Children's Creative & Performing Arts Academy
2019-2020 Academic Calendar

August 29	High School/Middle School Orientation for Students, 9 a.m. - 12:00 p.m.
August 29	Elementary Open House at 6:00 p.m.
September 2	Labor Day, no school
September 3	First Official Day Of School!
October 11	End of First Grading Period
October 14-18	Parent/Teacher Conferences, preK-grade 8
November 11	Veterans' Day Observed, no school
November 22	End of Second Grading Period
November 25-29	Thanksgiving Vacation, no school
December 23 - Jan. 3	Winter Break, no school
January 20	Martin Luther King Jr. Observance, no school
January 24	Fall Semester Ends
February 17	President Day, no school
March 6	End of Grading Period
March 9-13	Parent/Teacher Conferences, preK- grade 8
March 30-April 3	Spring Break, no school
April 24	End of Grading Period
May 25	Memorial Day, no school
June 12	End of Spring Semester

*Dates of Plays, Concerts, Recitals will be provided later

Children's Creative & Performing Arts Academy
2019-2020 Academic Calendar

Tuition and Fees Agreement

TUITION DUE/ LATE CHARGES
Tuition for the school year is $8900 which can be paid in 10 monthly installments of $890. Tuition and fee payments are due and payable on the 1st of each month. Tuition and fees are considered delinquent 5 days after the due date or on the 5th of each month. Tuition and fees paid after the 5th of each month will have a 1.5% charge each day after. If tuition or any other outstanding charges are not paid within 14 days of the due date, the students' attendance at the school will no longer be permitted until tuition is paid in full for the past due amount.

RETURNED CHECKS
A service charge of $25 will take place in the event of a check returned for any reason.

PAYMENT METHODS
Each month a tuition invoice will be emailed to a parent/guardian. The email will provide instructions on how to pay tuition online using an electronic check. Tuition can also be paid by cash or check through the front office. Checks can be made out to "CCPAA INC."

AFTER HOURS CHARGES
Children are to be picked up no later than the school closure time at 6:00 p.m. After hours overtime charges will be assessed as follows: $1.00 for each minute past 6:00 p.m., which must be paid at the time the student is picked up. In the event that the parent/guardian has not picked up his or her student or contacted the school by 6:30 p.m., as mandated by state law, the San Diego Police Department may be called.

EXTRACURRICULAR ACTIVITIES
Students' who have any past due charges including any tuition and/or fees, will not be eligible to participate in any subcontracted activities that take place on campus (e.g., private piano, guitar, violin lessons, etc.)

FEE-BASED CLASSES/LESSONS:
Field trips, camp trips, concert/recital fees and private instrumental lessons are not included in the annual tuition. Parents/guardians will be notified of any of the above fees 2 weeks prior to their due date.

BOOKS & MATERIALS:
An annual supply fee for each student is due before the beginning or the school year **no later than September 1st, 2019.** The annual supply fee covers charges for books, materials, supplies, a yearbook, and special art supplies.

The following supply fees are as follows:
- Preschool: $200
- Kindergarten & 1st Grade: $275
- Grades 2-5: $300
- Grades 6-12: $325. There is an additional Studio Art fee of $150 for students enrolled in AP Studio Art. All books must be kept covered and in good condition or a penalty (up to the replacement cost of the text book) will be assessed. It is strongly recommended that students purchase their AP books.

Withdrawal
For parents/guardians who decide to withdraw students during the school year, a 30 day written notice is required. There will be no refund on that installment period(s) or on other fees.

UNIFORMS:
Grades K-12 must purchase the appropriate school uniforms. P.E. Uniforms are required for grades 6-12 and are available to purchase through the front office.

I have read and agree to the terms and conditions of the Children's Creative and Performing Arts Academy tuition and fees agreement

Student's Name (please print): _____ Grade: _____

Parent/Guardian Name (please print): _____

Parent/Guardian signature: _____ Date: _____

Please provide the email that you wish to receive a monthly tuition invoice

Email: _____

Student Media Release Consent Form

There are many activities and accomplishments that take place at the Children's Creative & Performing Arts Academy that we feel are positive, newsworthy and of interest to the community. The Children's Creative & Performing Arts Academy will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures, class pictures, yearbooks and other printed media published by the Children's Creative & Performing Arts Academy and those acting under its permission. It is possible that those images might be used on the school website or other social media sites and may also be submitted to the news media for possible publication.

If, for any reason, you do no want your child's likeness to be used by the Children's Creative & Performing Arts Academy or by the news media for the purpose of positive publicity about school activities or student achievement, please mark the box that indicates that you do not wish to have your child photographed or videotaped for news media or school publicity purposes.

