



General Application Checklist: 2011-2012

Welcome

We are delighted that you are applying for admission to Custom Learning Academy. In order to give your application fair and thoughtful consideration, please gather all forms and documents to submit a completed application. Applications will be prioritized by the date of submission. If we can assist you during the application process, please feel free to contact us Monday through Friday between 9am and 5pm.

APPLICATION CHECKLIST:

- Comprehensive Fee Schedule
- Application for Admission
- Candidate Application
- Behavior Agreement
- Student Essay
- Authorization for Release of School Records
- Payment Contract
- Parent Preferences Form
- Home Language Survey
- Immunization Form

INTERVIEW AND SCHOOL VISIT:

We believe the best time to visit Custom Learning Academy is when school is in session. This provides the applicant and his/her family the best opportunity to see the school and its students. Please call the school to arrange an appointment.

Scheduled school "shadow day" for applicant:

Scheduled school visit for applicant's parents/legal guardians _____ at _____ .
(Date) (Time)

Notice of Nondiscriminatory Policy

Custom Learning Academy admits students of any race, color, national and ethnic origin, or disabilities to all the rights, privileges, programs, and activities made available to children at the school. It does not discriminate on the basis of race, color, or national and ethnic origin, or disabilities in administration of its educational policies, admission policies, or any other school-administered programs. Custom Learning Academy is also an Equal Opportunity Employer. The existence of its nondiscriminatory policy with respect to employment of faculty and administrative is indicative of the nondiscriminatory policy to students.



2011 – 2012 Comprehensive Fee Schedule

Grades K-5: \$10,400 **Grades 6-12:** \$14,000

Registration Fee (all grades): \$700 for returning students, due with the application

COVERED BY THE COMPREHENSIVE FEES:

✓ **Tuition & Books**

- ✓ **Four Core Classes***: (all grades) English or Language Arts, Mathematics, Science, History or Social Studies.
- ✓ **Art** for grades K-5, is the 5th “core” subject featuring 1, 2 & 3 dimensional art projects with the study of the masters. Art material fees included in tuition.
- ✓ **Foreign Language**** for Grades K-5 is exposure to both verbal and written skills for 1 hour per week.
- ✓ **Foreign Language**** for Grades 6-12, is the 5th “core” subject, taught to high school national standards through level 4, choosing from Spanish, French or German. Middle School students earn a semester of high school credit in one year of instruction.
- ✓ **Fine Art Elective*** for grades 6-12 is offered each semester, enrollment in that 6th course is optional generally recommended after 8 semesters of fine art credit is earned since sixth grade.
- ✓ **Music***: For Grades K & 1st, students will have a Music Class weekly. for Grades 2-12, students will have 30 min. of private music instruction OR 1 hour of group music instruction per week.
- ✓ **Physical Education***: Instruction for K-5th grade for 4 hours per week, and for 6-12th grade 2 hours per week offered with seasonal opportunities to include: Yoga, Aerobic Training, Weight Lifting, Cross Country Skiing, Hiking, Tennis, etc... PE is optional for 11th and 12th graders who have earned 2 years of PE credits.
- ✓ **Choice of 12 AP High School Courses & SAT Practice** for 10th & 11th Graders
- ✓ **Science Laboratory Fees**
- ✓ **Web Cam Access**: For 6-12 Grade Classes (available anytime if home sick or traveling).
- ✓ **Includes all school supplies**: Binders, paper, pencils, etc...

REQUIRED EXPENSES NOT COVERED BY THE COMPREHENSIVE FEES:

- ✓ **Online Classes from K-12:** (fall expense only grades 3-6, by semester for 7-12) \$300/course
- ✓ **Laptop:** PC or Mac (please provide, in working order, for your student for grades 3-12)N/A
- ✓ **Trout Creek Recreational Fees** (as Tahoe Donner membership dictates) \$0-\$8/day
- ✓ **Equipment rental** for seasonal PE activities (cross country skis or snowshoes) \$5 - \$10/day

OPTIONAL EXPENSES (INCLUDING BUT NOT LIMITED TO THE FOLLOWING):

- Private Academic Instruction** (if pre-approved by parent) \$50/hour
Any Subject offered (sometimes required if assessment determines significant gap from grade level)
- Field Trips**As per trip
- For Grades 7-12, each course added beyond five courses** \$300/mo.
- Personalized SAT Instruction or Semester Course** \$65/hour
- Professional Instruction: Available on site**By Appt. Only
Test Taking Strategies, Occupational Therapy, Speech Therapy, Individual or small group athletic training

*Must attend scheduled weekly instruction, if absent, lesson cannot be rescheduled without expense incurred. **If enrolled after Sept 1st 2011, then note that CLA’s Foreign Language Options may be limited as established courses and grade levels have been planned and put in place.



