



Dear Parents,

Thank you for considering Woodland Christian School for your child's education. We consider it a privilege to provide a well-balanced Christian Education that focuses on the development of your child academically, spiritually, and socially. Our highly qualified Christian teachers are committed to that goal through the application of spiritual truth in a dynamic learning environment. For that reason, our teachers emphasize the importance of individual instruction and encourage your child to build on their strengths and to improve on their weaknesses. All of this takes place in a safe and academically challenging environment.

Enclosed you will find all necessary paperwork to begin the enrollment process. Please contact the school office with any questions. We would love for an opportunity to share our program with you in person and provide a tour of our campus.

Sincerely,



Mr. Justin Smith
Administrator

Preschool
1616 West Street
Woodland CA 95695
T 530 662-0994 F 530 406 0900

Elementary School
1787 Matmor Road
Woodland CA 95776
T 530 406 8800 F 530 406 0900

Middle School
1787 Matmor Road
Woodland CA 95776
T 530 406 8800 F 530 406 0900

High School
1787 Matmor Road
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ES 530 666 6615 MS HS 530 406 8800

www.woodlandchristian.org

**PRESCHOOL CAMPUS**

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WWW.WOODLANDCHRISTIAN.ORG

2017-2018 NEW STUDENT APPLICATION AND INFORMATION

GRADES K-12

Welcome to Woodland Christian School. Completing this packet is the first step in the application and enrollment process for new students. A checklist of required forms and procedures for each grade level is provided below. Applicants will not be considered for enrollment until the school receives all required documents and appropriate fees. Please be sure to print legibly, in black or blue ink. Some documents are two sided; please make sure that both sides are completed in full. If you have any questions, please call the school office. Please keep this checklist for your records.

Once your completed application is received, you and your student will be scheduled for student testing and for an interview with the principal. Upon acceptance to Woodland Christian Schools, a separate registration packet will be required to complete enrollment.

KINDERGARTEN APPLICATION CHECKLIST

- ☐ \$90 Application Fee
- ☐ Enrollment Application
- ☐ Report of Health Examination for School Entry *(due by Aug. 1st)*

ELEMENTARY SCHOOL APPLICATION CHECKLIST
GRADES 1-5

- ☐ \$90 Application Fee
- ☐ Enrollment Application

MIDDLE SCHOOL APPLICATION CHECKLIST
GRADES 6-8

- ☐ \$90 Application Fee
- ☐ Enrollment Application
- ☐ Educator's Recommendation

HIGH SCHOOL APPLICATION CHECKLIST
GRADES 9-12

- ☐ \$90 Application Fee
- ☐ Enrollment Application
- ☐ Educator's Recommendation
- ☐ Character Reference
- ☐ Substance Abuse Policy *(Signed by Parent and Student)*
- ☐ Most Current Grades/Transcript *(Official transcript required in June in order to register for fall classes)*
- ☐ Most Current Standardized Test Results

STEP 1—APPLICATION

To start the application process, WCS must receive all items from the appropriate grade level checklist. Forms and fees may be turned in to the appropriate school office.

STEP 2—ASSESSMENT AND INTERVIEW

After turning in the application paperwork, your child(ren) will be scheduled for an interview with the appropriate grade-level principal. Assessment for grade placement, if needed, will take place during this time as well. Parents will be notified of acceptance and grade level recommendation at the end of this appointment.

STEP 3—COMPLETION OF SCHOOL REGISTRATION

Upon acceptance, the following completed and signed forms must be submitted to the appropriate grade-level office along with the payment of fees in order to complete your student's registration:

- ☐ Registration Form
- ☐ \$75 Registration Fee
- ☐ Tuition Agreement for New Students
- ☐ Parent/Guardian Cooperation Statement and Acknowledgement of Policies.

