

# **The Cherry Hill School**

## **Family Handbook**

### **2026-2027**



**805 Cherry Hill Lane El  
Paso, TX 79912 (915)  
900-1800**

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**Welcome to The Cherry Hill School (TCHS). The school has been developed to provide an education built on a philosophy that incorporates the whole child, with attention to academics, social/emotional, physical, and individuality, as well as each child's learning style. A core value system is implemented in the curriculum, serving as a foundation for the cognitive development and growth of our students at THE Cherry Hill School. We are proud and privileged to have you and your children as part of our learning community, and thank you for the opportunity to be a part of your child's life and development.**

***We are an accredited institution by Cognia Global Commission.***

*In this document, you will find general information policies, procedures, and information you can refer to for the school. Please feel free to give any input you might have or questions and concerns you might want to ask as we move along on this educational journey with your child.*

## **MISSION STATEMENT**

The Cherry Hill School (TCHS) is a K-8 private Jewish school designed to ignite a lifelong love of learning, advance rigorous scholarship, exemplify Jewish and universal values such as integrity, respect, empathy, and responsibility, nurture self-efficacy, and cultivate compassionate, service-minded students who strengthen their communities and the world beyond.

### **Core Values**

- **Teshuvah (Repentance/Return):** The process of acknowledging wrongs, taking responsibility, and returning to one's true, better self through self-improvement and correction.
- **B'tzelem Elohim (In the Image of God):** The belief that every person holds infinite worth and divine sparks, mandating inherent dignity, self-esteem, and respect for others.
- **Gevurah (Courage/Strength):** Having the strength and moral fortitude to make difficult, right choices, even when facing consequences.
- **Achrayut (Responsibility):** A call to action for communal and global responsibility, actively showing compassion and working to improve the world (Tikkun Olam).
- **Hakarat HaTov (Recognizing the Good):** Expressing gratitude for blessings, both big (life) and small (gifts), fostering appreciation.
- **Koach Hadibbur (Power of Speech):** Recognizing that words have immense power, requiring careful and wise use to build up rather than tear down.
- **Shalom (Peace & Justice):** Pursuing peace, justice, and moral direction, creating a world where all can thrive.

## **I. GENERAL INFORMATION**

### **Administration**

Head of School	Matthew Macarah <a href="mailto:mmacarah@thecherryhillschool.org">mmacarah@thecherryhillschool.org</a>
Curriculum Specialist:	Meg Birk <a href="mailto:meg.birk@thecherryhillschool.com">meg.birk@thecherryhillschool.com</a>
Office Manager	Khiry Cuttitta <a href="mailto:khiry.cuttitta@thecherryhillschool.org">khiry.cuttitta@thecherryhillschool.org</a>

### **Hours Of Operation and Main Phone Number**

The school's phone number is 915-900-1800. To leave a message, please call 915-297-9226. The school is open Monday through Friday from 8:00 a.m. to 3:00 p.m., with office hours from 7:30 a.m. to 3:30 p.m. The school day begins at 8:00 a.m. for all students and ends at 3:00 p.m. for grades 1-5. (Note our "At a Glance Calendar" posted on The Cherry Hill School website at [www.http://thecherryhillschool.org](http://thecherryhillschool.org)).

The school day starts promptly at 8:00 a.m. The office and building open at 7:30 a.m. to allow teachers, staff, and families who need to contact us. After-school enrichment classes are held from 3:15 to 4:15 p.m. on select days. After-school Fun Club runs from 3:15 to 5:30 p.m., Monday through Friday.

### **Admissions**

The Cherry Hill School embraces diversity and values the integrity of the individual. Individual differences of religion, culture, socioeconomic status, national origin, race, ethnicity, biological sex, gender identity, gender expression, sexual orientation, physical appearance, and ability are acknowledged and respected. Every member of the community strives to behave in a sensitive, open, and respectful manner.

Priority for admission is given to current students and their siblings and Jewish students; all other new applicants are considered on a first-come, first-served basis. The Heads of School and faculty review each application to determine class placement, always prioritizing what is best for each child's educational and social growth.

We reserve the right to decline admission or, if necessary, request withdrawal for the student's or the school community's well-being. Families are encouraged to visit the school and to reach out with any questions about the application process or our commitment to creating an inclusive and supportive learning environment rooted in Jewish values and traditions.

