

Heights Christian Junior High

12900 E. Bluefield Ave.
La Mirada, Ca. 90638

Phone: 562 947-3309
Fax: 562 947-1001
Office@HCJH.us

January 28, 2012

Dear HCJH 6th and 7th Grade Families,

It is hard to believe that it is time to talk about the 2012-2013 school year. God has really blessed HCJH this year!

It is my pleasure to send this "Returning Student Registration Form" and "Fee Schedule" to you for next year. Please fill out the enclosed forms and return it to the school office.

Please register by February 24th in order to save on registration fees! (refer to the 2012-13 tuition and fees schedule) Secure your spot for the 2012-13 school year
Please fill out the Returning Student Registration Form and return it to the school office.

I am looking forward to another exciting school year here at HCJH!

If you have any questions, please give us a call in the school office.

Sincerely in Christ,



Nicholas Damico, Principal
Heights Christian Junior High

HEIGHTS CHRISTIAN JUNIOR HIGH
 12900 Bluefield Avenue, La Mirada, CA 90638
 (562) 947-3309 • office@hcjh.us • www.hcjh.us

OFFICE USE ONLY			
Date Payment Received:	Amount:\$		
1 st Installment: Ck#	Cash	Credit	E-Check
2 nd Installment: Ck#	Cash	Credit	E-Check

RETURNING STUDENT REGISTRATION for 2012-2013

School attended last year: HCJH HCS-La Mirada HCS-Brea Friends HCS-Chino Hills

STUDENT INFORMATION

Name: Last	First	Middle	Birth Date
Address, city, state, zip			
Home telephone: ()		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Grade in Sept 2012:
Extended Day Care Needed? <input type="checkbox"/> No <input type="checkbox"/> Yes: <input type="checkbox"/> Morning <input type="checkbox"/> Late Afternoon <input type="checkbox"/> Combined			
Family's regular place of worship:			
Father and Mother are: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widow/er			
Who currently has legal rights to the student (check all that apply): <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian			
During the school year, student lives primarily with (check all that apply): <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian			
Full name of person financially responsible for the student:			
Student is U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, citizen of what country?	

PARENT/GUARDIAN INFORMATION

1. Father Full Name:	_____	Home Phone: () _____
Home Address, city, state, zip	_____	
Home Email: _____	Cell Phone: () _____	
Work Email: _____	Work Phone: () _____	
Job Title: _____	Employer Name: _____	
Employer Address: _____		
2. Mother Full Name:	_____	Home Phone: () _____
Home Address, city, state, zip	_____	
Home Email: _____	Cell Phone: () _____	
Work Email: _____	Work Phone: () _____	
Job Title: _____	Employer Name: _____	
Employer Address: _____		
3. Guardian Full Name:	_____	Home Phone: () _____
Home Address, city, state, zip	_____	
Home Email: _____	Cell Phone: () _____	
Work Email: _____	Work Phone: () _____	
Job Title: _____	Employer Name: _____	
Employer Address: _____		
Guardian's Relationship to the Student: _____		

IMPORTANT! Registration Form and Registration Fee are due by February 24, 2012.
 Current enrollment does not automatically guarantee a spot for next year.
 Enrollment is on a first-come, first-serve basis only.

MORE ON REVERSE SIDE

If your child were to attend public school, which school and district would it be?

GENERAL INFORMATION

- All necessary forms and notices will be sent directly to you during the summer and **must** be completed and returned to the school office **prior** to the first day of school.
- Registration fees and 10% of annual tuition are non-refundable. In the event of mid-year withdrawal, tuition through last day of actual registration plus 10% of annual tuition will be due. Refer to the **TUITION AND FEE SCHEDULE** for more details.
- The campus opens at 7:15AM. Students should not be dropped off any earlier than 7:15AM unless enrolled in the morning Extended Day Care program.
- Parents who do not wish to have their child's name, picture, art, written work, voice, verbal statements or portraits (video or still) appear in the school's publications including electronic publications, should notify the principal in writing at the start of each school year.

BEHAVIOR

- The student and I (parent/guardian) agree to accept the responsibility of obeying the rules and regulations by which the school is operated, and to support the Christian principles for which it stands.
- I understand that violation of school standards by me (parent/guardian) or the student in some cases may constitute grounds for dismissal from our school. Violations include but are not limited to: disciplinary issues, reckless or dangerous behavior, non-cooperation with staff, verbal or physical abuse of staff or students, harassment of school staff by a parent/guardian, philosophical differences with the values of Family Resource Ministries.

