed to take mid-term or final exams, unit tests, or their term projects accepted, or be allowed to re-register for another year.

Policy Regarding Withdrawal

All requests for withdrawals, whether before the school year begins or during the school year, must be made to the administration in writing and will be considered effective only after an exit conference with a designated member of the administration. All tuition and student fees must be paid before withdrawal is completed.

Parents and students should consult the *Student Handbook* for other policies and additional information.