Please refer to the school calendar for important dates, including holidays and days when the school

will be closed. For more information about admissions or to schedule a tour, contact our office during regular school hours.

### **Arrival and Drop off**

Parents can use the turnaround and drop-off circle for student arrival or park in the designated areas if they want to escort their children to check-in. An administrator and our security officer will be available from 7:45 to 8:00 a.m. to help with student drop-off. Parents who choose to walk their children to the entrance can park in the designated parking area and accompany students to the front door. The earliest drop-off time is 7:15 am. From 7:15 to 7:45, students stay in the art room.

### **Attendance**

Regular attendance and punctual arrival are crucial for student success and maintaining the integrity of our educational program. Families are encouraged to ensure their children attend school each day and arrive on time, prepared to learn. Consistent attendance supports academic achievement and social growth and helps foster a sense of responsibility and community within our school.

### **Attire**

Our school does not have a strict dress code. However, students and parents should choose clothing that does not distract from the school's educational or religious environment. Since learning and playing are often active and sometimes messy, wearing practical clothes is necessary for full participation. Outdoor play is scheduled daily as an essential part of our curriculum, so children should be dressed appropriately for both indoor and outdoor activities. On Fridays, Physical Education (P.E.) will be offered as a special activity. Students are required to wear tennis shoes or closed-toe shoes with non-slip soles, along with shorts under dresses. Please ensure your child comes to school in comfortable, washable clothing and closed-toe shoes with non-slip soles.

### **Birthdays and Special Occasions**

For special occasions like birthdays, small treats can be brought to school on the Friday of the celebration week. If treats are for the entire school, they will be handed out during the Shabbat meeting time. If treats are only for the students' class, they will be distributed before students go home around 2:15. Regardless of treats, students who have a birthday during the week will be called up during Shabbat to have 'Happy Birthday' sung to them in English, Spanish, and Hebrew. Parents are welcome to attend their child's special Shabbat event. Non-food items such as pencils, erasers, bookmarks, stickers, or small novelty items can also be brought in.

### **Departure and Pick up**

Classes end at 3:00 p.m. Students will wait with their teachers until security instructs the teacher to send the child to the security guard for loading assistance. First-grade students will be guided to their cars by their teacher. When picking up your child, please drive up, be prepared to load quickly, and leave promptly.

Anyone picking up a child must be listed as an authorized person in our system under the Emergency Contact and Parent Consent in the SIS. Last-minute pick-up requests will require a call to the office, the name of the authorized pickup person, and a photo ID or driver's license.

If you will be late picking up your child, please give us as much notice as possible so we can inform your child when you will arrive, providing them with peace of mind. Children stay with their teachers for 15 minutes after class ends, after which they are taken to the After-school Fun Club for an additional fee.

### **Family/School Communications**

Our school will contact parents through email, text, and phone calls via The SIS. The SIS, the school's information system, is the platform for official communication. Please see the office manager to confirm your enrollment in the system. Teachers will provide a class newsletter at the beginning of each unit. The Head of School will provide a brief calendar update and a newsletter each week.

### **Confidentiality**

Confidentiality is a top priority at the school. Personal information about our families and staff will not be shared for any reason without the individual's prior written consent. In situations involving behavior problems and/or Incident/Accident Reports, the names of children involved will not be shared with other families.

### **Field Trips**

Our school believes that field trips are a vital part of our educational program. Teachers will plan trips based on how they enhance students' understanding of the subject matter. Field trips may also be scheduled to coincide with national or Jewish holidays. All trips will include activities linked to the Common Core Standards to ensure they offer standards-based educational opportunities.

Parents will be asked to volunteer to drive students on the field trip. Parents can volunteer via the SIS. All field trips depend on sufficient parental involvement.

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### **Items Brought from Home**

All belongings brought from home, such as water bottles and jackets, should be clearly labeled with the student's name. Writing directly on the item with a permanent marker is recommended. All toys, games, cards, or valuables are to be left at home. If electronics are brought to school, they must be kept in the office during the school day. The Cherry Hill School is not responsible for the loss or damage of any items brought to the school.

