



DEER CREEK CHRISTIAN SCHOOL

Welcome!

Dear Families,

Welcome! We are glad you are here and we are excited to introduce our educational program. You have many education options to choose from and we understand the importance of this decision. DCCS is an excellent and valuable choice! We are committed to partnering with you in facilitating your child's development in Academics, Faith, and Character. We believe a Christ-centered education recognizes that the entire world belongs to God – every square inch of Creation. We are called to grow in our knowledge, faith, and gifts in service to His Kingdom today and tomorrow, and to celebrate diversity in all things.

In this packet, you will find all the information you need to enroll your child for the 2017-2018 school year. I am happy to go through the packet with you and explain each page. Please take note of the *Tuition and Fee Schedule* page for all costs and deadlines. Depending on the time of year you enroll, costs and fees will differ. We understand Christian Education is a conscious financial investment, and we believe it should be accessible to those who are committed to it. We encourage all families who have a desire to apply for Tuition Assistance. The information to do so is included on the *Financial Policy* page. Again, if you have questions regarding any parts of the enrollment process, please contact the school office. We want this to be a smooth transition for you.

Thank you for allowing us the opportunity to share our great school with you! To see what's happening on a daily basis, check out the Deer Creek Christian School Facebook page. We look forward to learning with you!

Peace,

Brian Verwolf
Head of School



DEER CREEK CHRISTIAN SCHOOL

What do I need to do to enroll my child at DCCS?

Checklist:

- Choose the best enrollment option for your family (Pg. 2)
- Review/Sign Financial Policy (Pg. 3)
- Fill out the Enrollment Form entirely (Pg. 4)
- Fill out the Authorization for Emergency Medical Care (Pg. 5)
- Fill out the Transfer of Student Records (Pg. 6)
- Fill out Photo Consent/Release Form (Pg. 7)
- Review Standards of Dress (Pg. 8-9)
- Schedule an entry-level testing date for Kindergarten--8th Grade.

Forms to return to the office:

- Return Completed Pages 3-7 to School Office
- Copy of Current Immunization Form (Or New Physical if K or 6th Grade)

DEER CREEK CHRISTIAN SCHOOL

2017-2018 Class Schedule and Cost of Education

Preschool and Pre-Kindergarten (K3 & K4) at DCCS

**Three and Four year old Preschool children enrolling must be three and four by September 1, 2017*

Option 1

Five ½ Days: Monday - Friday

8:30 AM – 11:30 AM

Monthly (11 mo.) and Annual Cost: \$420/\$4,618

Option 2

Three Full Days: Monday, Wednesday, Friday

8:30 AM – 3:00 PM

Monthly (11 mo.) and Annual Cost: \$436/\$4,791

Option 3

Five Full Days: Monday - Friday

8:30 AM – 3:00 PM

Monthly (11 mo.) and Annual Cost: \$515/\$5,660

Kindergarten - Eighth Grade at DCCS

**Five year old Kindergarten children enrolling must be five by September 1, 2017*

Option 1

Five Full Days: Monday - Friday

8:30 AM – 3:00 PM

Monthly (11 mo.) and Annual Cost: \$555/\$6,100

Enrollment Fee

\$300 non-refundable fee for each student, due at the time of enrollment.

DEER CREEK CHRISTIAN SCHOOL

Financial Policy 2017-2018

Tuition Discounts

- Pre-Payment Discount: Families paying tuition in full by August 1 will receive a 2% discount.
- 2nd Child discount: \$500.00 off full tuition
- 3rd Child Discount: \$1,500 off full tuition
 - *For multiple child discounts, all children must reside in the same household*
- Referral Rebate: Families who refer a new family to DCCS will receive a \$500 credit to their account when the new family has been enrolled for one semester.
- Parent Participation Rebate: \$200 will be reimbursed upon the completion of 10 hrs. of service at DCCS.

Tuition Payments

Tuition payments may be made using cash, check, money order, or credit card. All tuition payments are due on the first day of the month. Payments received after the 10th of the month will be assessed a \$45 late fee. Report cards, transcripts and diplomas will be withheld if there is an outstanding balance. Outstanding accounts require a meeting within 15-days of being late. Any outstanding balance past 30 days without a meeting may result in the student being removed from school. All accounts must be paid in full before a student may re-enter. Any NSF check returned will result in a \$25 charge. After one NSF check, tuition must be made using cash, money order, or credit card.

Tuition Assistance

DCCS offers tuition assistance through FAST services. Go to www.deercreek.org and click the *Enrollment* tab. Scroll down and read "Tuition Information". All Tuition Assistance applications need to be filled out by June 1, 2017, for the 2017/2018 school year. If you have any questions about tuition assistance, please call.

