



# Cedar Crest Academy Elementary Application 2017-2018

Thank you for your interest in Cedar Crest Academy's Elementary Program. While journeying toward academic excellence, Cedar Crest Academy is committed to developing ethical, creative, and compassionate children. We believe in instilling these traits while igniting a passion for learning and fostering each child's strengths, helping them grow to their fullest potential. Cedar Crest students will be highly motivated achievers, allowing them to succeed in their diverse and evolving global communities. We are honored to build our partnership with your family.

Please note the following prerequisites for admission into our program:

- Child must be the appropriate age by August 31<sup>st</sup> of the school year for which you are applying; Kindergarten (5 years old), First Grade (6 years old), Second Grade (7 years old), Third Grade (8 years old), and Fourth Grade (9 years old).
- Application procedure must be followed as outlined below for new families.
- Applications must be submitted including the submission of a non-refundable \$100 application fee (waived for families who currently attend Cedar Crest).

## Application Procedure

### Step 1: Tour.

Kindergarten through Fourth Grade is offered at our Bellewood Campus. All families, current and new, must tour the Bellewood campus or attend the Elementary Open House. We may offer Kindergarten at one of our other locations, to be decided by the end of March.

### Step 2: Apply.

After completing a tour and/or Open House, you can download an application from our website or pick one up at any campus. If your child is not currently enrolled at Cedar Crest Academy, his or her current teacher must fill out the attached Teacher Recommendation Form. Applications can be submitted by mail or in person to the campus you are applying to. Applications will not be considered unless submitted with the required, non-refundable application fee (waived for current Cedar Crest families). ***Applications must be postmarked by Friday, February 10<sup>th</sup>, 2017.*** Please note that applications are not considered in the order received; all applications go into a general pool from which students are chosen. No priority is given based on application date, and applications may not be submitted more than a year in advance. Please apply only for the coming School Year. If you are looking to enroll and the School Year has already begun, please contact the campus you are interested in directly to schedule a tour and check availability.

### Step 3: Receive confirmation.

Once we have received your application and fee, you will receive a confirmation e-mail with a date by which you should receive notification of our decision.

### Step 4: Await notification.

After we have reviewed all of the applications, you will receive a letter stating whether or not we are able to accommodate your child during the School Year for which you have applied. These letters will be sent out by March 3<sup>rd</sup>, 2017. If we are not able to accommodate your child, we will keep his/her application on file during the remainder of the School Year in the event that an opening arises.

If you have any questions, please e-mail Admissions at [admissions@cedarcrestacademy.org](mailto:admissions@cedarcrestacademy.org).  
We look forward to getting to know your child and family during the admissions process.



# Cedar Crest Academy

## 2017-2018 School Year Tuition

### Elementary Program

The annual tuition for Cedar Crest Elementary for 2017-2018 School Year (September through June) is \$17,500. This amount may be paid monthly, quarterly, or annually (please see schedule below). Applications for new families will be reviewed and notification will be sent to all applicants for the 2017-2018 School Year on March 3, 2017. For applicants that are admitted, all fees are due with a completed Enrollment Packet by March 17<sup>th</sup>, 2017 to secure your child's spot. All deposits and fees are entirely non-refundable.

Cedar Crest requires that tuition payments are made through Tuition Express, an automatic tuition withdrawal program (ACH). The process is simple and convenient, and has no cost to parents. Tuition withdrawals may be tracked in your monthly bank statements and will be withdrawn on the 1<sup>st</sup> of each month. *In the event that the 1<sup>st</sup> of the month falls on a weekend or holiday, tuition will be withdrawn on the day prior (Example: If May 1<sup>st</sup> falls on a Saturday, tuition will be processed on Friday, April 30<sup>th</sup>).*

<b>Kindergarten-Fourth Grade</b>	<b>5 Full Days (8:30am-3:30pm)</b>	<b>\$1,750</b>
<b>Before School Care</b>	8:00am – 8:30am	\$100
<b>After School Care</b>	3:30pm – 6:00pm	\$400
<b>Before and After School Care</b>	8:00am – 6:00pm	\$450
<b>Hourly Rate*</b>	8:00am – 6:00pm	\$15

*\*Must have pre-purchased punch card and provide 24 hour notice. Based on availability.*