### **Student Cell phones/ SMART watches**

Students are not allowed to bring cell phones or smartwatches to school. Students who accidentally bring a cell phone or a smartwatch can leave them in the school office and pick them up after school. Students who are caught with a cell phone or a smartwatch will have it taken away, turned into the office, and only a parent can pick it up from the Head of School.

### **Hot Lunch**

- Offered Monday-Friday for \$10.00
- On certain days, vegetarian options may be available for \$6.00. The menus are posted on the SIS at the beginning of each month.
- Parents can sign up and purchase meals via Google Sheets
- All bills will be distributed on the 15<sup>th</sup> of each month via the SIS.

### **Sack Lunch**

Children are welcome to bring plant-based or vegetarian sack lunches. Please do not send any meat in the sack lunches. Students will have access to a microwave for their meals. Please see the memo regarding Kashrut for more details.

- Children are welcome to bring sack lunches that are plant-based or vegetarian. Please do not send any meat in the sack lunches.
- Lunch and snacks cannot contain pork, shellfish, or non-kosher fish (without scales and fins). These items are considered non-kosher.
  - Pork includes bacon, ham, sausage, chorizo, kielbasa, pepperoni, and anything containing pork lard.
  - Shellfish includes clams, mussels, oysters, lobster, crab, and shrimp.
  - Non-kosher seafood includes swordfish, catfish, squid, octopus, eel, and similar fish.
  - Fish that are permitted have scales and fins, such as tuna, salmon, halibut, flounder, mahi-mahi, snapper, and cod.

Teachers and students eat lunch together each day to foster a sense of community, a tenet of The Cherry Hill School.

### **Morning Snacks**

It is important for each student to bring a healthy snack every day. Each classroom schedule includes a short snack break each morning, so it's essential for students to have something they enjoy.

Since different families have different rules about acceptable foods, children are not allowed to share food from home.

### **Pets and Visiting Animals**

Staff may introduce a class pet to the classroom. Pets and visiting animals brought into the classroom must be carefully evaluated for their temperament, health risks, and suitability for young children. No animal may be brought into TCHS without prior permission from the Head of School. Parents may need to provide proper vaccination documentation from a licensed veterinarian, showing that the animal(s) are fully immunized and suitable for contact with children, before approval is granted.

### **Updating Enrollment Records**

Every fall, the school conducts an enrollment records audit. Afterward, families will be informed if updates are needed. Some forms, such as the Emergency Contact and Medical Consent forms, must be updated annually. Most forms can be filled out electronically.

Other records must be updated throughout the year, such as physicals and immunization records. When you visit your child's doctor for an annual "well-child" appointment, ask for a copy of your child's physical and most recent immunization records. You can upload them to The SIS, email them to the Office Manager at [Khiry.cuttitta@thecherryhillschool.org](mailto:Khiry.cuttitta@thecherryhillschool.org), or bring a copy to the front office. Vision and hearing reports, along with a scoliosis exam from your pediatrician, are also required for all children. Please make sure we have any necessary information from your most recent pediatric visit.

Whenever a family's information changes, such as address, place of employment, or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

## **II. ACADEMICS**

### **Report Cards**

Each child's quarter report will be available within a week of each quarter's end. Parents can monitor their child's grades weekly throughout the school year by contacting the teacher or school administration. Each quarter, parents will receive a report on students' progress based on the Common Core Standards, showing students' progress over that period.

### **Homework**

K-4 Policy- All students have the opportunity to complete homework each night. As part of school policy, each student is expected to read a book for 20 minutes every day and keep a log. In addition to reading, students should spend 15-20 minutes on math and/or ELA practice through IXL. The specific times differ by grade, so each teacher will provide more detailed guidance.

5th – 8th Policy - Starting in fifth grade, students will receive additional homework. Each specific teacher will provide details.

### **IXL**

IXL is a popular online learning platform for PreK-12 students, offering personalized practice and instruction in core subjects, helping pinpoint needs, and providing detailed analytics for parents and teachers to track student progress and guide learning. The student and parent IXL account provides parents with access to nationally normed assessment data and allows them to monitor students' ongoing progress. IXL is used to assess each student's strengths and identify areas that need improvement or additional instruction. Teachers will use this assessment data to create an Individual Education Plan for each student. Using data helps teachers deliver targeted instruction efficiently, preventing waste of valuable educational time on topics students already master.