Application for Admission 2011-2012

Name: _____
Last / Family First Middle

Student and Parent E-mail Addresses: _____
Parent's Student's

A Candidate for Admission to Grade _____ Male Female (check one) Age _____

Date of Birth ____/____/____ Candidate's Place of Birth _____

Student's Primary Physical Address _____

Citizenship: _____ Languages in the Home: _____
Country of Citizenship

*International Students: Do you require an I-20 Form to obtain a student visa? Yes No

Candidate's Previous School(s)	Grades Attended
_____	_____
_____	_____
_____	_____

Candidate lives with (Please check all that apply)

Father Stepfather Mother Stepmother Other (please specify) _____

Brothers and Sisters

Name /Age	Name /Age
_____	_____
_____	_____
_____	_____



Application for Admission 2011-2012 (continued)

Parent A: Custodial Parent of Applicant's Primary Residence

Primary Address: _____
Mailing Address City State Zip

Parent A _____ Relationship to Applicant _____

Parent A Occupation _____ Spouse _____

Home Phone () _____ Work Phone () _____

Cell Phone () _____ E-mail Address _____

Parent B: Non Custodial Custodial (check one)

Primary Address: _____
Mailing Address City State Zip

Parent B _____ Relationship to Applicant _____

Parent B Occupation _____ Spouse _____

Home Phone () _____ Work Phone () _____

Cell Phone () _____ E-mail Address _____

____ Please initial if Parent B should be included on Quickbooks Statements

____ Please initial if Parent B should be included in Friday Reports

____ Please initial if Parent B should be included on all notifications / Mailings / Newsletters

____ Please initial if Parent B should be allowed CUM file access

Parent A's Signature _____ Date _____

Print Name _____



Payment Contract 2011-2012

Name _____ Date _____

Address _____ City / State / Zip _____

E-mail _____ Phone _____

Credit Card Number _____ Credit Card Type _____ Expiration Date _____ CVC Code _____

Please Check One: **Plan to auto charge CC** **Plan to pay by Check/Cash by mail or drop box at CLA**

NEW POLICY: Paying by credit card will result in an automatic 3% increase in your monthly invoice to cover processing fees, for all payment options, except Option D. A credit card on file is required for all students, even though paying by cash or check is the intended payment, in the event a payment is over 15 days late or missed, the card will be charged. Limited Sibling Discounts are available upon request; inquire for an application within the office for board approval.

PAYMENT OPTIONS: *Please select one of the following options.*

- Option A – Pay for the year in one payment:** K-5th Grade: \$10,400/year, 6-12th Grade: \$14,000/year
- Option B – Pay by semester:** K-5th Grade: \$5,200/semester, 6-12th Grade: \$7,000/semester
- Option C – Pay over 7 months (Sept-March):** K-5th Grade: \$1,486/mo., 6-12th Grade: \$2000/mo.
- Option D – Pay over 11 months (June-April):** K-5th Grade: \$946/mo., 6-12th Grade: \$1273/mo.

I, the undersigned member, agree to this school year contract with Custom Learning Academy valid from the date of signing until the end of the 2011/2012 school year. I agree to make timely payments within the parameters of the invoice received from Custom Learning Academy. If no payment is received by the parameters set forth on the invoice, the credit card on file will be billed. In the event that the credit card on file is expired, invalid or void, the following consequences will be instilled. The possible penalties may include, but are not limited to: account being turned over to a collection agency, expulsion from Custom Learning Academy (CLA), or prosecution in a small claims court. By enrolling in CLA's Full Time School and signing below, I am aware that I am responsible for all costs incurred.

