

Classical Cottage School PARTICIPATION GUIDELINES 2011 – 2012

I. General Guidelines

Students must have a parent or supervising adult on the premises. Students must either be enrolled in a class, in a study hall or directly with the supervising adult at all times. Should students be left at the school without the parent, the designated supervising adult must be indicated on the day's Sign-In Sheet near the front entrance.

Children under the age of 14 may not be outside without active adult supervision. All groups of children, regardless of age, should have responsible adult supervision.

Parents are welcome (and, in the case of Upper School Latin classes, required) to attend classes with their children. For some children in the Grammar School it may be distracting to have a parent there or classroom space may be limited. Please use good judgment to determine if your presence is a disturbance and refrain from bringing younger siblings into the classroom with you.

Nursery

Only infants and toddlers 3 years of age and under as of the first day of class may enroll in the nursery. For matters of safety and space, the nursery cannot accommodate any child over the age of 3. Please be courteous and pick up children promptly. Parents may be assessed an additional childcare fee if nursery attendants are kept late. Children 4 years and older should be registered as students and participate in classes. If they are not ready for classes, they must remain with a parent in the waiting room.

Study Hall

Upper School students not enrolled in a class must be in Study Hall or with a parent. As silence will be both conducive for study and necessary for classes in session, it will be strictly enforced by the Study Hall Monitor. There are no specific work requirements for study hall. It is recommended that students bring enough work to occupy the time. However, it is only required that the student be quiet, work independently and not disrupt the other students in any way. The Study Hall Monitor must not be expected to occupy the student or to assist with class work.

Lunch Period

Lunch for all students is in the Fellowship Hall or outside with a designated adult. There is no eating or drinking in any other area of the school unless special arrangements have been made. During lunch period, students are not permitted in any area other than the Fellowship Hall or outside until the bell rings

for fourth period. Due to students with severe nut allergies, please pack only nut-free snacks and lunches. Our "Allergy Free" table is reserved for those students who have food allergies. A bell will ring 20 minutes before the end of the lunch period so that students will have time to pack up lunchboxes, wipe tables and go to Mini-Greek Class, Memory Period or Certamen practice. All families who stay for lunch are expected to help clean up.

CCS Graduation

The date of CCS Graduation is the Saturday prior to the last day of CCS classes unless otherwise noted in the annual school calendar. Graduation ceremony planning is the responsibility of the families involved. CCS cannot provide another venue for CCS graduation.

II. Financial Matters & Registration Fees

Class Payments

Please read our payment policy carefully. There are 32 weeks of class, with the exception of our semester classes, which are 16 weeks. Families will pay for each semester in full. All checks should be made payable to the teacher of the class unless you are otherwise directed. The first semester payment is due May 19, 2011 and the second semester payment is due September 15, 2011.

Late Fees

Failure to pay on time in May will result in immediate loss of a student's place in the class. Failure to pay on time in September will result in a \$10 bookkeeping fee per class to reimburse our bookkeeper for additional time and hassle. Please note: A monthly payment schedule may be available based on a family's financial circumstances. Email our bookkeeper, Jen Wright, at jen.wright@gmail.com.

Enrollment/Tuition Payment Obligation

Enrollment is considered a full year obligation. Any family who defaults on payment will lose their escrow money as well as their registration fees and not be eligible for future registration. Additionally, families who enroll after classes have begun are still expected to pay for the entire year. We do not prorate classes for mid-year students, as instructors must spend extra time helping those students to catch up.

We understand that circumstances change and other opportunities arise, and we want to reasonably accommodate those changes. We provide a grace period during which a family may drop or add a course without charge by notifying our registrar at classicalcottageschool@comcast.net. For 2011-2012 registration, this grace period extends from April 12, 2011 to April 30, 2011. After this grace period, if you drop a class for which there is no waitlist, you are obligated to pay the full year tuition. If a waitlist exists **and** if we are able to fill your child's spot, you will be assessed a \$25.00 service charge but will not be responsible for tuition. If we are unable to fill your child's spot, you are obligated to pay the full year

tuition. (We do not assess this fee for wait-listed seats held and dropped, or for wait-listed seats offered and refused.)

Registration and Administration Fees

In order to run the school fairly and efficiently, a Registration Fee for each student and an Administration fee for each family must be assessed. The Registration money is each student's donation to the facility and is \$50 per student, payable at the time of registration. Every student must also pay an additional \$5 a year for liability insurance. An additional \$25 late registration fee per student will apply to all registrations not processed on a scheduled registration day.

The Registration Fee applies to all registered students aged 4 and older. Only children 3 and younger who stay in the Nursery are exempt from paying a Registration Fee.

The Administration Fee is for school expenses (particularly registration and bookkeeping costs, and non class-specific supplies) and will be assessed on a per family basis; this cost is \$75 per family and is also due at the time of registration.

