



Dear Parents,

We are so excited that you and your family are interested in joining our school community. As a classical, Christian school we are passionate about educating our students and training them in a godly way. We hope that you have seen and heard our dedication to excellence in our teaching curriculum and developing the heart and character of each child.

Enrollment at Cornestone Academy for the 2020-21 school year is now open! Please complete the attached forms to ensure that your child(ren) are enrolled for next year.

We are looking forward to another exciting and dynamic year filled with educational success and spiritual triumphs in your child's life. Here are some of the things you can look forward to in the 2020-21 school year:

- ❖ Continuing to focus on excellence in classically teaching our students
- ❖ A second year in our fantastic building
- ❖ Our new Parent Partnership Program to encourage volunteering
- ❖ Retaining excellent teachers that love the Lord and are passionate about educating our students

To complete your enrollment process please fill out the necessary information on the following pages and sign the mandatory agreements. Once you have completed these papers, please return them to the front desk or mail them to ensure your child(ren)'s placement for next year.

Thank you for your interest in partnering with us in your child's educational journey. We look forward to you and your family joining our school.

Please feel free to call (425) 892-3030 if you have any questions regarding enrollment.

Blessings,

Tracy Whitfield
Director of Admissions

Cornerstone Academy

Admissions Procedures

Cornerstone Academy uses an admissions procedure that resembles the application process used in many other private schools and colleges. This procedure allows the school to accurately identify and admit students from families who have clearly expressed convictions that are like ours regarding the education of children.

The selection and make-up of the school's student body is second only to staff selection in the impact it has upon the school's mission. The family-like atmosphere Cornerstone Academy seeks to foster and currently enjoys is due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we want to do all we can to maintain and build up that atmosphere.

The basic process for new applicants is as follows:

1. **Initial Visit:** Parents tour and learn about our school.
2. **Application:** Applications will be processed upon being returned fully completed with the registration fee. **Open enrollment officially begins March 3, 2020.**
3. **Assessment Testing:** Testing will be scheduled for each incoming student to determine grade placement after the completed application has been received.
4. **Family Interview:** Interviews are scheduled with the Head of School or Dean of Students, parents, and incoming student(s) following the assessment testing.
5. **Acceptance Notification:** Acceptance is determined by the Head of School after the family interview and after reviewing all other required materials. Families will be notified about acceptance by phone. Accepted applicants will receive all appropriate information for preparing for school, including financial arrangements shortly thereafter.

A student's academic achievements will be considered in the application process, but only for grade placement, not as the primary determinant for acceptance. Each new student will be given an entrance test to determine final grade placement. Again, we are seeking to enroll those students who, because of their own family's educational, behavioral, and spiritual priorities, will most benefit from what Cornerstone Academy can offer them.

Enrollment at Cornerstone Academy

Keep This Page for Your Information

Enrollment Process

- Pay enrollment fee.
- Complete enrollment forms.
- Sign up for FACTS tuition payments. Go to <https://online.factsmgt.com/SignIn/4HXW7>.

Summer Packet arrives in July with the school calendar, supply list and other important Back to School reminders.

Due Dates

AFTER MARCH 3rd

- Enrollment Fee -
 - Non Refundable \$150 per child, max \$300 per family
 - Pay by cash or check to Cornerstone Academy
- Enroll new students
 - Include information about all new students in the enrollment packet
 - Any new student will need an assessment to complete the enrollment process. This helps ensure the correct grade level and placement for the student. The assessment is \$50.
- Sign all Agreements
- Include updated vaccine records and a copy of a birth certificate for each child

DUE BY MAY 1st

- Sign up for FACTS - <https://online.factsmgt.com/signin/4HXW7>

DUE BY JUNE 1st

- Fees
 - Can be paid in person or through FACTS

DUE BY JULY 1st

- First Tuition Payment
 - In Full:** Can be paid fully by July 1st for a 2% discount – postdated checks are accepted as no one will be in the building on July 1st . You can also make this payment through FACTS for no cost.
 - Monthly:** Can be paid through FACTS in 11 payments. This requires that you sign up for FACTS to automatically withdraw funds from your account. There is an account set up fee and all accounts must be set up through FACTS by May 1st.



2020-2021 Enrollment

FAMILY INFORMATION

Parent's First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

Home phone _____ Cell phone _____

Work phone _____ Email _____

Birthdate (for background check) _____

Parent's First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

Home phone _____ Cell phone _____

Work phone _____ Email _____

Church you attend _____

APPROVED PICK-UP

First Name _____ Last Name _____

Relationship to student _____ Phone number _____

First Name _____ Last Name _____

Relationship to student _____ Phone number _____

What school district do you live in?

Monroe Snohomish Sultan Lake Stevens Everett _____

How did you hear about Cornerstone Academy?