I am the person financially responsible for the student. I **understand** and **agree** with the above conditions.

Signature of Parent/Legal Guardian

Date

Signature of Parent/Legal Guardian

Date

Please let us know how we can better serve you this year:

Heights Christian Junior High is an affiliate of  Family Resource Ministries

Non-Discrimination Policy: Heights Christian Junior High admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to and/or available to students at school.

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

12900 Bluefield Ave., La Mirada, CA 90638 • (562) 947-3309 • www.HCJH.us

TUITION AND FEE SCHEDULE • 2012-2013 (GRADES 6-8)

ACADEMIC PROGRAM 8:00AM TO 3:00PM

Same registration fee as last year!

REGISTRATION FEE

New Student Payment Options: \$425.00 due at the time of application OR \$225.00 by March 12th and \$200.00 by April 13th

Returning Student Payment Options: \$325.00 by February 24th OR \$200.00 by February 24th and \$175.00 by March 30th OR \$425.00 after February 24th

- ◆ Registration Fees are annual and non-refundable.
- ◆ Returning Students are incoming 6th, 7th or 8th graders from HCJH, HCS-Brea Friends, HCS-La Mirada, or HCS-Chino Hills. All other students are New Students.

TUITION FEE

		FIRST CHILD		SECOND CHILD	
PAYMENT PLAN	DUE DATE	ANNUAL COST	PAYMENT AMOUNT	ANNUAL COST	PAYMENT AMOUNT
1 Payment	August 1 st	\$6440.00	\$6440.00 x 1	\$6090.00	\$6090.00 x 1
2 Payments	August 1 st & January 1 st	\$6645.00	\$3322.50 x 2	\$6295.00	\$3147.50 x 2
*9 Payments	August 1 st – May 1 st	\$6705.00	\$745.00 x 9	\$6355.00	\$706.11 x 9
10 Payments	August 1 st – May 1 st	\$6705.00	\$670.50 x 10	\$6355.00	\$635.50 x 10
12 Payments	June 1 st – May 1 st	\$6705.00	\$558.75 x 12	\$6355.00	\$529.58 x 12

- ◆ If you have an infant at one of our infant centers, the infant counts as the “first child” in our system. Otherwise, your oldest child is the “first child”.
- ◆ To calculate the cost for a third child or more, take the **ANNUAL COST** of the **FIRST CHILD** and subtract \$700.
- * **9 Payments:** For the 9 Payment Plan there is no February payment due; February is re-registration month.

EXTENDED DAY CARE PROGRAM

DAY CARE FEE

PER CHILD	1 PAYMENT	2 PAYMENTS	*9 PAYMENTS	10 PAYMENTS	12 PAYMENTS
MORNING: 6:45AM – 7:15AM	\$320.00	\$160.00	\$37.78	\$34.00	\$28.34
LATE AFTERNOON: 3:30PM – 6:00PM	\$800.00	\$400.00	\$92.22	\$83.00	\$69.17
COMBINED: 6:45AM – 6:00PM	\$1120.00	\$560.00	\$130.00	\$117.00	\$97.50

* **9 Payments:** For the 9 Payment Plan there is no February payment due; February is re-registration month.



WE ACCEPT VISA, MASTERCARD, AND DISCOVER.

Payments can be made with credit card, debit card, or e-check via our website or by signing up for automatic payment. We also accept cash, personal check, or money order in the school office.

Non-Discrimination Policy: Heights Christian Junior High School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to and/or available to students at school.

Heights Christian Junior High School is an affiliate of  Family Resource Ministries

MORE INFORMATION ON REVERSE SIDE

REGISTRATION FEE INFORMATION

- ◆ There is a Registration Fee cap of \$700 per family if paid on or before February 24th, and \$900 if paid after February 24th.
- ◆ Families who choose to pay registration in two installments must meet both payment deadlines in order to secure their spot.
- ◆ Registration Fee includes: admissions process, textbook usage, technology curriculum, student accident insurance, SAT testing, yearbook, materials fee, emergency preparedness supplies, and ACSI membership.
- ◆ Returning Student Registration fee is due along with all paperwork in order to complete enrollment. Enrollment for returning students who are in good standing is on a first-come basis.
- ◆ New Student Registration fee is due at the time of application. If a student is not accepted for enrollment, \$375.00 of the Registration Fee will be refunded. If a student is accepted but later withdraws, the Registration Fee is non-refundable.
- ◆ If there is a waiting list for new students, being first on the waiting list is not a guarantee of next placement.
- ◆ New Student Enrollment is official only after all paperwork, testing, and family interviews have been completed.

TUITION AND STUDENT ACCOUNT INFORMATION

- ◆ When establishing multi-student discounts, your oldest child is the “first child” in our system with the exception of an infant in one of our infant centers, in which case the infant is considered the “first child”.
- ◆ No discounts other than the *Multiple Student Discount* are available.
- ◆ Tuition is an annual fee based on the actual number of school days. Payment options are available for your convenience.
- ◆ **All payments are due on the 1st of the month** (tuition, day care, late pick-up fees, extracurricular activities, etc.).
- ◆ When making a payment, the payment will first be applied to any outstanding balance on the account, and the remainder will then be applied to the current balance.
- ◆ Accounts with any outstanding balance after the 5th of each month will be assessed a late fee of \$25.00 due with the next tuition payment.
- ◆ Accounts that are not paid in full by the end of each month may result in the student being dropped. Report cards will be held until final payment is made.
- ◆ A service charge of \$40.00 will be assessed for each NSF check or NSF e-check that is issued to the school. After two NSF occurrences, *only* cash, credit or money orders will be accepted for future payments.
- ◆ In the event of early withdrawal, tuition will be due through the last day of actual enrollment *plus* 10% of the annual tuition.

EXTENDED DAY CARE INFORMATION

- ◆ Extended Day Care is not available on school holidays.
- ◆ Payments for day care are due on the 1st of the month; late fees will apply.
- ◆ A fine of \$1.00 per minute is charged for students picked up after 6:00 PM.
- ◆ Emergency use of Extended Day Care is \$5.00 per hour or any part thereof.
- ◆ Participation in Extended Day Care is a privilege. Violation of any of the conditions of school enrollment may result in a student being refused the use of the Extended Day Care program.

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

12900 Bluefield Avenue, La Mirada, CA 90638 • (562) 947-3309 • FAX (562) 947-1001 • www.HCJH.us

TUITION AND EXTENDED DAY CARE AGREEMENT • 2012-2013 (GRADES 6-8)

Parent Name: _____ Today's Date: _____

Student Name(s): _____ Grade(s): _____

Please write the names of any other children you have enrolled at any of our other campuses:

Student Name(s): _____ Campus: _____ Grade(s): _____

A "Multiple Student Discount" is applicable if you have more than one child enrolled at any of our campuses. If you have an infant at one of our infant centers, the infant counts as the 1st child in our system. Otherwise, your oldest child is the 1st child. Inquire in the school office about rates for a third child or more.

TUITION -Please mark only 1 box

ACADEMIC PROGRAM: 8:00 AM – 3:00 PM

Payment Plan	1 st Child	2 nd Child
1 Payment	<input type="checkbox"/> \$6440.00	<input type="checkbox"/> \$6090.00
2 Payments	<input type="checkbox"/> \$3322.50	<input type="checkbox"/> \$3147.50
*9 Payments	<input type="checkbox"/> \$745.00	<input type="checkbox"/> \$706.11
10 Payments	<input type="checkbox"/> \$670.50	<input type="checkbox"/> \$635.50
12 Payments	<input type="checkbox"/> \$558.75	<input type="checkbox"/> \$529.58

EXTENDED DAY CARE -Please mark only 1 box

COST PER STUDENT

Payment Plan	Morning 6:45-7:15AM	Late Afternoon 3:30-6:00PM	Combined 6:45AM-6:00PM
1 Payment	<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$800.00	<input type="checkbox"/> \$1120.00
2 Payments	<input type="checkbox"/> \$160.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$560.00
*9 Payments	<input type="checkbox"/> \$37.78	<input type="checkbox"/> \$92.22	<input type="checkbox"/> \$130.00
10 Payments	<input type="checkbox"/> \$34.00	<input type="checkbox"/> \$83.00	<input type="checkbox"/> \$117.00
12 Payments	<input type="checkbox"/> \$28.34	<input type="checkbox"/> \$69.17	<input type="checkbox"/> \$97.50

DUE DATES

Payment Due Dates
August 1 st
Aug. 1 st & Jan. 1 st
August 1 st –May 1 st
August 1 st –May 1 st
June 1 st –May 1 st

*9 Payments: For the 9 Payment Plan there is no February payment due; February is re-registration month.

