



**TWIN PEAKS CHARTER ACADEMY**  
**Registration Packet Checklist – Grades K-12**  
**Welcome to Twin Peaks Charter Academy!**



**To secure this enrollment offer, please carefully complete and return this entire packet with the required additional documents and fees**  
 Questions? Please contact the Registrar 303.772.7286 X 57051 or Secondary Counselor X56901 if you have any questions:

Student's Legal Name _____	DOB _____
Grade in 2018-2019: KFULL    KAM    KPM	1    2    3    4    5    6    7    8 9    10    11    12

**Required:**

- \_\_\_\_\_ SVVSD Student Enrollment Forms (attached) OR SVVSD ONLINE Registration forms (use the online form **only if brand-new to the district, i.e. no one in your current household has ever been enrolled in the district**).  
 Available at <http://www.svvsd.org/schools/enrollment-registration> )
- \_\_\_\_\_ Copy of legal birth certificate
- \_\_\_\_\_ Copy of current immunization record
- \_\_\_\_\_ Proof of residence in the St Vrain Valley School District (Utility bill, property lease or mortgage agreement) OR Non-resident application if you do not reside in the St Vrain Valley School District. (Form is attached: OPEN ENROLLMENT/NON-RESIDENT APPLICATION)
- \_\_\_\_\_ Copy of any current health plan, individual education plan or advanced learning plan, if applicable.
- \_\_\_\_\_ TPCA Parent Contract, one per family listing all of your students enrolled at TPCA, K-12 (attached)
- \_\_\_\_\_ Academic records (grade records, standardized assessment report from previous years)
- \_\_\_\_\_ **TPCA Full Day Kindergarten only: \$100 Tuition deposit (non-refundable)**
- \_\_\_\_\_ **TPCA Full Day Kindergarten only: Registration Agreement**

School information, including notification and updates of fee assignments and payment due dates, will be sent to parents via phone and email messages. Please provide contact information updates to the school in a timely manner.

# Parent Contract

T-JF-E

Parent Contract between \_\_\_\_\_ and Twin Peaks Charter Academy on behalf of:  
(Parent/Guardian's name)

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_  
(Student's name)

I will commit my family to Twin Peaks Charter Academy for the school year and assist in its further development and success. I will demonstrate my commitment by observing the rules. Violation of the rules may result in disciplinary action including possible suspension or dismissal.

1. I will ensure that my student(s) and I respect the authority of the school administration, teachers and other persons of authority at the school.
2. I will ensure that my student(s) treats other students with courtesy and respect.
3. I will accept responsibility for the behavior of my student(s), and ensure that my student(s) complies with the school's code of conduct.
4. I will ensure that my student(s) attends regularly per school policy. Assignments missed during absences will be completed in agreement with my student(s) teacher(s).
5. I will ensure that my student(s) arrives at school on time.
6. I will attend 1st and 3rd quarter parent-teacher conferences and communicate with school staff as required.
7. I will support my student(s) in the completion of all homework assignments.
8. I will ensure that my student(s) is dressed in compliance with the school dress code.
9. I will ensure that my student(s) has proper hygiene, adequate nutrition and adequate rest.
10. I will provide transportation and lunch for my student(s).
11. I will actively support Twin Peaks Charter Academy by volunteering my time and/or resources. This include participation of 20 hours per school year per family in Board meetings, committees, fundraisers, classroom projects, workdays, and/or donation of goods, services or money to the school.

I have reviewed and understand this contract, TPCA Dress Code and Parent/Student Handbook.

A copy of this contract must be signed and on file at the school by the third day of school or the student will be suspended. If a signed contract is not on file by the fifth day of school, the student will be dismissed from TPCA and their position will be made available for another student.

A copy of this contract will be kept on file, at the school, in its unaltered state. Any item crossed out voids this contract.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



2018-2019

FULL-DAY KINDERGARTEN  
REGISTRATION FORM



Child's Name: \_\_\_\_\_

I am registering my child for the full-day kindergarten program and understand there are costs affiliated with this program per TPCA policy T-IHBIA-E.

- **Full-Day Tuition** - Tuition for the current school year is \$2,565/year or \$285/month for nine months. Tuition may be paid in full by August 1 with a 5% discount given or paid in nine monthly payments of \$285 from September 1 through May 1.
- **A tuition deposit of \$100.00 is due with the enrollment packet to secure a seat.** This fee is **non-refundable** and no discounts are offered for this fee.
- **Student Fees of \$125** per student per year will be assigned per TPCA policy T-JQ-E1.
- **The preferred Tuition payment method is by online credit card or e-check payments.** The website for payments for enrolled students is <https://twinpeakscharter.revtrak.net/tek9.asp>. Payments can also be made in the school Front Office by credit card, personal check, money order, or exact cash.

**CHECK ONE OF THE TUITION PAYMENT OPTIONS:**

Nine (9) monthly payments, from September through May, due on the 1<sup>st</sup> of each month. The September payment due is \$185 as this is less the \$100 deposit and October through May monthly amount due of \$285.

Prepaid full tuition, with 5% discount, due no later than August 1. The payment amount due is \$2,336.75 (annual tuition of \$2,565 with 5% prepayment discount, less the \$100 deposit). If full payment is made at time of enrollment total amount due is \$2,436.75 as this includes the \$100 deposit.

**IMPORTANT:**

Seats are limited and students will be placed in this program on a first come, first served basis.

Tuition is due on the 1<sup>st</sup> of each month with a 5 day grace period. Any payments received after the 5th are subject to a \$20.00 late fee.

If payments are not received by the 15<sup>th</sup> of the month, the student will not be allowed to attend Full-Day Kindergarten until full payment is made, including late fees.

If full payment is not received by the last business day of the month, the student will no longer be eligible to attend full-day kindergarten. The student may be enrolled in Half Day Kindergarten if space permits.

All returned checks are subject to a \$25.00 returned check fee.

Full-Day Kindergarten is not a childcare program, therefore affiliated tuition and fees are not eligible for dependent care tax deductions or reimbursement programs.

By signing below, I agree with the above terms of the Full-Day Kindergarten Program.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_