



# CORNERSTONE

## LEARNING COMMUNITY

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## Application Process

- STEP 1:** Schedule a Tour
- STEP 2:** Complete the Online Application – A \$75.00 application fee is due at the end of the application.
- STEP 3:** Submit all required supporting documents

### ***Completed applications consist of the items below:***

- Completed Online Application
- \$75.00 application fee
- A copy of your child's birth certificate
- The Confidential Teacher Evaluation form(s)
  - This form should be signed and dated by the parents or guardian and given to the child's current teacher to fill out and return to the Cornerstone Admissions Office.
- Copies of all previous end of the year report cards and assessments (if applicable)
- Copies of any academic testing and/or the child's IEP (Individual Education Plan) or 504 plan (if applicable).

The Admissions Committee cannot consider incomplete applications. All applications must be complete (including ALL supporting documentation) prior to being forwarded to the Admissions Committee for review.

### ***Supporting documentation can be provided via:***

- Upload – during the Online Application submission
- Dropped off or mailed to:
  - Cornerstone Learning Community
  - Admissions Office
  - 2524 Hartsfield Road
  - Tallahassee, FL 32303
- Fax to (850)386-5421
- Email to Patty Backes at [pbackes@cornerstonelc.com](mailto:pbackes@cornerstonelc.com)

**NOTE:** Completed Applications (including ALL supporting documentation) must be received **no later than January 15** to be considered for admission in the current school year. Any completed Applications received after this date will be considered for the following school year.

## **Shadow Visits**

Shadowing for prospective students is by invitation only. Not all applicants are invited to shadow. Shadow visits are set up by the Admissions Director for Preschool through 8th Grade only after review of the completed application packet.

## **Financial Assistance**

If you wish to apply for financial assistance, please visit the Admissions Page on the CLC website and follow the Financial Assistance link on the left.

## **Support Services**

If you would like information regarding the Support Services available at CLC, please contact Patty Backes at (850)386-5550 or [pbackes@cornerstoneclc.com](mailto:pbackes@cornerstoneclc.com).

## **Contact**

**Patty Backes**  
**Admissions Director**  
2524 Hartsfield Road  
Tallahassee, FL 32303

[pbackes@cornerstoneclc.com](mailto:pbackes@cornerstoneclc.com)  
850.386.5550 office  
850.386.5421 fax

*Cornerstone Learning Community is an equal opportunity organization and does not discriminate because of race, color, religion, sex, age, citizenship, marital status, disability or national origin.*



**CORNERSTONE**  
LEARNING COMMUNITY

# CORNERSTONE

LEARNING COMMUNITY

2524 Hartsfield Road ~ Tallahassee, Florida 32303  
Tel (850) 386-5550 ~ Fax (850)386-5421

## CONFIDENTIAL TEACHER EVALUATION FOR APPLICANTS TO THE SECOND THROUGH EIGHTH GRADE

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Present School: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Applicant for Grade \_\_\_\_\_

What subjects have you taught this student? \_\_\_\_\_

What are the first words that come to mind to describe this applicant? \_\_\_\_\_

### To Parents:

Please sign the statement of permission below and deliver to your child's present teacher.

\_\_\_\_\_ is applying for admission to Cornerstone Learning Community. I give permission for the release of the following information concerning my child. I understand that this recommendation is confidential and hereby waive any rights to review its contents.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### To Teachers:

To help us compile a profile of this student, please check the following categories wherever possible. Your comments will be very helpful to us in deciding if our school program will be able to meet this student's needs. We thank you for taking the time to aid us in understanding the applicant better. All information will be considered confidential.

### Comment

	Is responsible	Is usually Responsible	Is sometimes Responsible	Is rarely responsible	
Sense of Responsibility					
Consideration For others	Is very considerate	Is usually considerate	Is inconsiderate	Is unkind	
Peer Relationships	Enjoys good relationships	satisfactory relationships	occasional problems	Relates poorly	
Leadership Skills	Exhibits excellent skills	Exhibits good skills	Exhibits average skills	Exhibits poor skills	
Emotional Maturity	Is very mature	appropriately mature	Is somewhat mature	Is very immature	
Self-Confidence	Has a healthy self image	Needs some support	Seems overly confident	Has a poor self image	
Sense of Humor	Is highly developed	Is good	Is fair	Is poorly developed	

Comment

Self Control	Exhibits good control	Usually exhibits good control	Misbehaves occasionally	Is disruptive frequently	
Frustration Response or Problem Solving	Asks for assistance/ develops alternative solution	Cries	Gives up/abandons task	Becomes irate	
Relationships with Adults	Is comfortable	Is uneasy	Is dependent	Is uncooperative	

EXCELLENT    GOOD    FAIR    POOR    COMMENT

Study habits					
Self-motivation					
Organization of time and work					
Intellectual curiosity					
Attention span					
Ability to express ideas orally					
Ability to express ideas through his/her writing					
Ability to follow directions					
Ability to work in a group					
Ability to work independently					
Perseverance					

Reads for pleasure    (check one)                      Frequently                      Occasionally                      Seldom

In what, if any, subject does this student show particular strength?

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In what, if any, subject areas has this student needed special support or help?

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Has this student displayed any notable interests or talents?

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Please comment on the student's creativity.

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Are there any concerns about attendance or promptness?

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Please characterize the parent(s)/guardian(s) cooperation and involvement.