☐ Please mark this box if you **AGREE** to have your child photographed/videotaped for news media or school publicity purposes

☐ Please mark this box if you do **NOT** wish to have your child photographed/videotaped for news media or school publicity purposes

Student's Name (please print) _____ Grade _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

Student Information

Student Name: _____
Last First Middle

_____
Birth Date Place of Birth U.S. Citizen?

Student's Primary Home Address

_____
Street City State Zip

Medical Needs/ Medications Required/ Allergies:

_____

_____

Parent/Guardian Information

Full Name:
_____

Home Phone:
(_____)_____

Cell Phone:
(_____)_____

Business/Employer:
_____

Business Address:
_____

Work Phone:
(_____)_____

Primary Email:
_____

Parent/Guardian Information

Full Name:
_____

Home Phone:
(_____)_____

Cell Phone:
(_____)_____

Business/Employer:
_____

Business Address:
_____

Work Phone:
(_____)_____

Primary Email:
_____

School Uniforms

Students in grades K-12 are required to wear school uniforms each school day. It is important that parents/guardians help their children follow the school uniform policy and ensure that his or her student is dressed in the appropriate school uniform before their arrival to school. Students who arrive to school without the appropriate school uniform may not be able to participate in the instructional school day and their attendance may be marked as an unexcused absence. **All minimum days will be free dress days.**

The following are appropriate school uniforms:

Tops:
White, light blue, dark blue, black button down

Full Sleeve or 3/4 sleeve

Short Sleeve

Skirts

Plaid

Navy Blue/Black

Khaki

Shorts:

Navy Blue/Black

Khaki

Pants:

Navy Blue/Black

Khaki

Sweatshirts:

Plain Navy Blue/Black

Sweaters:

Plain Navy Blue/Black

Notice Of Automated Message Delivery

The Children's Creative & Performing Arts Academy utilizes an automated message delivery system to contact parents/guardians via telephone and/or email for various reasons. Examples of such use include:

Community Outreach Messages
These messages are sent on a regular basis by school administration to keep parents informed of events in their child's school. Community outreach messages are delivered to the telephone number and/or email indicated below, during regular business or early evening hours, including weekends.

Emergency Messages
These messages are sent only when absolutely necessary, and are delivered to all telephone numbers and email addresses of the parent(s)/guardian(s) with whom the child resides. Emergency messages are sent to announce school closings, early dismissals, and other events that may have an imminent impact on the educational community, and may be sent at any time.

The Children's Creative & Performing Arts Academy may contact me at the telephone number and email listed below

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Phone: (_____)_____

Email: _____

I hereby authorize the Children's Creative & Performing Arts Academy to send automated messages to the above contact information

Parent/Guardian Signature: _____ Date: _____

Children's Creative & Performing Arts Academy
2019-2020 Tentative Minimum Day Schedule

Minimum days will be scheduled periodically throughout the school year. Minimum days will begin at each division's regular school start time with dismissal at the following times below. After school care will begin at 12:30 p.m. until regular closure hours at 6:00 p.m.

School start and dismissal times on minimum days:

Grades K-5:
- Start time: 8:15 a.m.
- Dismissal time: 12:30 p.m.

Grades 6-12:
- Start time: 7:50 a.m.
- Dismissal time: 12:20 p.m.

The following days are scheduled minimum days:

Wednesday, September 18

Wednesday, October 9

Thursday, October 31

Friday, November 22

Friday, December 20

Wednesday, January 22

Wednesday, February 12

Wednesday, March 4

Friday, March 27

Wednesday, April 22

Wednesday, May 13

Wednesday, June 3

*Minimum days subject to change

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____ . THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE	WORK PHONE
( )	( )

County of San Diego

Report of Health Checkup for School Entry

California law requires a health checkup for school entry to protect the health of all children.

Please return this report to the school. All information will be kept confidential.

To be completed by Parent or Guardian

Child's Name: Last First Middle **Birth Date** Month/Day/Year

Address: Street City Zip **School**

❼ I request the health provider complete Part I and Part II.

OR

❼ I request the health provider complete **Part I only.**

Signature of Parent or Guardian Date

To be completed by the Health Provider (Must be completed in full to meet California law.)

Part I

Tests and Evaluations	Date
Health/Development History	
Physical Examination	
Nutritional Evaluation	
Vision Screening	
Audiometric Screening	
Blood Test for Anemia	
Urine Dipstick	
Dental Assessment	

Immunization History (Check each dose given)

Vaccine	1st	2nd	3rd	4th	5th
Polio					
DTaP/DT					
Hib					
MMR					
Hepatitis B					
Varicella		❼ had chickenpox disease			
Hepatitis A					
Pneumococcal Conjugate					

Exact dates will be verified on California Immunization Record

*Mantoux Tuberculin Test: Date_____ MM_____

Pos____ Neg____

* When testing for tuberculosis is necessary, the County of San Diego HHSA recommends only the use of the Mantoux (intradermal) skin test for all children.