Tuition Refunds

A two-week notice is required for any student withdrawing from DCCS. Students who withdraw before the first day of school will be refunded 50% of the July tuition payment. Students who withdraw after the first day of school will not receive a refund from the July tuition payment. For withdrawal between the 1st and 15th of every month, the student will be given a 50% refund for that month. For withdrawal between the 16th and the end of the month, no refund will be given for that month.

Credit Card Transactions

DCCS will apply a 2.5% surcharge on all credit card transactions effective July 1, 2017.

ACH Online Bank Transaction

An ACH is available for you, if you choose. You are able to make one-time or recurring payments from the bank account of your choice with a minimal convenience fee of 1% per transaction.

Student Activity and Athletics Fees

Students participating in athletics or other extracurricular activities will submit their fee prior to the first day of the activity.

Tardies and Late Pick-up Fees

After three tardies in a quarter, each subsequent tardy will result in a \$10 fine. Any student not picked up within 10 minutes of the end of their school day or after school activity will be sent to extended care and assessed the appropriate fee.

Uniform Costs - Each family is responsible for purchasing the approved uniform.

I have read and understand the policy listed above. I agree to abide by this policy.

X _____

Signature of Parent or Guardian

_____ Date

DEER CREEK CHRISTIAN SCHOOL

2017-2018 Enrollment Information

Date: _____

CK/Cash/CC: _____

Amt. Pd.: _____

Office Use Only

Student Info

Student Name: _____ Entering Grade: _____

Age (as of 9/1/16): _____ Birth Date: ____ / ____ / ____ Gender: M / F Ethnicity: _____

Family Info

Home Address: _____

Mom's Home: (_____) _____

Dad's Home: (_____) _____

Mom's Cell: (_____) _____

Dad's Cell: (_____) _____

Mom's Work: (_____) _____

Dad's Work: (_____) _____

Mom's SS#: _____

Dad's SS#: _____

Primary E-Mail Addresses: _____

Emergency Info

***E-mail is our primary means of communication

Please list the names of parents/guardians legally responsible for the child and living in the home:

Father's Name: _____

Mother's Name: _____

If applicable: Parent not living with child but retaining legal rights or responsibilities.

Name: _____ Phone (H): _____ (C): _____

Home Address: _____

Emergency contact (other than parent) and relationship to student:

Name: _____ Rel.: _____ Phone: _____ H or C?

Name: _____ Rel.: _____ Phone: _____ H or C?

Names of adults authorized to pick-up student from school:

Name: _____ Rel.: _____ Phone: _____ H or C?

Name: _____ Rel.: _____ Phone: _____ H or C?

DEER CREEK CHRISTIAN SCHOOL

Authorization for Emergency Medical Care

Childs information:

Last Name: _____ First Name: _____ MI: _____

Address: _____
Number Street City State Zip

Age: _____ Date of Birth: ____/____/____ Home Phone: (____) _____

Latex Allergy: YES or NO Drug Allergies: _____

Medical History: _____

Medications and Dosages: _____

Pediatrician or Physician: _____ Phone: (____) _____

Insurance:

Health Insurance: YES or NO Policy Holder: _____

Policy Name: _____ Policy #: _____

Additional Insurance: _____

Emergency Contact Numbers:

Primary Contact: _____ Primary Phone: (____) _____

Father Cell: (____) _____ Mother Cell: (____) _____

Father Work: (____) _____ Mother Work: (____) _____

I hereby appoint the Staff of Deer Creek Christian School as my agent and representative for the purpose of authorizing and consenting to any and all emergency care for the above mentioned child while said child is in said individual's custody between the dates of August 20____ and June 20____.

Signature of Parent or Guardian: _____
(Attach this form to the child's health record. Both forms must be taken to the emergency room)

DEER CREEK CHRISTIAN SCHOOL

Transfer of Student Records

Previous School Name: _____

School Contact Information

Address: _____

City/St./Zip: _____

Phone #: _____

The following named student(s) has/have enrolled at Deer Creek Christian School for the ____ / ____ school year. We would appreciate receiving health and academic records for him/her.

Thank you for your cooperation.

Sincerely,
Brian Verwolf, Head of School

Authorization for Transfer of Pupil Records

Name of pupil Date

Name of pupil Date

Authorization is hereby given for transfer of the school records of the above named pupil to:

Deer Creek Christian School
330 W. Highland Dr.
Chicago Heights, IL 60411

Signature of Parent/Guardian: _____ Date: _____

DEER CREEK CHRISTIAN SCHOOL

CONSENT / RELEASE FORM for PHOTOS

I/WE AUTHORIZE DEER CREEK CHRISTIAN SCHOOL TO TAKE PHOTOGRAPHS OF MY CHILD THAT MAY BE USED FOR PUBLICITY PURPOSES. (Names will not be attached to any photos)

STUDENT NAME

GRADE

SIGNATURE OF PARENT/GUARDIAN

DATE

PERSONAL INFORMATION RELEASE

I AGREE / DO NOT AGREE (circle one) THAT MY CHILD'S NAME, MY NAME, ADDRESS AND PHONE NUMBER MAY BE MADE AVAILABLE TO OTHER FAMILY MEMBERS IN THE SCHOOL PROGRAM. (EXAMPLE: CLASS DIRECTORY, ROOM PARENTS LIST, ETC.)