Friend (name) _____ Cornerstone Academy's website Other _____

1st CHILD'S INFORMATION

Child's First Name _____ Last Name _____

Preferred Name (if different) _____ Birthdate _____

Current School Attended _____ Grade enrolled _____ Years attended _____

Previous School Attended _____ Years attended _____

Previous School Attended _____ Years attended _____

ENROLLING FOR (check all that apply):

Preschool, 9:00-11:45 (3 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

PreKindergarten, 9:00-11:45 (4 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

Kindergarten, 8:15-3:30

- Half Days (5 days/week, 8:15-11:45) Signature Program (5 days/week) Selections Program (2 days/week)

1st – 6th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)

7th – 12th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)
-

2nd CHILD'S INFORMATION

Child's First Name _____ Last Name _____

Preferred Name (if different) _____ Birthdate _____

Current School Attended _____ Grade enrolled _____ Years attended _____

Previous School Attended _____ Years attended _____

Previous School Attended _____ Years attended _____

ENROLLING FOR (check all that apply):

Preschool, 9:00-11:45 (3 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

PreKindergarten, 9:00-11:45 (4 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

Kindergarten, 8:15-3:30

- Half Days (5 days/week, 8:15-11:45) Signature Program (5 days/week) Selections Program (2 days/week)

1st – 6th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)

7th – 12th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)

3rd CHILD'S INFORMATION

Child's First Name _____ Last Name _____

Preferred Name (if different) _____ Birthdate _____

Current School Attended _____ Grade enrolled _____ Years attended _____

Previous School Attended _____ Years attended _____

Previous School Attended _____ Years attended _____

ENROLLING FOR (check all that apply):

Preschool, 9:00-11:45 (3 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

PreKindergarten, 9:00-11:45 (4 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

Kindergarten, 8:15-3:30

- Half Days (5 days/week, 8:15-11:45) Signature Program (5 days/week) Selections Program (2 days/week)

1st – 6th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)

7th – 12th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)
-

4th CHILD'S INFORMATION

Child's First Name _____ Last Name _____

Preferred Name (if different) _____ Birthdate _____

Current School Attended _____ Grade enrolled _____ Years attended _____

Previous School Attended _____ Years attended _____

Previous School Attended _____ Years attended _____

ENROLLING FOR (check all that apply):

Preschool, 9:00-11:45 (3 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

PreKindergarten, 9:00-11:45 (4 years old by September 1st)

- 5 days/week 3 days/week 2 days/week
 Early Care, 8:15-9:00 (additional \$5/day) Lunch Bunch, 11:45-12:15 (additional \$5/day)

Kindergarten, 8:15-3:30

- Half Days (5 days/week, 8:15-11:45) Signature Program (5 days/week) Selections Program (2 days/week)

1st – 6th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)

7th – 12th Grade, 8:15-3:30

- Signature Program (5 days/week) Selections Program (2 days/week)

5th CHILD'S INFORMATION

Child's First Name _____

Last Name _____

Preferred Name (if different) _____

Birthdate _____

Current School Attended _____

Grade enrolled _____

Years attended _____

Previous School Attended _____

Years attended _____

Previous School Attended _____

Years attended _____

ENROLLING FOR (check all that apply):

Preschool, 9:00-11:45 (3 years old by September 1st)

5 days/week

3 days/week

2 days/week

Early Care, 8:15-9:00 (additional \$5/day)

Lunch Bunch, 11:45-12:15 (additional \$5/day)

PreKindergarten, 9:00-11:45 (4 years old by September 1st)

5 days/week

3 days/week

2 days/week

Early Care, 8:15-9:00 (additional \$5/day)

Lunch Bunch, 11:45-12:15 (additional \$5/day)

Kindergarten, 8:15-3:30

Half Days (5 days/week, 8:15-11:45)

Signature Program (5 days/week)

Selections Program (2 days/week)

1st – 6th Grade, 8:15-3:30

Signature Program (5 days/week)

Selections Program (2 days/week)

7th – 12th Grade, 8:15-3:30

Signature Program (5 days/week)

Selections Program (2 days/week)

Allergies

Do any of your children have any allergies or medical issues we need to be aware of?

Name of child _____

Describe the allergy or medical issue _____

Name of child _____

Describe the allergy or medical issue _____

Name of child _____

Describe the allergy or medical issue _____



2020-2021 Agreements

Statement of Faith Agreement

We understand that the school teaches from the principles of this Statement of Faith:

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in faith and conduct.

We believe that there is one living and true God, eternally existing in the three persons; Father, Son and Holy Spirit. We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

We believe in Jesus Christ, God's only Son. We believe he was conceived by the Holy Spirit and born of the Virgin Mary. We believe he lived a sinless life, teaching and performing miracles. We believe he died for our sins, was resurrected, ascended into heaven, and will visibly return to earth in power and glory to judge all mankind.

We believe in the Holy Spirit who came forth from the Father and Son. We believe that the Holy Spirit lives in every believer of Christ, and that He is an abiding helper, teacher and guide, convicting mankind of sins and empowering all who believe in Jesus Christ.