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Is there any other necessary information about this student or the family, which would be helpful for us to know?

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Are there any behavioral or emotional strengths, concerns or weaknesses?

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**Signed**

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**Title**

Please mail or fax form to:

Admissions Office  
Cornerstone Learning Community  
2524 Hartsfield Road  
Tallahassee, FL 32303

Tel: 850/386-5550

Fax: 850/386-5421

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Alpha School Inc, dba Cornerstone Learning Community admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CLC does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, scholarships or other programs.



**REGISTRATION FEE:**

\$125 is due upon acceptance and enrollment for new students and with annual re-enrollment for returning students.

**SCHOOL MATERIALS & FIELD TRIPS:**

Cornerstone Learning Community tuition payments include textbooks, workbooks, school supplies for students that are used in the classroom, and single day field trips throughout the year. Families will be billed for the cost of any lost textbooks, library books, or other items borrowed from school.

**OVERNIGHT TRIPS & SUPPLIES:**

**4th-8th Grade Parents:** Please note that the cost of overnight trips is not included in your tuition and will be billed separately. A small supply list of personal use items (such as a flash drive) and occasional personal project supplies may be requested by your student's teacher.

**TUITION ASSURANCE FEE:**

\$100 per student will be added to the July 1, 2017 tuition payment for families who choose to be billed monthly.

**PAYMENT OF TUITION FEES:**

Families enter into binding enrollment contracts with the school for the full school year. That contract obligates families to pay the full year's tuition. By paying tuition in full in July or by paying quarterly, families avoid the Tuition Assurance fee. Please note, however, that if you are paying tuition annually or quarterly, you will still receive a **monthly** invoice for any other expenses accrued, i.e. lunches, before or after school care, etc.

Statements are sent via email on the first week of each month and payment is due within 10 days of the billing email each month. A late fee of \$20.00 will be charged to your account if payment is received within 10 days of the billing email. Bills can be paid with cash, check, electronic check, or credit cards. There is no charge for electronic check payments. Credit card payments incur a usage fee that will be added to your following month's bill. A \$25.00 fee will be assessed for returned checks.

Payment Plan	PK Half Day	PK Full Day	Kindergarten	1st-5th Grade	6th-8th Grade
<b>Annual</b> 1 payment due July 1, 2017	<b>\$5,325.00</b>	<b>\$7,350.00</b>	<b>\$7,500.00</b>	<b>\$7,800.00</b>	<b>\$8,200.00</b>
<b>Quarterly</b> 4 payments due July 1, 2017, Oct 1, 2017, Jan 1 2018, Apr 1, 2018	<b>\$1,331.25</b>	<b>\$1,837.50</b>	<b>\$1,875.00</b>	<b>\$1,950.00</b>	<b>\$2,050.00</b>
<b>Monthly</b> 12 payments due the 1st of each month, July 2017-June 2018	<b>\$443.75</b>	<b>\$612.50</b>	<b>\$625.00</b>	<b>\$650.00</b>	<b>\$683.33</b>

(Please turn this sheet over for additional information)

## EXTENDED DAY PROGRAM FEES:

**PLEASE NOTE** that dropping off more than 15 minutes prior to the start of school (any time before 8:15am for Grades 1st-8th, or 8:45 for Preschool and Kindergarten\*) will incur Before School Care charges, i.e. dropping off at 8:14am or 8:44am respectively will incur a charge. See rates and hours below for you to keep for your reference.

### Early Morning Rates\*:

Middle School	Drop off between 7:30am - 8:25am:	\$95/Month
Elementary	Drop off between 7:30am - 8:30am:	\$95/Month
Preschool & Kindergarten	Drop off between 7:30am - 9:00am:	\$95/Month
	Drop In Rate:	\$7.00/Day

\*If you are dropping off a preschool or kindergarten child between 8:15-8:30am because of an older sibling who starts school at 8:30, there is no charge for that extra time.

### After School Rates\*\*:

Preschool through 8<sup>th</sup> Grade  
3:00pm - 4:30pm pickup: \$145/Month

If child is picked up after 4:30 pm, you will be charged an **additional \$4.00 for that day.**

Preschool through 8<sup>th</sup> Grade  
3:00pm - 6:00pm pickup: \$225/Month  
Drop In Rate: \$7.00/Hour  
Late Pick-Up Fee (after 6pm): \$1.00/Minute

\*\*Pre-K through 5th Grade students need to be picked up by 3:15pm and Middle School students need to be picked up by 3:20pm to avoid being charged for afterschool. If students are not picked up by the designated time, students will go to afterschool and you will be charged from 3:00pm on.

## TUTORING AND SUPPORT SERVICES FEES:

Based on consultations and agreements with our Support Services staff, an annual fee for tutoring and support is assessed according to the levels listed below. Charges are billed monthly over nine monthly payments (October 2017 through June 2018) and will be included on your monthly statement. Charges for students whose services begin after August are prorated.

Level One:	\$4,020/year
Level Two:	\$2,680/year
Level Three:	\$1,620/year
Monitoring Services:	\$825/year
Assessment:	\$95

## MORNING BUS FEES:

Bus transportation is available every morning beginning the **SECOND WEEK OF SCHOOL**. Students are picked up at shopping center locations on the east and north sides of town, and parents are required to wait with children until the bus arrives.

### Monthly Charge for Daily Transportation:

\$70 per student or \$60 for siblings  
Drop-in rate is \$4 per day