

CCS CONTINUOUS ENROLLMENT

Frequently Asked Questions

WHAT IS CONTINUOUS ENROLLMENT?

Continuous Enrollment simplifies the enrollment process by eliminating the need to fill out online forms every year. Instead, your child's enrollment contract will remain in effect from the initial year of the continuous enrollment contract until they either graduate from Crossings or you choose not to renew the contract for the upcoming school year. This provides a simple opt-out option for withdrawing from Crossings.

WHAT IS THE CONTINUOUS ENROLLMENT TIMELINE?

Each fall, families will receive a reminder before the Continuous Enrollment Anniversary that your child is already enrolled at Crossings, as well as providing links to the upcoming year's schedule of tuition and fees.

- This year's Continuous Enrollment Anniversary is each January. Specific dates will be communicated in the Weekly Email as the date approaches.
- The most up-to-date tuition can be found [here](#).
- The CCS Master Calendar can be found [here](#).
- If you intend to withdraw your student, a notice in writing is required by the Continuous Enrollment Closing Date, which can be found in the Weekly Email as the date approaches. Notices can be emailed to business@crossingsschool.org.
- Withdrawals received after the Continuous Enrollment Closing Date will incur a tuition obligation fee as described in the school contract and in previous annual re-enrollment contracts.
- There is no penalty for opting out of the subsequent school year's enrollment during this time, but parents are advised that, by doing so, their child's space in the school is not guaranteed should they decide to re-enroll.
- No action is necessary if your children will be at Crossings the upcoming year, and the \$400 Family Enrollment Fee will be automatically billed to your FACTS account shortly after January 31st.
- Each summer before the start of school, families will receive an email with instructions on how to update family information in FACTS, sign annual permissions, and review the online Student/Parent Handbook.

DOES CONTINUOUS ENROLLMENT APPLY TO ALL STUDENTS?

Yes

HOW WILL I NOTIFY CROSSINGS IF MY STUDENT IS NOT RETURNING?

You must submit a written request to business@crossingsschool.org to withdraw your student at any time for the current or following academic year. Please note that if you choose to withdraw your student after the opt-out date, you will be held responsible for the following tuition obligations:

Tuition Obligations: Students are considered enrolled for the entire school year. Enrollment and application fees are non-refundable. Tuition refunds will be determined according to the following schedule:

- If a family withdraws between the Annual Continuous Enrollment opt-out deadline and March 31st, the tuition obligation is 10% of the full year tuition.
- If a family withdraws between April 1st and May 31st, the tuition obligation is 20% of the full year tuition.
- If a family withdraws between June 1st and June 30th, the tuition obligation is 30% of the full year tuition.
- If a family withdraws between July 1st and the day before school starts, the tuition obligation is 40% of the full year tuition
- If a family withdraws between the first day of school and two weeks into the academic year, the tuition obligation is 60% of the full year tuition.
- If a family withdraws during the period after the second two weeks and December 1st, the tuition obligation is 80% of the full year tuition.
- If a family withdraws on December 1st or after, the tuition obligation is 100% of the full year tuition.

DO I STILL HAVE TO FILL OUT A NEW FINANCIAL AID APPLICATION EACH YEAR?

Yes, financial aid applications must be submitted annually by April 15th to receive aid for the following school year.

WHAT IS THE CONTINUOUS ENROLLMENT ANNIVERSARY?

The Continuous Enrollment Anniversary is the date each year when your child will be automatically re-enrolled for the following school year. CCS families will receive several reminders in the weeks prior to the anniversary date. The Continuous Enrollment Anniversary will be communicated in the Weekly Email as the date approaches.

DOES CONTINUOUS ENROLLMENT MEAN MY CHILD MUST STAY AT CCS THROUGH GRADUATION?

No, the Continuous Enrollment contract does not bind you to remain at CCS through graduation. It merely simplifies the re-enrollment process for parents. CCS will assume the student is returning for the following school year unless parents notify us otherwise.

DO I NEED TO SIGN A CONTRACT FOR MY NEW STUDENT?

Yes, families with more than one enrolled child will have a contract for each child. Families sending a new student in future years will sign a Continuous Enrollment contract for the new student only.

WHAT IF I NEED TO MAKE A CHANGE TO MY PAYMENT PLAN?

To change your current tuition payment plan, please email business@crossingsschool.org.

WHAT IF MY CHILD WILL BE REPEATING THEIR CURRENT GRADE LEVEL?

If your child will return to their current grade level for the upcoming school year, please email admissions@crossingsschool.org to ensure their grade level status is updated in FACTS.

MY CHILD IS IN PRESCHOOL; HOW WILL I REGISTER FOR THE DAYS I WOULD LIKE MY CHILD TO ATTEND NEXT YEAR?

Parents of Preschool and Pre-K students will receive a separate form in early January, after Christmas Break, to select the days of the week and grade level they would like their child to attend. This form is due by the Continuous Enrollment Closing Date as communicated.

HOW DO I ENROLL MY CHILD IN BEFORE/AFTERCARE?

Parents with students who are currently enrolled in before/aftercare will be asked to designate the days of the week they would like to attend for the following school year.