

CROSS RIVER ACADEMY

PARENT HANDBOOK



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ABOUT CROSS RIVER ACADEMY

CROSS RIVER ACADEMY feels that each parent has the best interests of their children and their children's education at heart. We believe that each parent knows his or her child and their habits, better than anyone and therefore, is the only teacher that a child needs. In keeping with this philosophy, we are a "hands-off" cover school, which allows you, the parent, to guide your children in the direction, and at the pace, in which you feel best suits the needs of the child. We ask for only what the law requires while offering support in several ways, including a database of quality resources and moral support, to aid each family in their endeavors.

STATEMENT OF PURPOSE

1. We will provide a legal covering for any family who chooses to home educate in the state of Alabama, regardless of race, financial standing, teaching methods or religious beliefs.
 2. We will provide a database of resources, which may aid families in their decision to home educate.
 3. We will provide a database of resources, which may help each family in their homeschooling journey.
 4. We will help to enable parents to take responsibility for their children's academic, emotional, and moral growth.
 5. We will provide quality social and educational activities including field trips, along with information to those who choose to home educate, whether through our cover or another.
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WHAT WE OFFER:

- Legal Church School covering, statewide.
- A year round, 365 day calendar that allows families to learn in a natural and flexible manner.
- **Year-round enrollment – Families may enroll at any time during the year, fees will not be prorated and re-enrollment will be due the following August, regardless of start date.** (Effective August 1, 2015)
- Unlimited access to the CROSS RIVER ACADEMY website, which contains additional educational resources at www.crossriveracademy.org .
- A Facebook page for notifications and helpful information at <https://www.facebook.com/crossriveracademy>
- Full support of all teaching methods including but not limited to eclectic, traditional and un-schooling
- Diplomas issued by following the same standards, or higher, as set by the State of Alabama
- Official transcript for graduating seniors (at no cost)
- Official diploma for graduating seniors (additional fees may apply)

CROSS RIVER ACADEMY DOES NOT REQUIRE:

- Membership in HSLDA (though discounted rates may be available)
 - Interview process
 - Detailed record keeping, (ie hours per subject, hours per day)
 - Exit exams at graduation
 - Standardized testing
 - Monthly fees
 - Lesson plan approval
 - Curriculum approval
 - Mandatory parent meetings
 - Statement of Faith
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Please remember that we are here to support you in your decision to home school your child/children; however, it is the **responsibility** of you, the parent, to acquire your entire curriculum, educational materials and child care. CROSS RIVER ACADEMY **IS NOT** responsible for choosing, purchasing or providing your curriculum, nor are we responsible for child care or teaching.

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FREQUENTLY ASKED QUESTIONS

- **“CROSS RIVER ACADEMY is located in Shelby County and I live in Mobile County. Can I still use you as a cover school?”**
 - **YES!** CROSS RIVER ACADEMY accepts enrollment from families in all counties of Alabama. You **MUST** reside in Alabama and/or have a permanent address in Alabama in order to be enrolled.

- **“Do you have online courses or do I have to buy my curriculum from you?”**
 - **NO** We do not provide online courses for your student to take. There are many online schools available and you may use them as your curriculum, however, we do encourage you to make sure that the courses offered by any online school are well researched by you prior to signing with them. You do not purchase your curriculum from us. You are free to use any curriculum that best suits your students needs and may purchase that from any outlet you choose. We offer support and suggestions.

- **“Is CROSS RIVER ACADEMY accredited?”**
 - **NO**, as is the case with most church schools in Alabama. Accreditation is defined as follows: *The act of accrediting or the state of being accredited, especially the granting of approval to an institution of learning by an official review board after the school has met specific requirements.*

 - These requirements include, but are not limited to class size, subjects taught and by whom, number of fire exits, and a lot of things that home educators do not encounter because we are not in a classroom setting. Furthermore, the **Code of Alabama 1975, 16-28-24 states, there is no statutory authority authorizing or requiring any state or local authority to regulate church schools, which may conduct classes in any manner they see fit.** There is no requirement that church school teachers be certified or that a church school be accredited by the state or any private agency. No state or governmental agency has the authority to regulate a church school.

 - To become accredited, CROSS RIVER ACADEMY would be told what subject to teach, what curriculum to teach it from and for how many hours per day, etc. Many home educators enjoy the right and the ability to teach their child when and what they, the parent, feels is best.