<p style="text-align: center;"><b><u>Tuition Payment Options 2017-2018</u></b> <b><u>Kindergarten and 1<sup>st</sup> Grade</u></b></p> <p style="text-align: center;"><b>2 month deposit Applied May/June 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Paying Monthly</b> - \$1,760 per month, due on the 1<sup>st</sup> of the month. <i>(Includes \$10 processing fee)</i></li> <li>• <b>Paying Quarterly</b> - \$4,583 due on Sept 1<sup>st</sup>, December 1<sup>st</sup> and March 1<sup>st</sup>. <i>(\$250 Discount)</i></li> <li>• <b>Paying Yearly</b> - \$13,500 due September 1<sup>st</sup>. <i>(\$500 discount)</i></li> </ul>	<p style="text-align: center;"><b><u>Tuition Payment Options 2017-2018</u></b> <b><u>2<sup>nd</sup> – 4<sup>th</sup> Grade</u></b></p> <p style="text-align: center;"><b>1 month deposit Applied June 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Paying Monthly</b> - \$1,760 per month, due on the 1<sup>st</sup> of the month. <i>(Includes \$10 processing fee)</i></li> <li>• <b>Paying Quarterly</b> - \$5,167 due on Sept 1<sup>st</sup>, December 1<sup>st</sup> and March 1<sup>st</sup>. <i>(\$250 Discount)</i></li> <li>• <b>Paying Yearly</b> - \$15,250 due September 1<sup>st</sup>. <i>(\$500 discount)</i></li> </ul>
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**Monthly tuition for Full Day program includes:**

- Healthy and nutritious lunches and snacks.
- Two or three Specialists per grade level selected each year by the school. Some examples of Specialists have been: Music, Spanish, Art, and Physical Education.
- Each day, students will participate in Clubs, led by teachers specializing in subjects such as performing arts, journalism, photography, cooking, computer technology and more.

**Discounts:**

- 10% discount for single parent families
- 10% sibling discount (applies to second sibling)
- Financial assistance available for qualifying families.

**Deposit and Annual Fees:**

- For those entering Kindergarten or 1<sup>st</sup> Grade, a deposit of two month's tuition is required and will be credited towards tuition in May and June.
- For those entering 2<sup>nd</sup>-4<sup>th</sup> Grade, a deposit of one month's tuition is required and will be credited towards tuition in June.
- An Education fee of \$600 and Registration fee of \$150 are also required upon enrollment.
- Deposit and Annual Fees are non-refundable.



# Cedar Crest Academy Elementary Application 2017-2018

*All of the information provided in this application will be kept completely confidential.*

## APPLICANT INFORMATION

Child's Name \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_/\_\_\_/\_\_\_\_ Gender: Male Female

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### ***This application is for:***

Kindergarten  First Grade  Second Grade  Third Grade  Fourth Grade

## PARENT QUESTIONS – (PLEASE PROVIDE RESPONSES ON A SEPARATE PAGE)

1. Reflecting on Cedar Crest Academy's character education, describe the three traits that best currently describe your child and why.
2. Please share one or two areas in which you have seen significant growth with your child this past year.
3. Outside of school, what have been your child's favorite activities, lessons, camps, etc.? Towards which of the following areas do your child's interests gravitate: music, drama, athletics or science?
4. When you are talking with your child, what type of things does he/she wonder about? What types of questions does he/she ask?
5. Please share with us the hopes and expectations for your child and how Cedar Crest Elementary can help you meet those.
6. How did you and your family contribute to your school community last year?
7. In the Elementary Program, as the year progresses, your child will experience a variety of teachers throughout the day including homeroom teacher, specialists, house leaders, and CLUB instructors. How do you as a parent feel about those transitions and how do you feel that your child will handle those transitions?

