

Captain Gilmer School

Registration Information for 2010-2011

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, or our school principal at 828-808-7720. Below is some information to assist in the registration process. Please note the following:

1. Registration forms may be brought to the school office during summer hours.
2. If financial aid is needed, please contact the school office to set up a meeting with the principal. Fall Registration will be August 1, from 1:00 – 5:00 p.m. The first month's tuition and registration fee are due at that time. (Please note that previous accounts must be current before registering for the 2010-2011 school year.)
3. **The \$100.00 registration fee will be waived for all students attending Registration Day. No registration will take place on the first day of school. Registration after the first day of school is by appointment only.**

Application Procedure

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

Application Form	Accounting Form (Given at Registration)
Emergency Card	Financial Agreement

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

- New Student Interview Form (Grades 3rd – 8th)
- 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-1st, 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 CGS 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.

Financial Payments

The registration fee and first tuition payment are to be submitted at Registration. (See School Handbook for tuition rates.)

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.

School Calendar

The school calendar is in the back of the School Handbook. Please note that published dates in the Handbook are required school days/events.

Report Cards/Diplomas

Report cards and diplomas for 2009-2010 are to be picked up at the Fletcher Academy, Inc. Finance Office after June 15. Your school account will need to be paid in full before these records are released.

Need Financial Help?

Worthy student funds are available from your local church or CGS. 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 and approved before Registration day.