STUDENT NAME

GRADE

SIGNATURE OF PARENT/GUARDIAN

DATE



DEER CREEK CHRISTIAN SCHOOL

School Uniforms

Updated: February, 2017

The standard of dress at Deer Creek Christian School reflects the Christian values we strive to instill within our students: modesty, respect for self and others, unity and pride, and positive self-esteem. Uniforms are to be worn by all students (K-8). Uniforms must be laundered and pressed, presenting a neat appearance at all times. Uniform clothing should always maintain their original color. Holes or rips in uniform clothing must be patched or sewn. Shoes must be tied. Shirt tails must be tucked in.

Uniform jumper, skirt, or slacks can be ordered from the uniform company or purchased from a local vendor. Uniforms purchased from a local vendor must be solid colors and not display any logo or top-stitching. Samples are available in the office.

The following items must be purchased through School Belles, our school's uniform company:

Navy Blue Polo w/ School Logo & Gym Uniform for grades 5-8.

We will expect that all students abide by the following uniform policy for the 2017-2018 school year.

Girls (Kindergarten-3rd Grade)

- Khaki or Navy *Uniform jumper* (knee length)
 - Khaki or Navy jumpers must be paired with navy polo w/ school logo, navy blouse or navy turtleneck
 - Blouse must be short sleeved or long sleeved (no sleeveless)
 - Tights, knee socks, or crew socks (white, red, navy blue, or black)
- Khaki dress slacks with belt loops (pants need to fit and be worn properly)
 - Khaki dress slacks must be paired with navy polo w/ school logo
- Solid black shoes



Options for girls (Kindergarten-3rd Grade)

- May wear solid red or navy cardigan sweaters
- Khaki dress shorts may be worn with navy polo w/ school logo from the beginning of school until October 15th and from April 15th until the end of the school year.

Girls (4th-8th Grade)

- Khaki or Navy *Uniform skirt or split skirt* (knee length)
 - Khaki or Navy skirt must be paired with navy polo w/ school logo, navy blouse, or navy turtleneck
 - Blouse must be short sleeved or long sleeved (no sleeveless)
 - Tights, knee socks, or crew socks (white, red, navy blue, or black)
- Khaki dress slacks with belt loops (pants need to fit and be worn properly)
 - Khaki dress slacks must be paired with navy polo w/ school logo
- Solid black shoes

Options for girls (4th-8th Grade)

- May wear a solid red or navy sweater or vest with white top
- Khaki dress shorts may be worn with navy polo w/ school logo from the beginning of school until October 15th and from April 15th until the end of the school year.

Boys (Kindergarten-8th Grade)

- Khaki dress slacks with belt loops (pants need to fit and be worn properly)
 - Khaki dress slacks must be paired with navy polo w/ school logo
- Black, brown or navy belt
- White, navy blue or black socks
- Solid black shoes

Options for boys (Kindergarten-8th Grade)

- May wear a solid red or navy blue sweater or sweater vest
- Khaki dress shorts may be worn with navy polo w/ school logo from the beginning of school until October 15th and from April 15th until the end of the school year.

All Students (Kindergarten-8th Grade)

- Uniform shoes must be all black, no visible logos or brand names, and if shoes require laces they must be black. Backless shoes and sandals are not to be worn.
- Hair accessories must coordinate with the uniform. The coordinating colors are red, navy blue, white and black. Gold or silver metal accessories may be worn
- Hair may not be dyed any unnatural color
- Jewelry must be simple and appropriate (example: no large chains or large dangle jewelry, no body pierced jewelry allowed other than earrings)
- No tattoos

Gym Uniforms

Students in grades 5-8 must purchase a gym uniform through the uniform company. They are required to wear the proper uniform shorts, t-shirts and non-marking gym shoes. Students in grade 4 and below do not change clothes for gym class, but are required to have non-marking gym shoes (see school supply list).

Uniform Violation Policy

1st offense in a quarter – The student will be warned and a Uniform Violation Notice will be sent to the parents. The parent must sign the notice and return it the following school day. If the notice is not returned, a 2nd offense will be written.

2nd offense in a quarter – The parents will be called and a second Uniform Violation Notice will be sent home. The parent/guardian must sign the 2nd notice and return it the following school day. If the notice is not returned a 3rd offense will be written.

3rd offense in a quarter – A meeting with the principal, parents and student will take place, and a \$5.00 fine will be assessed.

Each violation thereafter for the quarter will result in a \$5.00 fine.