

January 19, 2023

Dear CCS Families,

Christmas is over and we are almost halfway through our second trimester. The school year is flying by. God has blessed us in many ways this year through the students, staff, and families that He has brought to CCS. Blessings have been seen in our academic, athletic, and fine arts programs as well as in our special events like our BBQ/Auction and Christmas concert. While we rejoice in what God is doing now, we continually look to the future and plan for the provisions of this ministry. In this letter you will find three things:

- A description of our **Continuous Enrollment** process.
- A listing of the **Tuition and Fees** for the 2023-24 school year.
- A listing of the 8 ways in which you can save on next year's tuition; the **Incentives** available to you.

### **Continuous Enrollment:**

Here at CCS your student(s) are automatically enrolled for the 2023-24 school year. You do not have to fill out any additional forms – their seat in our classroom is secure 😊 This is our Continuous Enrollment process, they are automatically enrolled. However, we do ask that each family review your personal information in your Parent Portal (FACTS) and contact Michelle Parris if you need to make changes to your student's demographic, medical, or family information. Lisa Gardner will be handling all transportation changes. In March, Mrs. Gardner will send home a form for you to submit your transportation information.

There is 1 very important aspect in our Continuous Enrollment process – if you know that your student(s) will not be returning to CCS for the 2023-24 school year, we ask you to contact us before April 1, 2023. This date is important to us for 2 reasons: first, the administration submits the 2023 budget to the Board of Trustees on April 17, 2023, and we can better create our budget if we know who is and is not returning next year. Secondly, if we know who is not returning for next year we can fill those seats with prospective students. Last year we had a waiting list in several classes because we were full. We are expecting the same thing for next year, full classes and waiting lists. By knowing who is not returning, we can limit those on our waiting lists.

**Families who inform the Admissions Office by April 1 that their student(s) will not be returning to CCS in 2023-2024 will not incur a Transfer of Records Fee of \$150 per student. Families who do not inform the Admissions Office of a student's withdrawal will be charged the Transfer of Records fee. Of course, we know that unforeseen circumstances may happen between April 2 and the start of school in the fall. The administration has the right to waive this Transfer of Records Fee as appropriate.**

(Tuition Information Continued on the Next Page)

**Tuition Information:**

The Board of Trustees approved a tuition increase of 5% for the 2023-24 school year. The Board has typically kept our tuition increase below 3% but feels that a 5% increase is needed to increase the salaries of all our employees here at CCS. The teachers, administration, and support staff feel it is a blessing to work at CCS and consider their work a ministry unto the Lord. However, the reality of being able to meet the financial needs of their families is real and the Board has unanimously voted to increase their salaries. By increasing our teachers’ base salary, we will increase our current teachers’ salaries and CCS will be better able to attract prospective employees if the need arises. The following chart outlines our tuition increase and tuition chart for the 2023-24 school year:

School	Increase	Increase	Monthly Change Per Student
	%	\$ Amt	\$Amt
<b>Pre-S 3-Yr-Old 2-Day</b>	5.0%	\$70	\$7.00
<b>Pre-S 4-Yr-Old 3-Day</b>	5.0%	\$105	\$10.50
<b>Pre-K 5-Day</b>	5.0%	\$160	\$16.00
<b>Pre-K 5-Day Enrichment</b>	5.0%	\$190	\$19.00
<b>Kindergarten – Half-Day</b>	5.0%	\$215	\$21.50
<b>Kindergarten – Flex-Day</b>	5.0%	\$265	\$26.50
<b>Kindergarten – Full-Day</b>	5.0%	\$350	\$35.00
<b>Elementary</b>	5.0%	\$350	\$35.00
<b>Middle School</b>	5.0%	\$405	\$40.50
<b>High School</b>	5.0%	\$465	\$46.50

	Tuition Amount for the 2023-24 School Year
<b>Pre-S 3-Yr-Old 2-Day</b>	\$1,465
<b>Pre-S 4-Yr-Old 3-Day</b>	\$2,185
<b>Pre-K 5-Day</b>	\$3,280
<b>Pre-K 5-Day Enrichment</b>	\$3,985
<b>3-Day Lunch Bunch Option</b>	\$175
<b>5-Day Lunch Bunch Option</b>	\$285
<b>Kindergarten – Half-Day</b>	\$4,460
<b>Kindergarten – Flex-Day</b>	\$5,600
<b>Kindergarten – Full-Day</b>	\$7,330
<b>Elementary</b>	\$7,360
<b>Middle School</b>	\$8,480
<b>High School</b>	\$9,790

(Multiple Child Discount Information Continued on the Next Page)

## **Multiple Child Discount:**

Returning families to CCS will notice the tuition chart on the previous page does not include a discount for a family's 2nd, 3rd, 4th, or 5th child. Families may ask the question, "Has the multiple child discount been eliminated?" GREAT QUESTION. **The answer is yes and no.**

Yes, the multiple child discount has been eliminated from our tuition structure. HOWEVER, the allocated amount we normally budget for this discount has been added to our Tuition Assistance budget line. **Please hear this . . .** the Board of Trustees does not want any family who counts on our multiple child discount to worry about this cost, we have it budgeted for you. If your family depends on the multiple child discount to make a CCS education possible – you will receive tuition assistance to make up the difference. Families in need will not pay extra as a result of this discount being eliminated. That means, that if you had 5 children attend CCS this year, where you received a discount for your 2nd, 3rd, and 4th child – and your 5th was free; we have increased our tuition assistance budget line to give you the same amount off your tuition. All you have to do is apply for it – **and we do want you to apply ☺**

Why this change? Another great question. The Board has made this change because there are families in need of this discount and there are families that might be financially able without it. The Tuition Assistance Committee will not challenge a family's request for assistance if they received this discount in 2022 – this will be a family choice. If the Lord has blessed you with financial stability without a multiple child discount . . . AWESOME! If your family needs this discount to afford a CCS education . . . AWESOME! We will award it to you. Please know that our heart and desire is to support your family.