We believe that all men are sinners and therefore need salvation. We believe that those who repent of their sins and trust in Jesus Christ alone as their Savior are saved. We believe that salvation is a free gift of God, entirely apart from works, and is possessed by all who have by faith received the Lord Jesus Christ as their personal savior.

Signature _____

Placement Agreement

I understand that all admission decisions are finalized by the administration, which may include a family interview and/or assessment. I understand that my child will be placed into the appropriate class next year based on the administration's decision, which may include an assessment.

Signature _____

Background Check Agreement

I/We hereby give my/our consent to a background check for all parents and legal guardians. No persons with a felony will be allowed to have direct contact with students.

Signature _____

Parent Partnership Program Agreement

To support the mission statement to “provide classical, Christian education that is **parent supported**, student centered and powered by passionate educators,” we ask that parents be actively involved in their child(ren)'s education through fostering a culture of volunteerism. Not only does each child benefit from parental involvement, but tuition costs are also kept lower when essential services can be regularly performed by volunteer parents. This fee will be returned at a rate of \$15 per hour of volunteer time, up to the amount each family paid that year in fees. This fee is per family and returns will be issued at mid-year and end of year. I understand that I must log all my hours in Sycamore in order to claim a return.

Signature _____

Photo Agreement

I/We hereby grant permission for Cornerstone Academy to take photos of my/our children and use their photo or their quotations in school promotional materials. I understand that the school will not attach my child's name to any photos posted to the school website.

Signature _____

Auction Procurement Agreement

I understand that it is the responsibility of each family to procure a donation for the annual auction valued at \$100. This item does not need to be purchased, but may be solicited from friends, family, or local businesses. In place of procuring, a tax-deductible donation of \$100 may be given to Cornerstone Academy.

Signature _____

Field Trip Agreement

Your son/daughter is eligible to participate in school-sponsored activities requiring transportation to locations away from the school building. These activities will take place under the guidance and supervision of employees and parent volunteers from Cornerstone Academy. Transportation to and from school-related activities may be provided by, but are not limited to, private automobiles driven by background checked staff and volunteers, private bus, or on foot. Staff will provide in advance clear communication as to mode of transportation and expectations.

Please review and agree to the below statement of agreement.

"I hereby consent to participation by my child/children. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee and/or volunteers. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I hereby release Cornerstone Academy, its staff and volunteers, from all liability. As parent or legal guardian, I remain fully responsible for any legal responsibility which may result from any personal actions taken by my student."

Signature _____



TUITION AGREEMENT

2020-2021

Cornerstone Academy relies primarily on tuition and fees income to meet annual operating expenses. Therefore, it is necessary that the financial obligations for enrollment be for the entire school year. Once a family accepts a seat for their child's enrollment, they are initiating their commitment to begin or continue tuition payments for the entire school year, even if the student is voluntarily withdrawn or expelled from school.

This agreement is made with the desire and intention to enroll my child at Cornerstone Academy for the 2020-2021 academic year. In consideration of this acceptance of enrollment, I agree to pay tuition by the date indicated in each month in which it is due. I also understand that fees are non-refundable. I agree that the school reserves the right to require the withdrawal of any student who does not meet the academic or behavioral requirements or who fails to uphold the school's standards as published in the *Family Handbook* and other policy statements.

Tuition and fees include books, facility fees, and matriculation and does not include special lab or activity fees. Tuition payments will begin on July 1, 2020, and end with the final payment in May 2021. Parents or guardians are responsible for the entire tuition and fee amount due according to the payment schedule.

The first tuition payment is due in July 2020. If enrollment occurs after July 2020, tuition for the preceding months will be due on acceptance. Any tuition is non-refundable after September 1, 2020 regardless of when a student may be withdrawn. Fees are nonrefundable after payment received. Failure to pay will be considered a voluntary withdrawal of the student by the parents, and the school may proceed to admit and enroll a replacement student. Students are considered admitted for the entire year, and no rebates or refunds are given for absence, failure to matriculate, suspension, or dismissal. A late fee of \$25 per family will be charged for any payment not received by the 10th day after the payment dates. Failure to pay balances within forty-five days or consistent failure to pay balances in full and on time will result in forfeiture of enrollment.

I agree that tuition and fees are non-refundable.

*** SELECT TUITION PAYMENT OPTION ***

Please select one of the following options:

Tuition Plan A – Payment in Full: I am choosing to pay the full amount on or before July 1, 2020, and to receive a 2% discount. This amount is calculated as your total tuition minus 2%. *If you choose Plan A, and do not pay the full amount by July 10, 2020, your plan will automatically convert to Plan B and charged a \$25 late fee. We will not be in the office on July 1st.*

Tuition Plan B – Monthly Payments through FACTS: I am choosing to set up recurring ACH payments with FACTS. Tuition will be billed beginning July 2020 and ending by May 2021.

Printed name of person responsible for this account

Signature

Date

Printed name of person responsible for this account

Signature

Date