

**Towering Oaks Christian School
Registration Information for 2024-2025 School Year**

Thank you for your interest in Towering Oaks Christian School. For those families seeking quality Christian education, it is our desire to partner with you in teaching and training children and young people in academics and life skills filtered through God's Word. This document will give you the basic information you need as you consider your student's educational future.

**Towering Oaks Christian School and Preschool
Financial Responsibility**

Towering Oaks Christian School is a ministry of Towering Oaks Baptist Church. We exist to provide a Christian school alternative to families that desire Christian education for their children.

The school is housed in the church facilities. The church assumes significant financial investment in the operation of our Christian school.

The money that is collected in tuition and fees is used primarily for two purposes:

1. Payroll expenses for teachers and staff.
2. Textbooks, supplies, office operations, and other expenses related to our school ministry.

In order to have the funds available to meet our payroll and operational needs, certain policies have been put into place. These policies must be adhered to in order to keep our school fiscally strong.

1. Family accounts must be current to register for the following school year.

In order to register your student for the next school year, your current account must be up to date. That does not mean you must be paid in full by registration week if you are paying on a monthly basis. But it does mean your monthly payments must be up to date.

Our policy requires that all fees be current in order for a student to begin a new school year. In other words, no families will be permitted to carry a balance from one school year into the next school year.

2. Registration fees are due at the time of registration and are non-refundable. Fees are collected using the FACTS on-line system.

The registration fee reserves a place for your student in our preschool or school and thereby denies another student that place on the roster. Until fees are paid your student is not officially registered.

3. **Book fees are due by May 31 and are collected using the FACTS on-line system. Families will be billed for book fees after completion of registration.**

Any new or replacement textbooks and consumable workbooks are ordered during the summer months to assure timely arrival for the start of school. Once books have been ordered, refunds are available only at the discretion of the Christian School and Preschool Administrator.

4. **Activity and special-event fees are charged throughout the year as those expenses are incurred. These fees may but most likely will not be collected through the FACTS on-line system.**

We do not have a preset activity fee. Instead, funds are collected for special events, activities, and products as they are incurred. These include such items as field trips, yearbooks, school pictures, lunch orders, etc.

5. **Tuition payments are due the first school day of each month** and are collected using the FACTS on-line system. FACTS charges a 2.95% fee to use a credit or debit card; there is no charge to use a checking account. You can call FACTS 24/7 for any financial questions you may have, 866-441-4637.

Families will choose which of 3 payment plans best fit their payment choice: (Agreements must be renewed each school year. Special arrangements **WILL NOT** automatically carry over from year to year **without** approval from the school office.

- #1 Tuition payments can be made on a **monthly installment** basis. Tuition is payable in ten (10) equal installments with the **first payment due by July 1**. The final monthly payment for this plan will be due by April 1.

Tuition payments are preferably due the first of the month. However, if it is necessary to change the date your payment is due, it could possibly be changed. Other dates must be approved and will need to be changed in the system by the school office. FACTS will attempt to collect these payments 3 times with a fee occurring (FACTS) each time funds are NOT available. If the payment is not available after 3 attempts by FACTS, it is your responsibility to get delinquent payments caught up through either paying through the on-line system or to the school office directly in order to remain in good standings with your tuition account. **Late payments will be assessed a \$25 TOCS late fee. This is a TOCS late fee and is not in conjunction with any fees assessed through the FACTS payment system; fees charged by FACTS are strictly fees incurred by the company.**

- #2 Tuition payments may be made **in two equal payments due before the beginning of each semester** – July 1 and December 1.

- #3 Tuition payments may be **paid in full using 1 payment**. School tuition paid in full by July 15, will be discounted 3% of the total amount due for each **school** student. The discount **only applies** to tuition; registration and book fees **are not** discounted. **Prepayment discounts are NOT available for preschool tuition. Prepayment discounts are available for school tuition ONLY.**

6. A student **may not start** the school year until **registration fees and book fees** are paid. Families must choose a payment plan through the FACTS on-line system **no later than August 1, in order for a student to begin school.** Families with students enrolling after school begins should complete the on-line registration and choose a payment plan with-in two weeks of being accepted so that payments are made on a regular schedule.

7. **Our business office wants to work with you.**

We understand that families have emergencies and short-term problems that make meeting financial obligations difficult. Likewise, understand that we depend on tuition payments in order to operate. If there is ever a need to work out a different payment schedule, please call us to see what arrangements might be made. We cannot waive fees or tuition but we might be able to restructure payments. As long as we hear from a family in need we are willing to work towards a plan.