In the event of withdrawing my student from CLA, I understand that I am still responsible for any tuition that has yet to be paid for the remainder of the school year. Before the CUM file will be sent, or credits the Full Time School price is solely a base rate, and additional charges may be instilled for additional services provided as authorized. I understand that there will be a 10% late fee if tuition is over 15 days late. **I agree by all aspects of this payment contract for the 2011/2012 school year.**

I, _____ (parent or legal guardian), agree on _____ (date) to comply with this payment contract. I will also support my student in their education, and agree that if my student is subject to dismissal or expulsion from Custom Learning Academy, we will comply with the orders of the executive director of the school.

(Signature of responsible party) Date _____



Student and Parent Response Sections:

PART 1: PARENT SECTION

To be completed by the primary parent or guardian: (Please number and complete, on a separate sheet of paper, and attach) If more than one parent would like to respond, please feel free to submit separate responses. If any of these items were covered in your consultation with Lisa, please feel free to omit.

1. What do you think your child's personal strengths are? What qualities do you value in your child?
2. What do you feel your child's weaknesses are?
3. In what areas would you like to see improvements in your child?
4. How would you describe your child's level of concentration / work ethic at this stage in his/her academic career?
5. On a scale from 1 – 10, how would you rate your student's consistent effort to achieve their personal best in a scholastic setting? Explain if rating differs by subject.
6. How well does your student handle poor academic results, and how well are they able to apply these results to enhancing their academics?
7. How much of a priority is academic achievement communicated to your child in the culture of your family?
8. How much time is spent at home, on homework and/or studying (with parent support) per week? (If this is accomplished at an outside facility, such as tutoring, please write: none)
9. Does your child play any musical instruments? If so, which one, and for how long?
10. Does your child know any additional languages? If so, please explain.
11. Has your child ever received Special Education Services? If so, please attach most recent IEP.
12. What kind of educational goals do you have for your student?
13. Has candidate ever been expelled or required to withdraw from any school? If yes, explain.

NOTE: There is room to submit needed answers on the last page of the application.

PART 2: STUDENT SECTION

To be completed by the student. Please write a paragraph or short essay. The essay topic is to tell us how you feel about education and your goals for yourself. What is your favorite subject and your least favorite subject? Please explain why you feel the way you do. For students in grades 5-12, please include an experience at school that inspired you. (Students must submit an essay that is a hand-written final draft.)



Behavior Agreement:

I _____ parent of _____ will allow my child to attend a behavior meeting and sign the CLA's Behavior Agreement during the first week of school in September, 2011. If this meeting is missed, the parent and student(s) will attend a scheduled Behavior Appointment in the office. This meeting will outline the culture of respect at Custom Learning Academy with our positive approach to discipline. Respect is required of all participants: Students, Teachers, Administrators, and Parents. I will read and sign the behavior agreement that outlines expectations for students, staff and parents in our learning community when it comes home with my child the first week of school. (Copies are available in the office for your review upon request.)

Parent's Name (printed) _____

Parent Signature _____ **Date** _____

Thank you for your support as Custom Learning Academy is built upon the foundation of emotional safety. It is our firm belief that an emotionally safe environment is required for students to learn to their potential. Having strict behavior requirements allows us to guarantee that all students feel safe to focus on learning.

-Lisa Crosby, Executive Director



Authorization for Release of School Records:

All applicants to Custom Learning Academy must submit an official transcript that includes grades earned, records of all achievement and aptitude tests, an explanation of the grading system used, any involvements of the disruptive school environments of disruptive school behavior and other information that might be helpful to teachers and administrators.

Under the federal law, "Family Educational Rights and Privacy Act" it is required that a parent or legal guardian authorize the release of any school records.

To facilitate the admission process to Custom Learning Academy,

I, _____ the parent or legal guardian of _____,
(please print name of parent) (please print name of parent)

authorize the teachers and / or administrators of _____
(Please print name of applicant's current school)

to release the following records to Custom Learning Academy.

- Grades earned / report cards / progress reports
- Standardized test scores
- Complete transcripts; Including explanation of grading system
- Medical Records

(Signature of parent of legal guardian)

(Date)

THE ABOVE LISTED INFORMATION MAY BE SENT TO:

Custom Learning Academy
P.O. Box 9133
Truckee, CA 96162



Parent Preferences Form

PART 1: INTERNET USE AGREEMENT

Internet use at CLA is a privilege. All parents and students must read and sign this agreement in order to access the internet during school hours. All signed forms are kept on file in the office. Internet is a privilege, not a right, and inappropriate use will result in cancelation of this privilege and may result in expulsion from school.