- **“We are moving. When do I need to notify you of our new address?”**
 - **AS SOON AS YOU MOVE.** If you are moving to another address within the State of Alabama, please notify CROSS RIVER ACADEMY as soon as you know your new address. If you are moving to a different county, new Enrollment Forms will need to be completed in order to notify the county of your residence. **PLEASE REMEMBER, IT IS YOUR RESPONSIBILITY TO NOTIFY US OF YOUR NEW ADDRESS AND/OR PHONE NUMBER.**

 - **“Do I have to turn in grades and if so, when are they due?”**
 - Turning in grades is not a requirement of the State of Alabama, however, in order to prepare transcripts for transfer or graduation, grades must be turned in to CROSS RIVER ACADEMY. They are due to be turned in by July 31 following enrollment, prior to beginning the new school year or next grade level.

- ***“When enrolling with CROSS RIVER ACADEMY, when should I withdraw my child from his/her current school?”***
 - Alabama law states that a student **cannot be enrolled in two schools at the same time**, therefore, when filling out enrollment forms for CROSS RIVER ACADEMY, you should withdraw your child from the current school upon completion and submittance of our enrollment documents. If mailing your documents, you may withdraw them on the same day that you place your forms in the mail. If delivering by hand, you should withdraw your child prior to delivering the documents.
 - Please remember, if your child is between 6 and 17 years of age, they **MUST** be enrolled in school, whether it is Public, Private, Church School or taught by a State Certified Tutor, they **MUST** be enrolled. If they are withdrawn from Public School in order to home educate, you **MUST** register them with a cover school. Failing to register and report the child’s registration is in violation of the State of Alabama Truancy Laws and can result in fines and/or jail. For more information, visit www.HSLDA.com.
 - **Recent law changes state that a family may register as a private home school to home educate. In doing this, you would not have to register with a cover school, however you are required to fill out and maintain documentation to turn in to the State. Please check with the State when choosing this option.**
- ***“My grandson lives with me and wants to homeschool. What do I need to do?”***
 - You **MUST** be the legal parent or guardian in order to enroll a child in our program. If you are a caregiver without legal guardianship, you cannot enroll the child. Likewise, if you are a step-parent, without guardianship or legal adoption, you cannot enroll the child.
- ***“Where do I drop my child off for classes?”***
 - **You don’t.** CROSS RIVER ACADEMY does not offer on site classes. We are a portal which allows you, the parent, to home educate your child, legally. This means that you, the parent, are the teacher and the world is your classroom. You may teach you child in the manner that you see fit, with material that you see fit.
- ***“Can my homeschooled child still get into college?”***
 - **Yes!** Many Universitites and Colleges actively seek out home educated children. Testing has shown that home educated children achieve higher test scores and have the ability to study in a self-sufficient way, which are two assets that higher education facilities want to see. A college or University will look at the students SAT/ACT scores for admittance. If you are interested in learning more about SAT/ACT testing, please go here ... http://a2zhomeschooling.com/teens/act_scores_home_schoolers/
- ***“I have been told that my child cannot get into the Armed Forces if he/she is home schooled. Is this true?”***
 - **NO.** Homeschoolers are recruited at Tier 1, just like any other high school student. While this has not always been the case, the Armed Forces have corrected this and all students are recruited as equals.

General Guideline for Home Education

This set of guidelines is to help the family make a decision on whether or not home education may be the best choice for them. It is not meant as legal advice in any way, expressed or implied.

TAKING THE STEPS TO BEGIN HOME EDUCATION

Home education is a legal alternative to public education. To take on the responsibility of homeschool is a decision that families are making more and more in the United States. It is not a decision to come to lightly and without thought. Following the steps outlined below will help you make an educated and well thought out decision of what may be best for your child and your family.

1. **Research and understand Alabama State Law regarding church school.** This is the parent's responsibility.
2. Research available church or umbrella schools so that you may make a decision based on what they offer to your family and understand the requirements which they make on your family.
3. Find a support group or create one of your own.
4. Find a play group or a group with activities for children in the age group of your child(ren).
5. Research teaching methods and learning methods.
6. Be flexible and open minded.
7. Observe your child through play and learn their learning techniques.
8. Avoid grade level thinking.
9. Talk to your child to find out what they would like to learn about.
10. Spend time with your child at your local library. This will allow you to understand how he/she learns best, what his/her interests are, etc.

ALABAMA STATE REQUIREMENTS

Teacher Qualifications: No qualifications required to teach in a church or private school. A private tutor must be a state-certified teacher. Ala. Code § 16-28-5.