Part II

Other Health Information (Optional)

For the child's welfare—and with the parent's permission—it is recommended that significant health information be shared with the school. If the child needs help with medication at school, please contact the school nurse.

❼ Parent requests Part II not be filled out.

❼ The checkup revealed no conditions of importance to school or physical activity.

❼ Conditions that need further evaluation or that can affect school or physical activity are: (please explain)

Health Provider Information

Name

Address

City

Signature of Health Provider Date of Checkup

WAIVER OF HEALTH CHECKUP FOR SCHOOL ENTRY

Note: Your child must have immunizations required by State law, even if no health checkup is given.

I have been told about the health checkup recommended by health professionals and required by State law. I have also been told where and how my child can receive a checkup at no cost, if such assistance is needed. (Please check one.)

___ **I do not want** my child to receive the checkup.

___ **I do want** my child to have the checkup, but **I am unable to get it because** _____

Signature of Parent or Guardian Date

Children's Creative & Performing Arts Academy
Emergency Contact and Release Authorization

To be completed by parent or authorized representative

Student Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Parent/Guardian Name: _____

Home Phone: (_____)_____

Cell Phone: (_____)_____

Work Phone: (_____)_____

Parent/Guardian Name: _____

Home Phone: (_____)_____

Cell Phone: (_____)_____

Work Phone: (_____)_____

In case of an emergency, I give the school permission to release my child to any of the following:

1. Name: _____ Home Phone: (_____)_____
   Relationship to child: _____ Work/Cell Phone: (_____)_____

2. Name: _____ Home Phone:(_____)_____
   Relationship to child: _____ Work/Cell Phone: (_____)_____

3. Name: _____ Home Phone: (_____)_____
   Relationship to child: _____ Work/Cell Phone: (_____)_____

Parent/Guardian Signature: _____ Date: _____

Bell Schedule 2019-2020

Grades K-5
Monday-Friday
Start time: 8:15 a.m.
Dismissal time: 3:00 p.m.

Middle/High School Bell Schedule

Monday/Wednesday
Period 1: 7:50-9:15
Period 3: 9:20-10:45
Snack Break: 10:45-10:55
Period 5: 11:00-12:25
Lunch: 12:30-1:00
Period 7: 1:05-2:30

Tuesday/Thursday
Period 2: 7:50-9:15
Period 4: 9:20-10:45
Snack Break: 10:45-10:55
Period 6: 11:00-12:25
Lunch: 12:30-1:00
Period 8: 1:05-2:30

Friday
Friday schedule will alternate between Monday/Wednesday blocks and Tuesday/Thursday blocks each week. The first Friday of the school year will be a Monday/Wednesday block.

- **All middle and high school students will have Choir every Friday from 1:05-2:30**

Minimum Day Bell Schedule Grades K-5
Start time: 8:15 a.m.
Dismissal time: 12:30 p.m.

Middle/High School Minimum Day Bell Schedule
Period 1: 7:50-8:40
Period 2: 8:45-9:35
Period 3: 9:40-10:30
Period 4: 10:35-11:25
Period 5: 11:30-12:20

CCPAA
CHILDREN'S CREATIVE
& PERFORMING ARTS
ACADEMY

Attendance/Absent Policy

It is important that parents and students understand the following school and state guidelines. Be advised that parents must call the school office to clear an absence. Any absence not verified by a parent/guardian will be marked as unexcused.

Excused Absences: Absences or tardies are considered excused various reasons, examples include:
-Illness such as vomiting, high fever or contagious disease
-Medical/dental appointments (time excused will only be for a reasonable time to attend appointment)

Medical/Dental Appointments: Please try to schedule medical appointments on minimum days or before or after school hours to avoid lost instructional time.

Excessive Absences/Truancy: Excessive absences due to illness may require a doctor's note in order to be excused.

ATTENDANCE/ABSENT POLICY

The Children's Creative & Performing Arts Academy requires regular attendance of all students enrolled at the school. In the case of a students' absence, parents/guardians must contact the school each day his or her child is absent. It is very important for a parent or guardian to report their student's absence from school. Please help to keep accurate records on your student's attendance by remembering to report an absence to the school office.

LATE ARRIVAL/TARDINESS:

Students' who arrive late to school must be checked in through the school office by a parent/guardian.

LEAVING CAMPUS

Students will not be permitted to leave campus at anytime without a parent/guardian or an individual authorized by the parent/guardian. If a student has a doctor, dental, or personal appointment, parent/guardian must check student out through the school office.