Escrow Account

The Escrow Account protects costs for participating families in the event that a student drops a class and defaults on payment. The escrow account is refundable at the end of the year if a student stays with Classical Cottage School, but it is nonrefundable if a student pulls out of any classes and defaults on payment for any portion of the year (in which case the money is used to pay the teachers of those classes). The escrow money is also nonrefundable if a family has received scholarship assistance that is equal to or greater than the escrow; in such cases, the escrow money will go into our CARE scholarship fund. However, if the scholarship was less than the amount in the escrow account, the difference will be refunded upon a student's departure.

The Escrow Account also protects our teachers, who work hard to keep costs to a minimum but whose salaries must be guaranteed. If families drop classes during the year, it is impossible in most cases for new students to join mid-year. In the event that a family defaults on payment, the escrow cushions the amount that remaining families must pay to make up the difference in the teacher's salary.

The Escrow fee for new students is \$100 for Upper School students and \$50 for students in the Grammar School. It is to be paid at the time of registration. Returning families may elect to use the "roll over option" and designate previous escrow payments for the current year. In that case, the family will not need to pay additional Escrow fees.

Refunds

Registration Fees and Administration Fees are nonrefundable. Materials Fees will only be refunded if a course does not reach the required minimum number of students. In such cases, our bookkeeper will notify families of the increase in tuition; families unable or unwilling to pay this increase will receive a refund of those Materials Fees.

Families also will not be reimbursed for missed classes due to student illness, vacation, inclement weather, or other school closings. In the event of a teacher absence, every effort will be made to provide a qualified substitute teacher.

Financial Aid – CARE Fund

Families with special needs or who experience a financial crisis may email Jen Wright at jen.wright@gmail.com for information on how to apply for financial aid. Financial aid recipients are requested to help with at least one volunteer activity during the year. In addition, aid recipients who receive more assistance than the amount of money in their escrow account are not eligible for escrow reimbursement. Instead, the escrow money will be put into the CARE fund to help other families.

CARE Program

The CARE Program allows all CCS families to help each other in times of crisis or when temporary financial difficulties (e.g. job loss, illness) arise. We welcome donations to this fund, prayer support, or help with meals. Jeanette Weiler at jeanetteweiler@wysinc.com welcomes your involvement with coordinating the assistance.

III. Disciplinary Issues

Discipline by the teacher during class will follow this procedure: the student will be given one warning concerning the inappropriate behavior. If the student continues to misbehave, he/she will be sequestered from that day's class and parents will be notified. If an issue persists after sincere attempts to address it with the parent and child, the teacher will bring it to the attention of the principal, who will confer with the family to reach a resolution. Repeated misbehavior will result in further disciplinary actions determined by the principal to be appropriate for the situation. In extreme cases, a student may be asked to withdraw from the class for the remainder of the year.

Parents, if you are dissatisfied with some aspect of the Classical Cottage School, please speak to the appropriate person. If you or your child has been hurt or offended by someone in the group, please go to them in the spirit of peace and speak the truth in love; seek reconciliation.

If a parent has an issue to discuss with a teacher, please go to that teacher or to one of the board members to discuss the matter in private. It is not helpful to anyone to discuss the matter with others

before attempting to resolve it directly and with respect and humility (Mt. 18:15; Gal. 6:1; Eph. 4:15; Rom. 15:14). We parents have a responsibility to realize the negative effect gossip can have on others and on the school (Prov. 11:13; Lev. 19:16).

IV. Parental Responsibility and Attendance Policy

Parental Responsibility

Parental involvement is vital to a student's success at the Classical Cottage School. A parent's first responsibility is not to overload children with too many well-intentioned enrichment activities. Students will not benefit from the core skills that are being taught at CCS unless given the appropriate time and atmosphere to focus. Parents also are expected to check their child's progress in class regularly and to ensure that all assignments are completed according to assignment guidelines as well as turned in on time. While some students naturally comply with expectations more readily than others, all students benefit from the development of studentship skills such training in accountability imparts. The teachers at CCS assume that each child has prepared fully for each week's class; it is the job of parents, NOT teachers, to make sure that a student is keeping up with the work. Only through parental monitoring will students learn effective study skills and responsible studentship. The honoring of the teacher-student-parent relationship is essential to achieving the educational goals of a classical education.

Attendance Policy

The CCS core classes are highly concentrated so that students can receive a week's worth of instruction each class. Missing a single class is equivalent to missing a full week of school. Any absence will diminish a student's ability to be prepared and to understand the higher concepts. Since we are concentrating on building skills, it is extremely difficult for our teachers to bring absent students up to date without recreating the entire lesson. In fairness to students and teachers, our classes may not be approached as correspondence classes. Please note: students who are dual-enrolled in other classes on Thursdays may not miss CCS classes due to these other conflicts. Students who miss more than 10% of Upper School classes may be asked to pay additional tutorial fees, or in the event that makeup work is unattainable, be asked to leave the class.