Standardized Tests: Not required by statute.

Freedom from State Regulation: "Nonpublic schools, including private, church, parochial, and religious schools, offering educational instruction in grades K-12, as well as home-schooled students, are not subject to licensure or regulation by the state or any political subdivision of the state, including the State Department of Education." Sec. 2(b), Act 2014-245.

College Anti-discrimination Provisions: "Any provision of law to the contrary notwithstanding, no public two-year or four-year institution of higher education in the state may deny admission to or otherwise discriminate against an otherwise qualified student based on the consideration, whether in whole or in part, that the student attended, graduated from, or is enrolled in a nonpublic school, including private, church, parochial, and religious schools, or was home schooled." Sec. 6, Act 2014-245.

Religious Freedom Act: Alabama Constitutional Amendment No. 622

The Religious Freedom Restoration Amendment (RFRA), passed with the help of HSLDA members, gives religious home educators another legal means to protect their right to home school. If the parents' free exercise of religion is substantially burdened by having to comply with the homeschool law, the parents may use the RFRA as a defense or file suit against the state. Under this statute, the burden is on the state to prove that its requirement "furthers a compelling state interest" and is the "least restrictive means" of fulfilling its interest that children be educated. This Act restores the highest protection of the individual's right to freely exercise his religious beliefs taken away by the U.S. Supreme Court in its 1997 City of Boerne decision. 521 U.S. 507

Please remember that enrolling in a church school **IS** a legal option under Alabama State Law. Local schools, teachers, employees, counselors and the principal are **NOT** legally entitled to any documentation regarding education in your home. While you should always be respectful to school officials, you are not required to give them any

paperwork other than the request for school records. If the school has policy, it is exactly that, the schools policy. Because you are enrolling elsewhere, you are not bound by their policies anymore.

Should a Truant Officer or an Attendance Office come to your door inquiring about your child's enrollment, you may:

- Ask if they have checked with the County Board of Education in an effort to obtain a copy of your Church School Enrollment Form. This is where that document should remain on file.
- If extremely persistent, you may show them a copy of the Church School Enrollment Form, however, you are not required to give them a copy. Should they demand anything other than the Church School Enrollment Form, request that they put it in writing and mail it to your cover school.
- Always ask for a name, official ID and business card.
- Make sure that you are familiar with the law and that you are aware of, and can provide what is legally required of you.
- If the Board of Education has lost your Church School Enrollment Form, offer to mail a copy to them.
- Should you require legal counsel, please see www.crossriveracademy.org for options or contact the HSLDA.

“To educate a person in the mind but not in morals is to educate a menace to society.”

– Theodore Roosevelt

ALABAMA STATE LAW ON EDUCATION AND CHURCH SCHOOLS

- **16-1-11**

Private schools to register and report. All private schools or institutions of any kind having a school in connection therewith, **except church schools as defined in S 16-28-1**, shall register annually on or before October 10 with the department of education and shall report on uniform blanks furnished by the state superintendent of education, giving such statistics as relate to the number of pupils, the number of instructors, enrollment, attendance, course of study, length of term, cost of tuition, funds, value of property and the general condition of the school. (School Code 1927, Section 599; Code 1940, T.52, Section 547.)

- **16-28-1**

Private School. (A) The term “private school” as used in this chapter, shall mean and only include such schools as old a certificate issued by the state superintendent of education, showing that such school conforms to the following requirements: (1) The instruction in such schools shall be by persons holding certificates issued by the state superintendent of education; (2) Instruction shall be offered in the several branches of study required to be taught in the public schools of this state; (3) The English language shall be used to give instructions; (4) A register of attendance shall be kept which clearly indicates every absence of each child from such school for a half day or more during each school day of the school year; **(B) The term church school, as used in this chapter, shall mean and only include such schools as offer instruction in grades K – 12, or any combination thereof including the kindergarten, elementary, or secondary level and are operated as a ministry of a local church, group of churches, denomination and/or association of churches of a nonprofit bases which do not receive any state or federal funding (School Code 1927, Section 302; Code 1940, T.52, Section 299.)**

- **16-28-3** Ages of children required to attend school.