WOODLAND CHRISTIAN SCHOOL

2017–2018 TUITION AND FEE INFORMATION

2017-2018 WCS Application/Registration Fees

Grade	New Student Application Fee (Non-Refundable)	New Student Registration Fee (Non-Refundable)	Returning Student Early Re-Enrollment Fee Due by February 29, 2017 (Non-Refundable)
Grades K–12	\$90	\$75	\$75
International	\$150	\$400	\$75

2017–2018 Published Tuition Rates & Student Fees (Tuition + Student Fees = Annual School Fees)

*Discounts cover published tuition only, NOT Student Fees

Tuition Rates					
Child	Kindergarten Half Day	Kindergarten Full Day	Elementary Grades 1–5	Middle School (6–8)	High School (9–12)
First	\$3865	\$5370	\$5370	\$5975	\$6360
Second	\$3480	\$4830	\$4830	\$5370	\$5710
Third +	\$1855	\$1855	\$1855	\$1855	\$1855
International	\$5865	\$7900	\$7900	\$8745	\$9355

Student Fees				
Grade	Student Fee	Activities Fee	Camp/Retreat Fee	Total Fees
Kindergarten	\$275	\$70	—	\$345
Grades 1–3	\$275	\$60	—	\$335
Grade 4	\$275	\$60	\$330	\$665
Grade 5	\$275	\$80	—	\$355
Middle School	\$305	—	\$350	\$655
High School	\$325	—	\$250	\$575

Additional Information

Re-Enrollment Fee: The returning student early enrollment fee is \$75 per student. This is non-refundable and is due February 28, 2017. Beginning March 1, 2017, the re-enrollment fee will be \$150.00.

New Student Application Fee: This fee is \$90 per new student and is submitted at the time of initial application. This fee is non-refundable. New-student applicants who have been tested and interviewed will not receive official acceptance until after March 1, 2017, which allows our current students to secure their placement.

New Student Registration Fee: Upon acceptance, a registration fee of \$75 per student is due to secure each student's placement. This fee is non-refundable.

Student Fee: This fee covers textbooks, workbooks, classroom and art supplies, achievement testing, building use, and computer equipment.

Elementary Activities Fee: This fee covers class field trips, promotion supplies, and art projects. It is non-optional and is billed along with your tuition and other fees.

Camp/Retreat Fees: Special camps and retreats are planned each year for fourth-grade, middle-school and high-school students. The camps and retreats are a part of their learning experience, and attendance is considered non-optional.

- **Fourth Grade 49er Camp:** The fourth-grade classes participate in a three-day California history 49er camp, centered around learning what life was like during the Gold Rush days in California. The cost of the camp is \$165 and is billed along with your tuition and other fees (\$330 total, which includes student and one parent).

- **Middle School Alliance Redwoods Retreat:** Middle-school students attend a week-long Alliance Redwoods retreat during the early fall. They participate in a diverse, challenging program that includes inspiring worship, Biblical teaching, and outdoor education. Sixth graders follow a creation-based science curriculum emphasis, while 7th and 8th graders participate in a combined program of outdoor education and individual/team-building challenges. The cost for the middle school five-day retreat is \$350 and will be billed along with your tuition and other fees.

- **High School Alliance Redwoods Retreat:** High-school students attend an annual three-day retreat to Alliance Redwoods. This spiritual retreat has become a key component of our school year. Students participate in a number of activities such as zip-lining, wall climbing, swimming and team-building games that help them grow in their relationships with the Lord, their teachers, and their peers. The cost for the high-school three-day retreat is \$250 and is billed along with your tuition and other fees.

Payments: The student fees are charged per student, per year. The fees are added to the annual tuition and apportioned according to your choice of payment plan. Payments are made to the school and are due on the first of each month. School payments are established by choices made on the enrollment agreement. The first payment is due June 1, 2017. This payment is non-refundable.

Payment Plans: There are five payment plans available: payment in full; payment by semester; or 10, 11, or 12 equal monthly payments made by check or cash, ACH Direct Debit, or Credit Card Auto Debit. The first payment is due June 1, 2017. The remaining payments start in July, August, or September depending on which monthly plan you choose. All accounts must be paid in full by May 31 of each year.

Discounts: Families that return (all children) will receive a 2.5% discount off of published tuition rates. This discount also applies to children who go from WCS preschool to WCS kindergarten. Families who refer a new, full-time (K–12) student will receive a one time \$600 tuition credit per new student (\$200 for part-time students). This discount only applies if the child is accepted and attends WCS. The credit will be pro-rated if the new student starts after September 1. Discounts cover published tuition only, not Student Fees, camp/retreats, or class fees.

Parent Service Hours: Each family with a child enrolled in grades 1–12 is required to serve 30 hours per year. Single-parent families as well as families with a child enrolled in preschool or kindergarten are required to serve 15 hours per year. Families with a parent serving in the armed forces overseas are required to serve 15 hours per year. Parents can log their volunteer hours by sending an email to www.parenthours@wcs-k12.org or by turning them in to the office. Hours can be fulfilled in many ways, including but not limited to: serving on a committee, helping in the classroom, yard duty, copying papers, driving on field trips, or serving on a campus beautification day. Grandparents, as well as adult aunts and uncles, can also serve the hours. Hours served during the summer will count toward the upcoming year.

In lieu of fulfilling the service hours, families may opt to pay \$15 per each hour of the requirement (\$450) or opt to serve a portion of the hours and pay \$15 per hour for any unserved hours. At the end of the year, hours will be tallied and a bill will be sent out for any unserved hours.

Financial Aid: A limited amount of financial aid is available. These grants are based on financial need. Even if you have received financial assistance in the past, you must submit a new application for the new academic year. All applications should be submitted by March 15, 2017 for the 2017–2018 school year. If approved, notification will be sent out during the month of May or upon acceptance to WCS. Information on how to apply online is available in the school office.

Billing: The accounts receivable policy for all families is as follows:

- High-school students are not allowed to take semester exams if financial, athletic and library accounts are not current.
- Accounts must be current at the end of each quarter for families to receive a report card, have access to the online grade book, and continue with WCS in the following quarter.
- All accounts are charged a \$25 late fee per family if payment is received later than the tenth of the month.
- Accounts with returned checks are charged a \$25 fee, which is in addition to the late fee.
- Records are not released to parents unless all accounts are current.

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS



2017-2018 EXTENDED CARE INFORMATION GRADES K-5

PRESCHOOL CAMPUS

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Extended Care is a service for parents who need supervision for their children before and/or after school. Extended Care is an extension of the school day, opening at 7:00 AM and closing at 6:00 PM. Playground supervision and a homework room are provided from 4:00 to 5:00 PM. This time is designed for children to work alone on their homework. It is the child's responsibility to use this time when needed. An afternoon snack is provided at 3:15 PM. No outside food or drinks are permitted in Extended Care.

If you arrive prior to 7:00 AM, please wait with your children in the car until Extended Care opens. Supervisors will sign your child in. At 8:00 AM, students are sent to class. Kindergarteners and first graders will be walked to class by a supervisor.

After school Extended Care staff will sign children in. Parents are responsible for signing children out at the end of the day. Parents are charged according to the sign-in sheet. If parents are not able to pick their child(ren) by 3:00 PM, students will be signed into Extended Care for their safety. The charge for any child signed in after school until 3:30 PM is \$3 and this will be billed to you by the WCS bookkeeper.

Children going to Extended Care may bring clothes to change into after school. They must wear socks if they wear sandals. No spaghetti straps, no bare midriffs, no spandex shorts; and no inappropriate printing on t-shirts are permitted.

Toys may be brought from home, but please realize that Extended Care staff is not responsible for lost, broken, or stolen items. All cubbies and hanger areas must be cleaned out daily. Nothing should be left in Extended Care.

Please feel free to contact Extended Care Staff if you have any questions.

2017-2018 EXTENDED CARE RATES FOR GRADES K-5 DURING THE ACADEMIC YEAR

MORNING

Before School	7:00 AM-8:00 AM	\$3 per child
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AFTERNOON

Minimum After School	2:45 PM - 3:30 PM	\$3 per child
Half Afternoon	2:45 PM - 6:00 PM	\$13 per child

MINIMUM DAYS

Half Afternoon	12:00 noon - 3:30 PM	\$13 per child
Full Afternoon	12:00 noon - 6:00 PM	\$24 per child
Full Day (<i>more than six hours</i>)	7:00 AM - 6:00 PM	\$26 per child

AFTER 6:00 PM

Every 5 minutes	\$5 per child
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There is a \$2 discount per day for half afternoons and/or full afternoons for two children.

PAYMENT POLICY: Extended Care fees are due and payable at the end of each month. Check with an Extended Care staff member or the school office for your balance. A copy of your bill is available on request.