Sick Policy

Children may not attend classes at CCS if they are running a fever or have a cough or runny nose (unless the parent is positive that the runny nose and cough are due to allergies). Children should remain at home for a full 24 hours after a fever has broken

V. Manners Policy and Mandatory School Meetings

Being in a school-like setting is an exciting, new social environment for many of our students. It is to the

benefit of all that we establish an atmosphere that supports learning. Such an atmosphere is based on respect for one another and the tasks we come together to undertake. Any behavior, such as displays of affection which calls attention to a boy-girl relationship, is highly distracting to the learning atmosphere and therefore not allowed at school. If deemed necessary, we may schedule a school-wide meeting for all parents and/or students. These meetings will remind students about school policies needing attention including, but not limited to, policies regarding dress, manners, and/or behavior.

Attire

Modesty is our policy. Skirts and shorts should be longer than a child's fingertips when arms are resting at the sides. Students should not wear overly tight clothes or t-shirts with rude or inappropriate sayings on them. Tank tops are not allowed, and shirts must cover the entire midriff. .

Distractions

Electronic games, trading cards or similar items are not allowed on school premises. Cell phones are permitted as long as they are turned off and not in use during class. .

Solicitation of Goods and Services

The selling of any goods or services (i.e., Girl Scout cookies, tutoring, etc.) is not permitted on school premises or via school emails unless associated with a school sponsored function. Solicitations are allowed via the CCS Yahoo group. Deliveries are permitted on school premises.

Use of CCS Address List

The CCS Address List is for CCS school business purposes only and for the sake of privacy, is not to be shared with third parties

Attitude

A vital component of a learning atmosphere is respect. This includes respect for the task we are there to do, respect for the adults who are there to guide us, and respect for those with whom we share this school. A respectful attitude is the key to building both good character and true school spirit.

Respect for a class includes:

- Bringing all supplies with you to class, which means your notebook, text, homework and writing utensil. Many teachers also object to hats being worn in the classroom. A good rule of thumb is to remove your hat as soon as you enter the church building.
- Preparing your homework carefully and to the best of your ability. Families need to support their children's training in responsible studentship by helping them to check it over to be certain that it's complete. It is the student's responsibility to contact the teacher for assignments when absent from class. If a student repeatedly does not complete class assignments or participate in class activities, he may be asked to leave the class and no refund will be given.

- Not conversing socially in class. The appropriate time for that is outside of class. Parents are allowed in any class; however, they need to show the proper example by not conversing while class is in session.

- Being prompt for class by being in your seat and ready to start as class begins. If for some important reason you need to enter or leave while a class is in session, you must do that with utmost quiet or you will be disrupting the class. Chronic tardiness could result in expulsion from the class.

Respect for adults includes:

- Listening to ANY adult who corrects your behavior at school.
- Helping adults who are carrying burdens and/or holding doors for them.
- ALWAYS helping to set up or break down chairs, tables, etc. Every family can contribute in some way. It is not respectful to expect others to do it for us.

Respect for others includes:

- Being considerate. For example, don't discuss social arrangements or exchange gifts in front of those who aren't included.
- Refraining from all gossip. Gossip has no place in our school and is one of the most grievous offenses of school policy. Parents will be notified if their children are engaging in this destructive behavior. One easy way to check if you are gossiping is to ask yourself, "Is this something I'd be comfortable sharing in front of the person about whom I'm speaking?" If not, don't say it.
- Being open to new friendships. It's easy to fall into comfortable patterns with our friendships, but cliques are destructive and rob students of meaningful relationships with those outside their "group". We encourage all students to enjoy the blessings of new friendships.

Teachers may arbitrate to help children reconcile conflicts with others by following the Biblical pattern of confession, repentance, forgiveness, and reconciliation (Mt. 18:15; Gal. 6:1; Eph. 4:15; Rom. 15:14) and parents will be notified.

VI. Administrative Volunteers

If you need to talk to someone at the administrative level, please see Judy Taylor concerning disciplinary matters or special permissions; Beth Schloemer for CCS policy information or questions about the school's philosophy; Cindy Leahy concerning Upper School instruction and curricula; Nancy Juday for Grammar School curricula and opportunities for instruction or volunteer work; Beth Schloemer for CCS registration information; Jen Wright concerning payments, invoices and financial aid applications; Teri Manion regarding the Junior Classical League and Certamen; Jeanette Weiler regarding the CARE program; Liz Martin for use of our host facility, opportunities for monitoring the hallways and playground during the school day and lost-and-found; Janette Cascio about nursery matters; Kim Schatz for

newsletter submissions, school communications and our website; and Amanda White for school activities. If the matter is not urgent, please use e-mail to respect time and convenience factors.

We are so grateful to be making this journey in the company of such wonderful families. While we will no doubt continue to experience a learning curve, it is our humble prayer that through communication, mutual effort, and God's grace the school will continue to be an abiding blessing to all involved.

“In essentials, unity; in non-essentials, liberty; in all things, charity.”

Classical Cottage School, Inc.
Last Updated: August 8, 2011