Every child between the ages of six and seventeen years shall be required to attend public school, private school, church school, or to be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7, Code of Alabama, 1975. Admission to public school should be on an individual basis on the application of the parents, custodian or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. **The parent, legal custodian or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing, that the child will not be enrolled in school until he or she is seven years of age.** (School Code 1927, Section 301; Code 1940, T. 52, Section 297; Acts 1956, 2nd Ex. Sess., No. 117, p. 446, Section 3)

- **16-28-7**

Report of enrollment. At the end of the fifth day from the opening of the public school, the principal teacher of each public school, private school, and each private tutor, **but not church school**, shall report on forms prescribed by the state superintendent of education to the county superintendent of education ... **The enrollment and attendance of a child in a church school shall be filed with the local public school superintendent by the parent, guardian or other person in charge or control of the child on a form provided by the superintendent or his agent which shall be countersigned by the administrator of the church school and returned to the public school superintendent by the parent. Should said child cease attendance at a church school, the parent, guardian, or other person in charge or control of the child shall by prior consent at the time of enrollment, direct the church school to notify the local public school superintendent or his agent that said child no longer is in attendance at a church school. (School Code 1927, Section 309; Code 1040, T. 52. Section 306.)**

- **16-28-8** Reports required must be furnished.

All school officers, including those in private schools, or private tutors, **but not those in church schools**, in this state, offering instruction to pupils within the compulsory attendance ages, shall make and furnish all reports that may be required by the state superintendent of education and by the county superintendent of education or by the board of education of any city with reference to the workings of this chapter, **The principal teacher of**

each public school, private school, church school and each private tutor shall keep and attendance register showing the enrollment of the school and every absence of each enrolled child from school for a half day or more during each school day or the year. (School Code 1927, Section 310; Code 1940, T. 52, Section 307.)

❖ The legal options for home education in Alabama are as follows:

Option #1 – Church School

- Establish and/or enroll in a church school.
- **Attendance:** None specified, though public schools require 180 days of attendance.
- **Subjects:** None specified
- **Qualifications:** None specified
- **Notice:** Parents must file a notice of enrollment and attendance with the local school superintendent on a provided form.
- **Record Keeping:** Maintain a daily attendance register to be kept by the principal teacher of the church school.
- **Testing:** None specified

Option #1 Church School Option.

Home schools qualify as church “schools ... operated as a *ministry* of a local church, group of churches, denomination, and/or association of churches on a nonprofit basis which do not receive any state or federal funding.” Ala. Code § 16-28-1(2). “Every child *attending* a church school is exempt from the requirements of this [compulsory attendance] section provided the child complies with the procedure in § 16-28-7 [parent or guardian reporting attendance in church school; see (a) below].” Ala. Code § 16-28-3. A church could establish different church schools within each home. Also, under this option, some home schoolers enroll their children in an existing church school but teach them at home.

- a. “The enrollment and attendance of a child in a church school must be filed with the local public school superintendent **by the parent** ... on a form provided by the superintendent ... which shall be countersigned by the administrator of the church school.” Ala. Code § 16-28-7.
- b. The principal teacher of the church school must keep an attendance register for each day of the school year. Ala. Code § 16-28-8.
- c. A church school must “offer grades K-12, or any combination thereof...” § 16-28-1(2).
- d. If the local school district believes a family is not in compliance with the law, it must give the family 3 days’ written notice (§ 16-28-16) prior to instituting criminal charges. In an HSLDA case, the Alabama Court of Criminal Appeals reversed the conviction of a home school father who only received a 2-hour verbal notice from a truant officer. [*Maas v. Alabama*, 601 So.2d 209 (Ala.Ct.App. 1992)].
- e. According to an Alabama Attorney General’s opinion dated January 3, 1997, “other than the state laws requiring parents to report attendance and for church schools to report if a student is no longer in attendance at such a church school, there is no provision of Alabama law that permits or requires any state or local authority to regulate a church school.”

Option 2: Enroll in a Private School. A private school “[i]ncludes only such schools that are established, conducted, and supported by a nongovernmental entity or agency offering educational instruction in grades K-12, or any combination thereof, including preschool, through on-site or home programs.” Ala. Code § 16-28-1 (emphasis added). A home may be the location where a child receives instruction as a student Alabama AL-2 attending a private school. A parent may establish the private school in the home, or the home may be an extension of an existing private school. a. Private schools are required by statute to register annually by October 10 with the Alabama Department of Education and must complete “uniform blanks” furnished by the Department, “giving such statistics as relate to the number of pupils, the number of instructors, enrollment, attendance, course of study, length of term, cost of tuition, funds, value of property, and the general condition of the school.” Ala. Code § 16-1-11. Note: The Alabama State Department of Education has taken the position that this registration requirement was not intended for and, thus, does not apply to home-based private schools. Based on the

