



CONTINUOUS ENROLLMENT

WHAT IS CONTINUOUS ENROLLMENT? At BACS, we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from elementary through high school provides a consistent, thorough progression through academic coursework. Because of this philosophy, Bay Area Christian School is pleased to offer a concept in enrollment management called Continuous Enrollment. From the time of admission, your child will be considered enrolled at BACS through their 12th grade graduation or until the enrollment of the student is otherwise ended by the parent or the School.

CONTINUOUS ENROLLMENT AGREEMENT - Please take time to review the Continuous Enrollment Agreement (CEA), as your electronic agreement will confirm your understanding that your student(s) will be continually enrolled at Bay Area Christian School according to the terms of the CEA. This contract begins with the 2019-2020 school year and will automatically renew for each successive academic year until your student has graduated from BACS or until the enrollment of the student is otherwise ended by you or the School. The contract will be in force unless and until BACS terminates, or completion of the withdrawal procedures are completed. The terms and conditions set forth in the Continuous Enrollment Agreement (CEA) will control in the event of a conflict with this informational report. Please review the CEA, and if you have any questions, please contact Admissions at Registrar@bacschool.org.

As a family maintains their continuous enrollment, each student's information (i.e. address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in Ren Web/FACTS SIS. BACS will maintain the database by reminding parents to send updates to Admissions at Registrar@bacschool.org.

At the end of January, the BACS **Tuition and Fee** information is released at the State of the School Address (SOSA) and then is available on our website at www.bacschool.org.

RE-ENROLLMENT FEE - For the academic year 2019-2020, the Continuous Enrollment Agreement takes affect and you will automatically be charged the re-enrollment fee on February 28th of this year. For subsequent years, the fees will process on **February 14th**.

TUITION PAYMENT SCHEDULE – Your FACTS agreement payment plan will be the same each year. If you would like to change your payment option, you must contact the BACS Finance Office at Finance@bacschool.org

Monthly payments - are for eleven months (June-April)

Semester payments – half is due in June and the remaining half is due in December (tuition amount will reflect a 3% discount)

Annual payments – due in July (tuition amount will reflect a 3% discount)

WITHDRAWAL POLICIES - For academic year 2020-2021 and beyond, to withdraw your child for the following school year, you must notify the Registrar in writing prior to the deadline of **February 14th**. In the event of withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.



BACS Continuous Enrollment FAQ

Overarching Objective: Continuous Enrollment is being implemented to promote efficiency and peace of mind to the 90+% of families who re-enroll each year. It does not prohibit anyone from withdrawing at any time. The withdrawal process is still the same. This is simply an easier and more efficient process for our families.

Below are responses to frequently asked questions regarding Continuous Enrollment (CE). The terms and conditions set forth in the Continuous Enrollment Agreement (CEA) will control in the event of a conflict with this informational report. Please review the CEA, and if you have any questions, please contact Admissions at Registrar@bacschool.org.

What is Continuous Enrollment?

Generally, Continuous Enrollment simply means that once you “Agree” to the Continuous Enrollment Agreement (CEA), you are enrolling from the date of submission until your child graduates or until the enrollment of the student is otherwise ended by you or the School.

Why does enrollment matter and why do we go through this every year?

BACS Administration engages in significant planning and hiring to ensure that we are prepared to fulfill our mission every year. Without a predictable account of enrollment and re-enrollment, it is very difficult to make firm plans for staffing, programs, materials, curriculum, and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously, and enrollment is an influential variable which must be considered.

I have no plans to change schools for my child, and almost everyone comes back year after year. Can I just keep them at BACS until I notify the school otherwise?

Yes! With Continuous Enrollment, rather than an “opt-in” annual re-enrollment process, BACS’s annual re-enrollment will be an “opt-out” process. In other words, if your child or student will return after signing your continuous enrollment agreement, the continuous enrollment arrangement will apply year-after-year until your child graduates or until the enrollment of your child is ended by you or the School.

What do I get out of this?

Through the continuous enrollment, BACS seeks to promote efficiency in the re-enrollment process and to better ensure predictability in placement. There may be some annual forms and paperwork, but the continuous enrollment process is designed to eliminate most of the paperwork. With increasing enrollment, we are typically at or near waitlists in many grades. Those who opt into continuous enrollment increase the likelihood of not being placed on a wait list because they will avoid the possibility of missing the re-enrollment deadline.

Will I see changes to the re-enrollment process now?

Yes, there are no re-enrollment packets to fill out! BACS will provide a Continuous Enrollment Agreement (CEA) via email for current parents/guardians to review and accept for each returning student.

After this year, what will the process look like?

Families will receive an email communication each year reminding them that if they are leaving BACS for any reason they must notify the Registrar@bacschool.org by the **fourteenth of February** to release them from their Continuous Enrollment Agreement.



BACS Continuous Enrollment FAQ – Cont'd

If I have a student that will be a senior for the 2019-2020 school year, do I still fill out a CEA?

Yes, you will still be requested to read and sign off on the Continuous Enrollment Agreement for each student. The contract will be in place from the date of submission until your child graduates or until the enrollment of the student is otherwise ended by you or the School.

What about annual permission and policy forms?

There may be some annual forms and paperwork for certain activities, but the continuous enrollment process is designed to eliminate most of the paperwork for enrollment matters. When you sign the Continuous Enrollment Agreement, you are agreeing that you have read, understand and will comply with the BACS Parent's Pledge of Acceptance, the Doctrinal Statement & Beliefs, and Permission to Treat. If changes are ever made to these documents, you will receive a notification.

What if I have more than one student that attends BACS?

You will be requested to read and sign a separate Continuous Enrollment Agreement form for each student that will be returning to BACS.

Will the Early Learning Academy (ELA) adopt the Continuous Enrollment process?

No, there are no plans to incorporate the ELA into this process.

What is the process if I have a student at BACS and also at the ELA?

You will be requested to read and sign a Continuous Enrollment Agreement for each student at BACS, and you will follow the regular re-enrollment process in place for the ELA.

I'm planning to keep my child at BACS until they graduate, but what if our circumstances change, and we need to withdraw?

You would still notify the registrar in writing in the unfortunate situation that you need to withdraw. Depending on the date of withdrawal, certain fees may apply. Please see the Continuous Enrollment Agreement for terms and conditions.

When do I update my family information in RenWeb/FACTS SIS?

Please send any updates to Registrar@bacschool.org as soon as possible throughout the school year and certainly at the start of the school year. When there is a change in family or personal information (i.e. address, phone, email, emergency contacts and medical information) please email your changes so they can be updated.

What is the process if I am receiving tuition assistance?

Tuition Assistance applications open in FACTS on April 1st. We recognize that tuition assistance come at various times each year. The automatic fee must be paid to hold your students spot for the next school year.

What if I need to make changes to my FACTS account?

The process will remain the same for any changes to your FACTS account. Please continue to contact the finance department for any assistance at Finance@bacschool.org.