OFFICE USE ONLY

Date Received: ____/____/____

Fee: \$ ____ ☐ Cash ☐ CC ☐ Ck # ____

Testing/Interview Date: ____/____/____

Received by: ____ ☐ Cum Requested**OFFICE USE ONLY**

____ RenWeb ____ Google Doc

____ Excel ____ QB

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2017-2018 ENROLLMENT APPLICATION

STUDENT INFORMATION

Applying for Grade:
☐ Half-Day Kindergarten ☐ Full-day Kindergarten ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Full Legal Name _____/_____

Last

First

Middle

Preferred First Name

Date of Birth: ____/____/____ Age: ____ Gender: ☐ M ☐ F

Student Social Security Number (Entering grades 11 & 12 only)

Primary Address (All school mailings will be sent to this address) _____ City _____ State _____ Zip _____

Student E-mail Address _____ Student Home Phone _____ Student Cell Phone _____

Ethnicity (Optional): ☐ American Indian ☐ African American ☐ Asian ☐ Caucasian ☐ Hispanic or Latino ☐ Pacific Islander ☐ Other _____

Language most often spoken at home: _____ Other Languages _____

PARENT INFORMATION

PARENTS' MARITAL STATUS: ☐ Married ☐ Divorced ☐ Remarried ☐ Single ☐ Deceased (☐ Father ☐ Mother) ☐ Other _____

STUDENT LIVES WITH: ☐ Father ☐ Step-father ☐ Guardian ☐ Shared Custody

Spouse Name, if different than Mother: _____

<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Weekends only <input type="checkbox"/> Mailing list only <input type="checkbox"/> NO contact	Father or Guardian: _____	Work Phone: (____) _____ Cell Phone: (____) _____ Home Phone: (____) _____ <input type="checkbox"/> Unlisted
	Mailing Address: _____ (if different than student)	
	Occupation: _____	
	Place of Employment: _____	
	Does employer have a matching gift program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

E-mail Address: _____ ☐ Home ☐ Work
STUDENT LIVES WITH: ☐ Mother ☐ Step-mother ☐ Guardian ☐ Shared Custody

Spouse Name, if different than Father: _____

<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Weekends only <input type="checkbox"/> Mailing list only <input type="checkbox"/> NO contact	Mother or Guardian: _____	Work Phone: (____) _____ Cell Phone: (____) _____ Home Phone: (____) _____ <input type="checkbox"/> Unlisted
	Mailing Address: _____ (if different than student)	
	Occupation: _____	
	Place of Employment: _____	
	Does employer have a matching gift program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

E-mail Address: _____ ☐ Home ☐ Work
NEWSLETTERS & ANNOUNCEMENTS BY E-MAIL: Newsletters and announcements will be sent via the e-mail addresses provided. Please send communications to the e-mail address provided for:

☐ Father ☐ Mother ☐ Both ☐ I do not have an e-mail address and will need all communication mailed or sent home with my child.

2017-2018 ENROLLMENT APPLICATION CONTINUED

EDUCATIONAL BACKGROUND

List the schools student has attended in the past, beginning with the most recent.

School _____ Grade(s) Attended _____ Phone _____

Address _____ City _____ State _____ Zip _____

Reason for leaving: _____

School _____ Grade(s) Attended _____ Phone _____

Address _____ City _____ State _____ Zip _____

Reason for leaving: _____

PURPOSE OF ENROLLMENT

How did you hear about WCS?

☐ Woodland Christian Preschool ☐ Website ☐ Family/Friend ☐ Parent is Alum of WCS ☐ Continuing WCS Family

☐ Phone Book ☐ Advertising (please specify): _____

☐ Referred by current WCS family. Name of person who referred you to WCS: _____

Please rank the following reasons for enrollment, with 1 being the most important:

_____ Christian Emphasis _____ Quality Academics _____ Safety _____ Location _____ Other _____

What do you expect to find at WCS that you would not find in another school? _____

FAMILY INFORMATION: Please list all children under the age of 18 living with the family.

Name	Date of Birth	2017-2018 Grade Level	School Attending in 2016-2017

CHURCH INFORMATION:

Does family attend church? <input type="checkbox"/> Yes <input type="checkbox"/> No	Church attendance: <input type="checkbox"/> Weekly <input type="checkbox"/> Once a month <input type="checkbox"/> Less than once a month
Pastor Name:	Name of Church:

I CERTIFY THAT THE INFORMATION SUPPLIED ON ALL DOCUMENTS IS TRUE AND COMPLETE:

Parent Signature _____

Printed Parent Name _____

Date _____/_____/_____