practical reality that registration is not feasible at this time, HSLDA does not deem it necessary for home-based private schools to register with the state in order for parents to utilize the private school option. For details, please read HSLDA's memo, Home-Based Education in an Alabama Private School, available at <http://members.hslda.org/state/AL/default.asp>. b. At the end of the fifth day from the opening of public school, the principal teacher of each private school must report on forms prescribed by the State Superintendent of Education to the county superintendent or city superintendent "the names and addresses of all children of mandatory school attendance age who have enrolled in such schools; and thereafter, throughout the compulsory attendance period, the principal teacher of each school . . . shall report at least weekly the names and addresses of all children of mandatory school attendance age who enroll in the school or who, having enrolled, were absent without being excused, or whose absence was not satisfactorily explained by the parent, guardian, or other person having control of the child." Ala. § 16-28-7. c. Private schools must furnish all reports that may be required by the State Superintendent of Education and by the county superintendent of education or by the city board of education with reference to the school attendance laws. Ala. Code § 16-28-8. d. The principal teacher of the private school must keep an attendance register for each school day of the year. Ala. Code § 16-28-8. e. Private schools must require each pupil who is admitted to the school to present a certificate of immunization or testing for the prevention of the communicable diseases designated by the State Health Officer, except when the parent or guardian claims a religious or medical exemption. Ala. Code §§ 16-30-3, 16-30-4. f. Every private school "shall carry out a system of physical education, the character of which shall conform to the program or course outlined by the Department of Education." Ala. Code § 16-40-1. g. Private schools in which 25 or more persons are congregated regularly for instruction must meet the requirements of the building code unless the building was used for that purpose prior to the effective date of the code. Ala. Code §§ 41-9-160(2) and 41-9-163(c).

Option #3 – Private Tutor

- Hire a private tutor.
- **Attendance:** 140 days per calendar year, consisting of 3 hours per day between the hours of 8:00 a.m. and 4:00 p.m. Said tutor must use the English language while giving instruction.
- **Subjects:** Reading, Spelling, Writing, Arithmetic, English, Geography, US History, Science, Health, Physical Education, Alabama State History.
- **Qualifications:** Private tutor must have a current certificate issued by the State Superintendent of Education.
- **Notice:** File a statement showing the child to be instructed, the subjects that will be taught, and the period of instruction with the local school superintendent.
- **Record Keeping:** Maintain a register of the child's work showing daily attendance and name such reports as the state board may require.
- **Testing:** None specified

Homeschool Legal Defense Association (HSLDA):

The homeschool legal defense association is a national organization which provides legal advice for homeschool families. HSLDA membership is **not required** to join CROSS RIVER ACADEMY, but it is encouraged. HSLDA provides legal services and pays all fees in the event you are ever taken to court for educational related issues.

ENROLLMENT WITH CROSS RIVER ACADEMY

TO ENROLL, YOU WILL NEED TO DO THE FOLLOWING:

1. Read and understand the handbook for CROSS RIVER ACADEMY.
2. Fill out one **(1) Family Information Form, per child.**
3. Fill out three **(3) Church School Enrollment Forms per child**, making sure to sign **BOTH** parent/guardian signature lines, in blue or black ink only. Each Form **MUST** have original signatures, in blue or black ink. **Copies are not accepted.**
4. Fill out two **(2) Request for School Records Forms, per child**, taking care to name the public or cover school that you are transferring from. Place only one school name on each form.
5. Mail or deliver all forms to CROSS RIVER ACADEMY within **7 days** of signing. Upon receipt, CROSS RIVER ACADEMY will process and return a certified and signed copy to you, along with an acceptance letter. If you do not receive an acceptance letter within 30 days of mailing, please contact CROSS RIVER ACADEMY at 205-685-5988.

RE-ENROLLMENT

Re-Enrollment occurs annually and should be received in the office no later than August 1. Re-enrollments received after this date will incur a \$25.00 late fee. Please inform CROSS RIVER ACADEMY should you plan to enroll elsewhere as we are required by Alabama State Law to send an official letter to your local Board of Education, stating that you are no longer enrolled in CROSS RIVER ACADEMY. **If re-enrollment is 15 days past due**, this letter will be mailed without further notice. **Please be advised: It is the parent's responsibility to make sure that re-enrollment is completed in a timely manner EACH YEAR. CROSS RIVER ACADEMY will mail re-enrollment forms AT THE PARENT'S REQUEST and not automatically.**

ATTENDANCE REPORTS/PROGRESS REPORTS

CROSS RIVER ACADEMY desires in every way to hold to the Alabama State Law requirements for church schools. In following Alabama State Law, CROSS RIVER ACADEMY **does not** require a monthly attendance record; however, we do require that an attendance record be turned in, at minimum, **once per year** and when the student is transferring from CROSS RIVER ACADEMY to another educational facility or graduating. We require reporting of all unexcused absences from learning. State law does require that children of compulsory school age attend public school for a minimum of 180 days. CROSS RIVER ACADEMY follows closely with the State's requirement of 180 instructional days. Because we have a year round schedule, and you have 365 days to learn, there should be no unexcused absences.