1. CLA Staff may immediately end an Internet session if material is deemed inappropriate.
2. Students must protect the rights, privacy and sensitivities of others and refrain from reading other people's screens.
3. Students must not use the Internet for any purpose that violates federal, state or local laws.
4. Students must respect CLA's technology and not alter, abuse, destroy equipment or software.
5. If Student is caught on more than one occasion on non school related, unapproved websites, student will be subject to having monitoring software installed on a computer. The charge for the software will be billed to student's account.

I agree to Custom Learning Academy's Internet Policy, and agree to abide by these rules

Signed: _____ / _____
(Parent Signature) (Student Signature)

PART 2: Z MARKETPLACE

I, _____ the parent / guardian of _____

(Please check only one of the following)

- DO** give my permission for my student to go to and purchase items from **Z Marketplace** while attending CLA during school hours, **ON THEIR OWN**.
- DO NOT** give permission for my student to go to **Z Marketplace** during school hours.

PART 3: PERMISSION TO PHOTOGRAPH AND PUBLISH CONTACT INFORMATION

I, _____ the parent / guardian of _____

(Please check only one of the following)

ALLOW **DO NOT ALLOW** our family phone, and email contact to be published for the school community, and I

(Please check only one of the following)

ALLOW **DO NOT ALLOW** my student's photos to be CLA property when participating in school events.

Parent Signature: _____ Date: _____



10 Most Frequently Asked Questions

1. What makes CLA different than other private schools?

We are an affordable alternative in Truckee that customizes curriculum for each student. We have a 10-1 student-teacher ratio with a stress free, supportive environment with proven academic results.

2. Is CLA a charter school?

No, we are a Non-Profit Private School with a 501-c(3) status. Charter schools are a type of public school.

3. Do you do standardized testing?

Yes, we give the IOWA tests in May of each school year. The IOWA tests all five core subjects and gives a national ranking and grade level equivalence for each. Results are received in the mid to late summer, and shared with parents.

4. How much time do students spend on their computer each day?

For grades K-2, none, for grades 3-5, 1-2 hours per day, for grades 6-12, it varies depending on the subject and assignment.

5. Does CLA operate throughout the summer?

Yes, we offer a variety of services. They are posted on our web page in early April each year.

We offer: elementary summer camps, summer school for high school courses for credit and private tutoring for a variety of topics for grades K-12.

6. What services can students who attend another school utilize at CLA?

We provide Homework Club for both elementary and secondary graders to support academic success. We also offer courses for credit for grades 7-12th graders and with our WASC Accreditation, we can transfer credit to your school or college.

7. Does CLA offer any AP Courses?

Yes, we offer 16 AP courses and here is a list: AP Calculus AB, AP Calculus BC, AP Statistics, AP English Language and Composition, AP English Literature and Composition, AP U.S. History, AP European History, AP US Government and Politics, AP Macroeconomics, AP Micro Economics, AP Psychology, AP Spanish Language, AP French Language, AP Biology, AP Chemistry, and AP Physics B.

8. Is CLA accredited?

Yes, we are accredited by WASC for K-12th grade. We accomplished this June of 2009. Prior to that, we accomplished a Mathematics Accreditation in 2006, and we were one of two Math Accredited Schools in California.

9. What foreign languages do you offer?

We offer French, German, Spanish and American Sign Language (ASL), all in levels 1-4. Each student in grades K-12 learn a foreign language at CLA.

10. Can CLA students play on public school athletic teams?

On 3/3/10 the TTUSD board voted to allow ALL students residing within district boundaries to be allowed to participate as long as it is allowed by the governing athletic agencies. For grades 9-12, a current NIAA policy is in conflict with Private School students participating on Public School teams. We have been informed at the June 2010 NIAA Board Meeting that the only avenue to allow our students to participate requires TTUSD to request a "Rural Exclusion" to the NIAA for a vote. We hope that the district administration will pursue this avenue. Please read the Newsletters for updates.



Room to submit Parent Response Section: