

# Captain Gilmer Christian School

## Registration Information for 2011-2012

### Registration

We look forward to working with you for your child's Christian education. If you have any questions, please contact us at 828-684-8221 or visit our office between 8:00 - 3:00 on weekdays. During the summer, please call the school office for an appointment. Below is some information to assist in the registration process.

1. To help alleviate lines at Registration, it is highly recommended to bring registration forms by the office during our spring or summer school hours.
2. If financial aid is needed, please contact the school office to set up a meeting with the principal. **Financial aid applications should be submitted by July 15, 2011.**
3. Fall Registration will be August 7, **for Returning Students Only**, from 1:00 – 5:00 p.m. **New Students** and any remaining returning students will need to attend Registration on August 8, from 1:00 – 5:00 p.m. *Returning students are encouraged to attend the first Registration on August 7, to avoid the longer lines and finish the registration process quicker.* The first month's tuition and registration fee are due at that time; see the handbook for tuition rates. (Please note that previous accounts must be current before registering for the 2011-2012 school year.)
4. **The \$100.00 registration fee will be waived for all students attending Registration Day.** If unable to attend Registration day, call to schedule an appointment to register your child.

### Application Procedure

The following forms are to be filled out for **all** students:

Application Form	Accounting Form	Field Trip Form
Emergency Card	Financial Agreement	

**New students**, in addition to the above forms, also fill out the following forms:

- New Student Interview Form (Grades 3<sup>rd</sup> – 8<sup>th</sup>)
- Copies of birth certificate and updated immunizations.
- Two recommendation forms completed for students in grades 3-8.
- Records Request Form – Records from former schools are needed within 30 days.
- Health Assessment Report - All students entering school for the **first time** in Kindergarten, Pre-1<sup>st</sup>, or First grade must have a medical exam signed by a doctor. Forms are available at the office.
- New students, grades 1-8, are to be given the CGCS basic testing screener. This screener will be given by the classroom teacher before school starts.
- If applicable, submission of a church financial aid request form, signed by a church official.

### School Handbook

Some changes have been made in the School Handbook. Students and parents are to read the Handbook before signing and returning the application.

### Report Cards/Diplomas

Grade Reports for 2010-2011 will be available on Renweb after June 14. Diplomas will be available for pick-up at the Fletcher Academy, Inc. Finance Office after June 14. Your school account will need to be paid in full before these records can be accessed.

### Need Financial Help?

Worthy student funds are available from your local church or CGCS. Each semester an application is to be submitted for these scholarships. Please contact the principal or your church pastor. All applications for financial aid should be completed, approved, and communicated to CGCS before Registration day.