Compulsory school age in Alabama is age 6 through age 17.

***** Graduating seniors must have grades and attendance turned in **NO LATER THAN MAY 10.****

WITHDRAWAL

Withdrawal is allowed at any time; however, there will be no proration or refund of fees. Should you decide to withdraw in December and re-enroll in February, you will be treated as a new enrollment and registration fees will have to be paid and all forms completed again.

SCHOOL RECORDS

All records held by CROSS RIVER ACADEMY belong to the parent/guardian of the student and will be mailed to them at their request, free of charge. If a student transfers from CROSS RIVER ACADEMY prior to graduation, official transcripts will be sent to the parent along with all previous records. A Transcript Request Form must be filled out and delivered to the administrator. This form can be found on www.crossriveracademy.com.

TRANSCRIPT

A transcript is an official form which lists courses, grades (and grade point average for high school students). This form is needed when enrolling in a different cover school, public schools, private schools, at the time of graduation or enrollment in colleges as part of the enrollment process. Transcripts must be requested using the Transcript Request

Form, available on the website, and must be made **no less than 14 days prior** to needing them. Transcripts needed on a rush basis will require a small processing/rush fee of \$20.00. Upon graduation, one set of official transcripts will be sent to the parent in a sealed envelope. Additional sets can be mailed to the school or college of your choice, upon written request by the parent, for an additional fee of \$5.00 per set.

Please be advised, transcripts cannot be provided if all necessary information has not been received. This includes attendance, grades and curriculum information. All outstanding fees must be paid prior to release of transcripts.

DISMISSAL

CROSS RIVER ACADEMY does not discriminate against families based on skin tone, economical stature, sexual orientation, religious beliefs or political beliefs, however, we reserve the right to **dismiss** any family that has represented CROSS RIVER ACADEMY in a negative light due to illegal activities, non-compliance of policies, non-payment of fees, dishonesty in matters relating to CROSS RIVER ACADEMY or poor conduct. Should a family be removed by CROSS RIVER ACADEMY, there will be no proration or refund of registration fees.

FEE SCHEDULE:

ENROLLMENT FEE:

- \$100.00 per family, for up to three (3) children, per year. An additional \$25.00 Enrollment Fee per child, after the third is added. For instance, if you have 4 children, your Enrollment Fee would be \$100.00 + \$25.00 = \$125.00. There are no prorated fees and fees paid are not refundable.

RE-ENROLLMENT FEE:

- SAME AS ENROLLMENT FEES (Discounts MAY BE available for early enrollment)

LATE FEES:

- A late fee of \$25.00 will be added if your re-enrollment is received in this office after August 10.

ADDITIONAL ENROLLMENT:

- Adding a child mid-year is accepted. A fee will not be added if the additional child is one of the first three enrolled. If the child is the fourth enrolled, a \$25.00 Enrollment Fee applies.

STUDENT I.D & TEACHER I.D.:

- Student and/or teacher I.D. cards **are not** available at this time. Should cards become available again, all families will be notified.

TRANSCRIPTS:

- **One** set of Graduation transcripts are free *at the time of graduation*.
- **Additional graduation transcripts are available for \$5 per set.**
- Transcripts will be provided at no charge, to another school should the student transfer from CROSS RIVER ACADEMY.
- Rush transcript fees carry a \$20.00 rush fee. A rush transcript is one needed without a 14 day written notice.

DIPLOMAS:

- A basic diploma is offered at Graduation, at no charge.
- **If a formal diploma is requested, a \$45.00 fee will apply.** A formal diploma is suitable for framing and comes in a padded diploma binder. This diploma is special ordered. Please give a minimum 3 weeks notice when requesting a formal diploma. Formal Diplomas will not be ordered if all grades have not been turned in.

Additional graduation apparel is available for order. Please see website, or call the office for a price list.