When payments are not made according to this agreement and we do not hear from a family that is delinquent in payment we must assume that the family is planning to withdraw their student(s) from our school.

If you have any questions concerning our school, you are invited to meet with us. We wish God's blessings on you and your family, now and always!

Tuition and fees **per student** for the 2024-2025 school year are as follows:

Registration fee for all grades

New students	\$100
Returning students:	
If paid by March 31	\$100
If paid after March 31	\$120

Books and other supplies fee

	K-8th grades		High School	
If paid by May 31	\$400	1-3 classes	\$300	4 or more classes \$600
If paid after May 31	\$425		\$325	\$625

Tuition	K-8th grades		High School	
	\$4300	1-3 classes	\$2400	4 or more classes \$4800

Selected and limited á la carte classes are available for homeschool students at a cost of \$1000 per class. Families must complete the application process and students must be approved by the school administrator.

For the 2024-2025 school year, we are pleased to continue to offer a discount for those families with multiple students in our school program. Tuition will be full-priced for a regular tuition first student. A \$600 discount will apply for the 2nd student; \$800 discount will apply for the 3rd student; and \$1000 discount will apply for the 4th student. Discounts only apply to students from the same family. The discount applies toward tuition only. Book and other supply fees and registration fees are not discounted. High school students with discounted TOCS tuitions due to dual enrollment or á la carte classes **DO NOT** qualify for these multiple student discounts.

Limited financial aid may be available for qualifying families. Financial aid is **not** available for our preschool program. The maximum financial aid available to any family, including all discounts is 20%. The discount is based upon the recommendations from FACTS. Fees for the evaluation process are the responsibility of the family seeking aid and are paid directly to FACTS. Financial aid applies to tuition only and does not apply to book fees and registration fees. Please understand that no one makes up the difference in the discounted financial aid account. (Please keep this in mind and only apply if you truly need financial aid.) FACTS sends a recommendation, based on the financial information you provide, of up to a 20% discount for tuition for families who qualify. **Every school year, you must re-apply to qualify for financial aid.** To apply, please visit tocsweb.com/aid.

Towering Oaks Christian Preschool

TOCS Preschool Program: **THE FOLLOWING CLASSES WILL BE OFFERED AS LONG AS THERE ARE ENOUGH CHILDREN REGISTERED TO HAVE A CLASS**

Tuition and fees **per student** for the 2024-2025 preschool year are as follows:

Tuition:

2-day preschool (2s ONLY)	\$2500
3-day preschool (2s, 3s, or 4s)	\$3000
5-day preschool and 3-day Babies	\$4000

New student fees:

Application	\$ 25
Enrollment	<u>\$175</u>
Total Registration Fee	\$200

Re-enrolling student registration fee: \$200

To apply for our preschool program:

During registration event – Please come on your assigned day; spots are filled on a first-come-first-served basis and your child will be added to either a class list or wait list.

After registration event or during the school year – Please call the school office to add your child to either a class list or waiting list, whichever is available.

If your child is a **new student**, you will be given information how to apply on-line; there is a \$25 fee payable during this on-line process. Once we have received and reviewed your application and your child has secured a place in one of our preschool classes, you will receive an email to complete the registration on-line. There is a \$175 fee payable during this on-line process.

If your child is a **returning student**, you will be given information how to re-enroll your student on-line; there is a \$200 fee payable during this process.

For **all preschool students**, new or re-enrolling, the only other thing we will need to have your child's registration complete is a **CURRENT** Tennessee Department of Health Certificate of Immunization. This form is available from your child's doctor or the health department. Please do not simply make a copy of your child's immunization record card; it needs to have the Department of Health logo or a state seal on it. If you are exempt due to religious exemption, please return a copy of the religious exempt certificate, as well. These forms must be updated each year.

Towering Oaks Christian School

To apply for **Kindergarten** at TOCS:

Students entering Kindergarten must be five years of age by August 15.

You will complete an application on-line which includes an evaluation form to email to a current preschool, Sunday school, etc., teacher. The teacher will complete the form and it will be submitted electronically back to TOCS.

There is a **\$100 non-refundable application fee** (per student) **due with the application**, payable through the on-line system.

For prospective students not attending preschool at TOCS, you should sign up for a time to have your child screened. All parents will schedule a parent interview. We do ask that both parents attend the parent interview, if at all possible. If applying after registration, these can be scheduled by contacting the school office, (423)639-0791.

Once these steps are complete and student has been accepted into our Kindergarten program, you will then receive an email with a link to complete your child's registration on-line. During this process you will:

- answer additional questions, provide pick-up and emergency contacts, etc.
- select a payment plan; you will not be billed at the present time and the total tuition will not be displayed. TOCS will calculate your tuition manually to ensure an accurate payment.

You will have the opportunity to upload the following information. You may also submit hard copies to the school office. Your child's **registration will NOT be complete** until these forms **are received** by the school office.

- a copy of your child's **OFFICIAL birth certificate** issued by the state in which he/she was born – not mother's copy from hospital
- the **official TDOH certificate of immunization** from your child's physician for school entry – this form is given by the doctor's office when your child is seen for their school physical. Make sure to ask for it! Please do not simply make a copy of your child's immunization record card; we need an official document which will have the Department of Health logo or a state seal on it. If you are exempt due to religious exemption, please return a copy of the religious exempt certificate, as well.
- a copy of your child's **social security card**

The **book and supply fee** will be billed at a later date. You will receive an email with information about how to pay the book fee on the Family Portal.

To apply as a **new student for 1st – 12th grades:**

You will complete an application on-line which includes a request for email addresses for 3 references from the previous school to email a recommendation form. The teachers will complete the form and it will be submitted electronically back to TOCS.

There is a **\$100 non-refundable application fee** (per student) **due with the application**, payable through the on-line system.

Admission screening is required for all applicants; these appointments for screening are set up through the school office. During the school year, students applying for 1st – 12th grades are asked to make an appointment to spend a day with the appropriate class prior to acceptance. When school is not in session, a classroom teacher or the school administrator will make an appointment for individual screening. This requirement is in addition to TOCS receiving current copies of the student's transcript including report cards, testing information, attendance and discipline records, etc.

All prospective families will be scheduled for an interview and will be given a tour of the facilities; appointments should be scheduled through the school office.

Once these steps are complete and student has been accepted, you will receive an email with a link to complete your child's registration on-line. During this process you will:

- answer additional questions, provide pick-up and emergency contacts, etc.
- select a payment plan; you will not be billed at the present time and the total tuition will not be displayed. TOCS will calculate your tuition manually to ensure an accurate payment.

You will have the opportunity to upload the following information. You may also submit hard copies to the school office. Your child's **registration will NOT be complete** until these forms **are received** by the school office.

- a copy of your child's **OFFICIAL birth certificate** issued by the state in which he/she was born – not mother's copy from hospital
- the **official TDOH certificate of immunization** from your child's physician for school entry – this form is given by the doctor's office when your child is seen for their yearly well-child visit. Make sure to ask for it! Please do not simply make a copy of your child's immunization record card; we need an official document which will have the Department of Health logo or a state seal on it. If you are exempt due to religious exemption, please return a copy of the religious exempt certificate, as well.
- a copy of your child's **social security card**

The **book and supply fee** will be billed at a later date. You will receive an email with information about how to pay the book fee on the Family Portal.

To re-enroll students in 1st – 12th grades:

If your student is a returning 1st – 12th grader, you will receive an invitation email to re-enroll. You will use the Family Portal with the log-in associated with the email you received. See below for details.

Families will select a payment plan during the on-line registration; you will not be billed at the present time and the total tuition will not be displayed. TOCS will calculate your tuition manually to ensure an accurate payment.

There is a **\$100 non-refundable registration fee** (per student) **due** payable through the on-line system.

The **book and supply fee** will be billed at a later date. You will receive an email with information about how to pay the book fee on the Family Portal.

REQUIRED for all **7th grade students**, new or re-enrolling, the only other thing we will need to have your child's registration complete is an **UPDATED** Tennessee Department of Health Certificate of Immunization. This form is available from your child's doctor or the health department. Please do not simply make a copy of your child's immunization record card; it needs to have the Department of Health logo or a state seal on it. If you are exempt due to religious exemption, please return a copy of the religious exempt certificate, as well.

REGISTRATION BLOCKED?

If your tuition account is not up-to-date or fees for the current year have not been paid, your registration ability has been blocked until payments are brought current. If you have questions, please call the school office, (423)639-0791.

CAN'T REMEMBER YOUR LOG-IN?

If you remember your username, you can reset your password at tocsweb.com/password; you will need the district code TO-TN. If you cannot remember your username, please call the school office, (423)639-0791.

“ENROLLMENT RESPONSIBLE” PARENT

Only 1 parent will have access to the registration packet. If you cannot complete the packet, try the other parent's log-in. If you still need help, call the school office, (423)639-0791.