PAYMENT METHOD -Please select a Tuition and Day Care payment method.

Automatic Payment. Tuition Day Care

I plan to have the school automatically initiate a bank draft (E-Check) or credit/debit charge each month to my bank account by signing the attached authorization form.

Manual Payment. Tuition Day Care

I plan to make monthly payments online through the school website using either an E-check (bank draft) or my credit/debit card **Or**

I plan to make monthly payments in the school office using cash, check, or money order.

Payments for trips, extracurricular activities, and miscellaneous fees, must be paid "manually."

PAYMENT POLICIES

Accounts. All payments are due on the 1st of the month (tuition, day care, late pick-up fees, extracurricular activity fees, etc.). When making a payment, the payment will first be applied to any outstanding balance on the account, and the remainder will then be applied to the current balance. Accounts with any outstanding balance after the 5th of the month will be assessed a late fee of \$25.00 due with the next tuition payment. Accounts that are not paid in full by the end of the month may result in the student being dropped. Report cards will be held until final payment is made.

Non-Sufficient Funds. A service charge of \$40.00 will be assessed for each NSF check or NSF E-Check that is issued to the school. After two NSF occurrences, *only* cash, credit, or money orders will be accepted for future payments.

Online Payments. Making an online payment is a FREE service; there are no transaction fees. Automatic Payments are drafted/charged on the 5th of each month. The start and end dates for the automatic drafts will be based upon your signed authorization form.

Non-Refundable Fees. Registration Fees and 10% of the annual tuition fee are non-refundable.

Early Withdrawal. In the event of mid-year withdrawal, tuition through the last day of actual attendance *plus* 10% of annual tuition will be due.

Day Care. For Extended Day Care, a fine of \$1.00 per minute for late pick-up after 6:00 PM will be assessed and due with the next tuition payment.

I, the undersigned, am the person financially responsible for the student account payments. I have read and understand this Tuition and Extended Day Care Agreement and I agree to keep my account balance current. I agree to pay any late fees, returned check charges, Extended Day Care late pick-up fines, or other fees that might be incurred during my child's enrollment.

Printed Name	Signature	Relationship	Date
Printed Name	Signature	Relationship	Date

PAYMENT METHODS 2012-2013

Payment	Details	Made Via
E-Check (Bank Draft)	<p><u>School Website</u> Go to our school website and initiate a one-time payment online through PARENTSWEB: <i>Pay Now</i>. The payment will be drafted from your bank account for the amount and date you specify. This service is FREE.</p> <p>OR</p> <p><u>Automatic Draft</u> Fill out our Bank Draft Authorization Form to authorize our school to initiate bank drafts (E-Checks) from your bank account automatically each month. The draft will occur on the 5th of each month for the amount and duration that you specify. This service is FREE.</p>	<ul style="list-style-type: none"> • School Website • Automatic Draft
Credit or Debit	<p>We accept Visa, MasterCard, and Discover.</p> <p><u>School Website</u> Go to our school website and initiate a one-time payment online through PARENTSWEB: <i>Pay Now</i>. The payment will be charged to your credit or debit card for the amount and date you specify. This service is FREE.</p> <p>OR</p> <p><u>Automatic Draft</u> Fill out our Credit Card Authorization Form to authorize our school to charge your credit or debit card automatically each month. The charge/debit will occur on the 5th of each month for the amount and duration that you specify. This service is FREE.</p>	<ul style="list-style-type: none"> • School Website • Automatic Charge
Check or Money Order	<p>Make checks payable to our school. Please be sure to write the student name in the memo line.</p> <p>Checks may be mailed to the school office or dropped in the payment drop box on campus. Drop box contents are collected daily.</p>	<ul style="list-style-type: none"> • In Person • Mail
Cash	<p>Cash must be paid in person, by an adult, in the school office. A receipt must be obtained for proof of payment.</p> <p>Please do not send cash with students. Please do not give cash to teachers. Please do not place cash in payment drop boxes on campus.</p>	<ul style="list-style-type: none"> • In Person

SCHOOL ACCOUNT INFORMATION ONLINE

To view your school account information online, or to make a payment online, you must first go to our website to login to PARENTSWEB and set up your PARENTSWEB account.

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

12900 Bluefield Avenue, La Mirada, CA 90638 • (562) 947-3309 • FAX (562) 947-1001
E-mail: office@hcjh.us • www.hcjh.us

BANK DRAFT AUTHORIZATION FORM

You can set-up automatic payments for tuition or day care by authorizing our school to initiate bank drafts (E-Checks) from your bank account. This service is FREE and is offered in collaboration with the financial institution, TADELY, INC.