## PARENT/GUARDIAN INFORMATION

\_\_\_\_\_  
Mother/Guardian Name Preferred Name

\_\_\_\_\_  
Father/Guardian Name Preferred Name

\_\_\_\_\_  
Address same as child's?  Yes  No

\_\_\_\_\_  
Address same as child's?  Yes  No

\_\_\_\_\_  
Address (if different than child's)

\_\_\_\_\_  
Address (if different than child's)

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Occupation Employer

\_\_\_\_\_  
Occupation Employer

\_\_\_\_\_  
(\_\_\_\_\_) Day Phone

\_\_\_\_\_  
(\_\_\_\_\_) Day Phone

\_\_\_\_\_  
E-mail (please print legibly)

\_\_\_\_\_  
E-mail (please print legibly)

## ADDITIONAL INFORMATION

Name of program child currently attends \_\_\_\_\_

How long have they attended this program? Years \_\_\_\_\_ Months \_\_\_\_\_

Do you have any other child who has attended Cedar Crest Academy?

Name \_\_\_\_\_ Campus \_\_\_\_\_

How did you hear about us?

Other: Current Cedar Crest student at \_\_\_\_\_ campus

Personal recommendation; Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Employer: \_\_\_\_\_

Our Website

Other Website; please list: \_\_\_\_\_

Other: \_\_\_\_\_

Did you tour the Bellewood Campus? Yes  No

Date toured \_\_\_\_\_

Did you attend the Bellewood Open House? Yes  No

Date attended \_\_\_\_\_

Please initial next to the following statements:

The school day begins at 8:30. I understand it is my responsibility to ensure my child arrives on time. \_\_\_\_\_

I understand that Cedar Crest Academy has a Uniform Policy and agree to abide by it. \_\_\_\_\_

I understand classroom structures will be determined by enrollment and may include multi-age classes. \_\_\_\_\_

When placing students in classes for the upcoming School Year, Cedar Crest Academy does not promise specific teachers nor does Cedar Crest Academy guarantee specific parental requests. \_\_\_\_\_

Thank you for taking the time to complete this application to help acquaint us with your child. New students please be sure to have your child's current teacher or caregiver complete and return the following confidential Teacher Recommendation, which they can return via mail, e-mail or fax. This form is required for all applicants.

*I understand that the teacher will send the recommendation form and possible additional information for consideration. I give permission for my child's current teacher to communicate with Cedar Crest Academy.*

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Parent/Guardian signature

Date

Please remember to enclose the appropriate Application Fee and submit application no later than  
**Friday, February 10<sup>th</sup>, 2017**

*I understand that the fee accompanying this application is non-refundable, even in the event that my child is not admitted to Cedar Crest Academy. I understand that Cedar Crest Academy does not discriminate on the basis of race, color, nationality, religion, gender, sexual preference, disability, national or ethnic origin, or other legally protected status in admission of students.*

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Parent/Guardian signature

Date



# Cedar Crest Academy

## Elementary Teacher Recommendation 2017-2018

**PARENT:** Please complete the *upper* portion of this form *only*. The rest of the form should be completed and returned (**separately from your application**) by your child's current teacher to the Admissions Office.

APPLICANT'S NAME: \_\_\_\_\_ APPLYING FOR: (School Year) \_\_\_\_\_ (Grade) \_\_\_\_\_

**TEACHER:** The student listed above has applied for admission to Cedar Crest Elementary. We place a high value on the feedback that you, as a teacher, can give us regarding this child. Please note that *all of the information provided in this recommendation will be kept completely confidential*.

1. How long have you known the applicant (years \_\_\_\_ months \_\_\_\_), and in what capacity?
2. Please comment on the applicant's personal strengths.
3. Please comment on the applicant's academic readiness (we present academics one grade level above the developmental age of the child).
4. Please tell us how the applicant responds to both structured and unstructured activities.
5. What have been your most successful methods of working cooperatively with this child's parents? How have the parents contributed to your program/classroom?
6. Are the parent's expectations of their child consistent with yours?
7. Is there anything special about this child that a new school should know?
8. Please check the phrases below that describe this child (please check all that apply).  
 Could independently work for 20 minutes or more     Has consistent bathroom accidents     This child has a behavior plan, IEP, etc  
 Uses age appropriate self-help skills     Able to navigate a traditional elementary lunchroom setting     Verbally able to articulate their needs

Thank you for taking the time to complete this application to help acquaint us with this child.

Name of School	Name of Teacher	Date
_____	_____	_____
Phone Number	May we contact you with any questions?	Yes No
_____	_____	_____

**Please scan and email this form to Admissions no later than February 10, 2017:**  
**email: [admissions@cedarcrestacademy.org](mailto:admissions@cedarcrestacademy.org)**