



Continuous Enrollment Information

Last spring, 92% of eligible families returned to our school to continue their education at CAK for the 2017-18 school year. While this retention rate is considered exceptional, when looking at the traditional enrollment process, we realized the traditional enrollment process wasn't as user-friendly as it could be. So we challenged ourselves to do better and make the process simpler. We wanted to make things *easier* for CAK families and reward your loyalty to our great school! In order to simplify and streamline the re-enrollment process for our families, we are launching Continuous Enrollment!

What is Re-enrollment and why has CAK asked families to do this each spring?

Re-enrollment is the annual data collection process that schools typically use to update family records and demographics of students who plan to return to CAK the following school year. In addition, this information is used by CAK to plan for the upcoming school year. Basically, the simple question for families is: "Are you coming back to CAK next year?"

CAK leadership does a tremendous amount of planning in the spring to ensure that we're prepared to excellently fulfill our mission each and every year. Until CAK families "sign on the line" that they're coming back each year, we cannot solidify our plans for staffing, programs, materials, curriculum and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously, and we want to invest these tuition dollars wisely so that we can provide the best education possible for your child(ren).

Until now, re-enrollment has been an "opt-in" program, meaning we annually ask every family, "Are you coming back?" In a sense, we've been penalizing the vast majority of families by forcing you all to go through this process every year. Last year, for instance, we retained 92% of our student body, so essentially EVERYONE had to go through re-enrollment for the sake of the 8% that, for one reason or another, left our school community.

So how is "Continuous Enrollment" different from "Re-enrollment?"

Under the traditional re-enrollment model, we would continue to send a re-enrollment agreement for each child who attends CAK. Continuous Enrollment is a once-and-for-all process. Once you sign your Continuous Enrollment Agreement, *you will never have to deal with re-enrollment again* (unless your family plans change). In the event that things do change, you'll have until the end of January to simply notify the Business Office (using the Future Withdrawal Form) and face absolutely zero penalty.

After this year, what will the "Re-enrollment Season" look like?

Once all of our families are on the "Continuous Enrollment Program," the typical re-enrollment season (January) will simply be a communication reminder from the Business Office informing the families who might be thinking about leaving our school to notify us of their plans before January 31. If last year is any indication, this means that 90+% of CAK families will have the convenience of ignoring this message and doing absolutely nothing!

During this year's re-enrollment process, you will review and approve the Continuous Enrollment Agreement. Rather than an opt-IN annual re-enrollment process, CAK's annual re-enrollment will become an OPT-OUT process. In other words, if you're coming back after signing your "Continuous Enrollment Agreement," you'll never have to complete another re-enrollment packet again!

When will this take place?

Continuous Enrollment begins with the 2019-2020 academic school year. This year will be the last time you complete the re-enrollment process!

What is in it for me?

Simple - guaranteed placement at CAK. With increasing enrollment, we are either at or near waiting lists in many of our grades. By implementing a continuous enrollment process, you'll be guaranteed that coveted seat for your child until graduation.

Continuous Enrollment Fee

Beginning in June 2018, instead of an annual \$500 re-enrollment fee paid all at once in the spring, CAK will spread the \$300 continuous enrollment fee and the \$200 facility fee with your monthly tuition payments for the following academic year. If you do not plan to attend CAK the following school year, you must submit a Future Withdrawal Form to the Business Office **prior to January 31**. If you withdraw prior to January 31st, the payments received for your Continuous Enrollment Fee will be credited towards your final tuition payment. For withdrawals received after January 31, payments of the Continuous Enrollment Fee will be forfeited. *The facility fee is non-refundable and non-transferrable.*

Is there a penalty if I break this contract?

CAK families that are re-enrolled, but break the Continuous Enrollment Agreement by withdrawing their child(ren), will forfeit any fees paid up until the point of withdrawing the student. CAK understands that there are unforeseen circumstances which prevent families from notifying us prior to the January 31 deadline. CAK will make exceptions for families who move further than 25+ miles away from CAK, withdrawal of your student per CAK's request, or other extenuating circumstances that the CAK Administration approves. If you are leaving for financial reasons, please reach out to Admissions of the Business Office

I am enrolling more than one child. Do I need to complete a Continuous Enrollment Agreement for each one?

Yes, during the re-enrollment/enrollment process, you will complete a packet for each child in your household.

Continuous Enrollment (CE) Dates-At-a-Glance

- July 2018 – June 2019 – continuous enrollment fee and facility fee drafted each month and coincides with your monthly tuition payment plan.
- December 2018 – first reminder from the Business Office in regards to the continuous enrollment withdrawal deadline.
- January 31, 2019 – formal notification due to the Business Office if your student does not intend to return for the 2019-2020 school year. You must submit a Future Withdrawal Form prior to the January 31 deadline. *Families who fail to notify CAK's Business Office by this date will forfeit all CE payments collected up until this date. Payments will not be refunded after this time.*

Other Information

What happens if I need to update my family demographics or personal information?

When there is a change in family or personal information (i.e. address, phone, email, emergency contacts, medical information, etc.), please notify CAK's Business Office or log onto ParentsWeb and click on "Information Update" on your student page.

I want to change my current FACTS payment plan. What should I do?

Once the online FACTS agreement is set up, the agreement will be the same each year unless written notice to change the payment plan option is provided to CAK's Business Office. Contact Beth Mozingo to make changes to your payment plan.

What will the tuition rates be for next year?

Tuition rates for the upcoming school year will be posted to CAK's website in January.

When do you accept tuition assistance applications?

CAK typically opens the applications for in mid-December. Applications are accepted until February 16th or until all funds are exhausted.

I want to enroll a new sibling. What do I need to do?

Complete the online application process at www.cakwarriors.com, under the Admissions tab.

What is the withdrawal process?

- Withdrawal Form— use this form to withdraw your child at any time during the current school year. These forms are available at each school.
- Future Withdrawal Form – this form is used to withdraw for the next academic/school year. Contact CAK's Business Office for this form.

If you withdraw your child after your first tuition draft but before the first day of school, tuition payments will be refunded. If you withdraw your child or your child is expelled once the school year begins, you will be responsible for the full facility fee plus the prorated tuition for the number of months the student was enrolled, including a two week notice period.