If you would like to use this convenience, please complete this authorization form and attach a voided check. A voided check is necessary in order to verify the routing information.

An automatic draft will be made from your account on the 5th of each month in the amount that you have specified and for the timeframe you have specified.

If the account has non-sufficient funds, an NSF fee of \$40.00 will be incurred and due the following month. You may cancel this bank draft service at any time.

AUTHORIZATION AGREEMENT

Fill out the entire form; Portions of this form will be destroyed for security purposes.

I hereby authorize TADLEY, INC., on behalf of HEIGHTS CHRISTIAN JUNIOR HIGH, to initiate drafts from my Checking or Savings account indicated below for the payment of Tuition and/or Day Care on the 5th of each month in the amount specified and for the timeframe specified below.

Name on School Account: _____

Name of Student(s): _____

Name on Bank Account: _____ Billing Zip Code: _____

Draft From: Checking Savings

Bank Name: _____ Branch: _____

Routing Number: _____
(first series of numbers)

Account Number: _____
(second series of numbers)

Amount not to exceed: \$ _____ drafted on the 5th of every month.

Timeframe Start Date: _____ End Date: _____

Name (Print): _____

Signature: _____ Date: _____

PLEASE ATTACH VOIDED CHECK.

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

12900 Bluefield Avenue, La Mirada, CA 90638 • (562) 947-3309 • FAX (562) 947-1001
E-mail: office@hcjh.us • www.hcjh.us

CREDIT CARD AUTHORIZATION FORM

You can set-up automatic payments for tuition or day care by authorizing our school to charge your credit/debit card.

This service is FREE and is offered in collaboration with the financial institution, TADELY, INC.

If you would like to use this convenience, please complete this authorization form. An automatic charge/debit will be made to your card on the 5th of each month in the amount that you have specified and for the timeframe you have specified.

You may cancel this service at any time.

AUTHORIZATION AGREEMENT

I hereby authorize TADLEY, INC., on behalf of HEIGHTS CHRISTIAN JUNIOR HIGH, to initiate charges or debits to my card as indicated for the payment of Tuition and/or Day Care on the 5th of each month in the amount specified and for the timeframe specified below.

Name on School Account: _____

Name of Student(s): _____

Name on CC Account: _____

Address, City, State: _____ Zip: _____

Charge/Debit to: MasterCard Visa Discover

Card Number: _____ Expiration Date: _____

Card Verification Number (3 digits on the back): _____

Amount not to exceed: \$_____ charged on the 5th of every month.

Timeframe Start Date: _____ End Date: _____

Signature: _____ Date: _____

PUT US TO THE TEST! Referral Campaign

Here's How The Campaign Works...

Simply write your name in the space at the bottom of this flyer, and pass it along to a friend. If your friend enrolls, you will both receive **ONE MONTH** of **FREE** Tuition! No kidding! There is no limit to the number of friends you can refer. Tell 10 friends, and you could earn an entire YEAR of FREE tuition.

Postcards are also available in the school office to pass along. Stop by to grab a few! God has blessed our school, and we are ready to be **PUT TO THE TEST!**

PUT US TO THE TEST!

CHARACTER ■ COMMUNITY ■ COMMITMENT

562.947.3309
www.HCJH.us





HEIGHTS CHRISTIAN JUNIOR HIGH



HOME OF THE HAWKS

REPORT OF PROGRESS

- ▲+ Fully Accredited by WASC
- ▲+ Exceeds State Standards
- ▲+ Outstanding Student Achievement
- ▲+ Commitment to the Arts, Technology and Sports
- ▲+ Character Development
- ▲+ Building Strong Families

If you are a HCJH family...
Pass this card along to a friend!
If your friend decides to **PUT US TO THE TEST** and enroll their child, you both will receive **one month FREE** tuition!

PUT US TO THE TEST!

Heights Christian Junior High School serves grades **6th-8th!** We are part of a larger school system serving children preschool through junior high!

- Parent Online Access to Grades & Homework
- Strategic 6th Grade Program
- 10-Day Washington DC Trip
- Christian School League Sports & Cheer
- Outstanding Music, Band, & Handbells Program

Family referred by _____, ANOTHER HAPPY **HEIGHTS CHRISTIAN JUNIOR HIGH** FAMILY!