**(Fee Structure Information Continued on the Next Page)**

**Fee Structure:**

The 2023-24 fee structure is as follows:

Other Fees:

<b>New Student Registration Fee:</b>	
K - 12	\$150
Preschool	\$95
<b>Resource Room Fees:</b>	
Level I	\$4,040
Level II	\$4,655
Level II	\$5,275
<b>Athletic Fee</b>	\$100
<b>Parking Fee per Family</b>	\$25
<b>Part-time Student Fee Per Class</b>	\$1,958
<b>Performance Fee</b>	\$50
<b>Transfer of Records Fee</b>	\$150
<b>TSA Fee</b>	\$50

Please note that CCS has a Withdrawal Fee for any student who withdraws from CCS after the first day of the new academic year.

- **Withdrawal Fee:** A withdrawal fee equal to one month of tuition (full-year tuition, divided by 10 months) will be charged if a student is withdrawn after the start of the school year. The fee is intended to cover planning and supply costs incurred by the school. The withdrawal fee will not be charged if the student is withdrawn before the school year begins.

Please note: **Registration fees are not refundable.**

(Ways to Reduce Tuition Continued on the Next Page)

## **Incentives – Ways to Reduce Tuition:**

The administration of CCS strives to make Christian education affordable for all families who desire and value their enrollment at CCS. The admissions team is always considering ways to support and help our families with tuition. Here are several ways to reduce your 2023-24 tuition costs:

- 1. Returning Family Credit** – If the 2023-24 enrollment reaches 416 students, families will receive a \$100 credit per returning student that will be applied to the family's 2023-24 tuition. If the 2023-24 enrollment reaches 427 students, the returning student credit will increase to \$275. All returning PS, ES, MS, and HS domestic students are eligible for this credit. The credit will be prorated for part-time students.
- 2. New Student Incentive** – Every family will receive \$500 per student for each new student enrolled in grades K-12 the first year the student is at CCS. If the student re-enrolls the following year, the family will receive an additional \$500 credit.
- 3. Referring Family Incentive** – There are two ways to receive the referring family incentive:
  - a.** Current families who refer a new family to CCS will receive a \$600 tuition credit when the family enrolls and their child(ren) attend classes.
  - b.** CCS families may earn a \$250 credit when a new business, referred by them, joins the EITC/OSTC program. Funds received from existing participants are not eligible.
- 4. Roll-Over Credits:**
  - a.** Preschool to Kindergarten Credit: Families whose child(ren) attend the CCS Pre-School and enroll in Kindergarten will receive a \$1,000 tuition credit.
  - b.** Kindergarten through 5th Grade Credit: For every full year a child attends CCS, Kindergarten through 5th grade, that family will accrue \$100 toward a 6th grade tuition credit. Families can accrue a maximum of \$600 toward their child's 6th grade tuition if they attend CCS from Kindergarten through 5th grade.
  - c.** 6th through 8th Grade Credit: For every full year a child attends CCS, 6th through 8th grade, that family will accrue \$150 toward a 9th grade tuition credit. Families can accrue a maximum of \$450 toward their child's 9th grade tuition if they attend CCS from 6th through 8th grade.
  - d.** Senior Year Credit: For every full year, grades 9 through 11, that a student takes at least 5 classes at CCS, that family will accrue \$150 toward that student's 12th grade year (as long as the student is enrolled in at least 5 CCS classes as a senior). Families can accrue a maximum of \$450 toward their student's 12th grade tuition.
- 5. International Student Host Credit** – Families who host an international student for an entire school year will receive a \$750 tuition credit. The family will also receive a host family stipend that is paid directly from the international student's agency; host family stipends vary depending on the sending agency.
- 6. Early Payment Incentive** – A 2% tuition credit will be given to families who pay their annual tuition in full no later than June 15, 2023.
- 7. Church And Mission Agency Staff Incentive** – Families who are currently employed full-time at a church or mission agency will receive an automatic 10% tuition credit. If the family member is employed part-time, the percent of full-time is credited toward this

incentive. For example, a family member working 50% at a church or mission agency would receive 50% of this incentive – an automatic 5% credit.

- 8. Tuition Assistance** – Families who demonstrate a financial need may apply for tuition assistance. CCS uses FAST (third party organization) to determine need. CCS gave out over \$286,000 in tuition assistance in 2022. Tuition assistance is available for qualifying families with children in grades K-12. Click on the Tuition Assistance tab on the CCS website for information. Please remember, families who received the multiple child credit in 2022 can apply for tuition assistance even if they never applied for it before.

Thank you for being a part of our family. If there are any questions or concerns you have, please email me and I will do my best to answer all of them.

There will be a separate letter for our preschool families. The CCS preschool program has a few more options to discuss that is unique just for them, a separate letter will address those options.

In Him,

Kenneth T. Parris  
Head of School