## Assessments

Parents will have access to student assessments through teacher communication and IXL. Academic performance will be evaluated regularly using various methods, including:

- **NWEA** is a non-profit organization that provides research-based, adaptive educational assessments, most famously the **MAP (Measures of Academic Progress)** tests, to measure student learning in subjects like reading and math, helping educators personalize instruction and track growth.
- **IXL** is a personalized online learning platform for PreK-12 students offering practice in Math, Language Arts, Science, Social Studies, and Spanish, providing immediate feedback, adaptive difficulty, and detailed analytics to supplement school or homeschooling by aligning with standards and textbooks.
- **Assessments, Quizzes, understanding checks, and tests:** The teacher will regularly provide assessments they design to evaluate understanding and progress. These assessment results will be posted in the grade book at least once a week. Parents and students will be able to access the student's grades through the SIS online gradebook.
- **Projects:** All students will complete the Unit Projects assigned approximately every two weeks throughout the school year. Teachers will clearly communicate student learning expectations. When possible, teachers will provide parents with photographic evidence of students' work.
- **Participation:** Teachers may assign academic value to active and constructive involvement in class discussions and activities, including out-of-school events like the Spring Show or Chanukah program, according to the school calendar.

## Parent-Teacher Conferences

Parent-teacher conferences typically happen twice a year. The purpose of these meetings is to understand your child's development both at school and at home. During the conferences, your child's progress and any goals for them will be discussed. Portfolios are displayed during the meeting. Parents are encouraged to request conferences whenever they feel it is necessary.

The Head of School requests and encourages every parent to voice any concerns or questions directly in person, by phone (c) 915-691-2272, or email: [mmacarah@thecherryhillschool.org](mailto:mmacarah@thecherryhillschool.org)

## Student Support Systems

TCHS does not have a formal Special Education program. However, TCHS offers personalized instruction tailored to each student's developmental needs. Students are not required to learn at the same pace as the entire class; instead, teachers differentiate instruction to support those who learn quickly or more deliberately. Teachers assist students in discovering the most effective learning strategies to ensure optimal learning. TCHS emphasizes data-driven, explicit teaching combined with hands-on, student-centered activities appropriate to each student's individual ability and

growth level. Each student receives instruction customized to their skill level.

### **Students with Diagnosed Specific Learning Challenges**

All students are welcome to attend TCHS. Students who enter the school with a diagnosed learning challenge will be required, at their parents' expense, to provide a school tutor for at least 2 hours per week. After two months, the students' teacher, admin, parents, and tutor can discuss the options going forward to ensure student success.

### **Student Testing**

Students who are observed having difficulty in the classroom will be referred, by the teacher, to a Student Success Team (SST). The Student Study Team will consist of the parents, the Head of School or Curriculum Specialist, and all the students' teachers. The Student Study Team will follow this process:

- Discuss additional academic support for the student.
- Create and complete a daily log for at least 2 weeks to record the impact of the additional academic supports.
- If the support is effective, then the additional support will be memorialized for the student.
- If the team determines that further support is necessary, the Student Success Team may request testing at the parents' expense.

### **Student Support Services**

Teachers and tutors collaborate and communicate at a minimum through the student tutoring notebook. Tutors and teachers may implement the recommended accommodations for students with special needs. Parents, tutors, teachers, students, and school administration will participate in Student Success Team meetings as scheduled. All parties will maintain confidentiality regarding student services and interventions.

## **III. GUIDANCE and DISCIPLINE**

All staff will handle student discipline issues from a developmentally appropriate perspective. All staff discipline will adhere to Restorative Practices, emphasizing repairing relationships rather than punishing. Teachers and staff are responsible for logging student incidents in The SIS, and parents will have access to all incident logs. Students who do not respond to repeated restorative practice opportunities documented in logs may be placed on a behavior contract by the school's Head of School.

## **IV. HEALTH AND SAFETY**

### **Accidents or Injuries**

In the event of an accident or injury, we will contact the people listed on your emergency contact

form in the order they are listed. If we cannot reach you, we will call your child's doctor or ambulance if necessary. The Head of School or the Office Manager will decide your child's care and will stay with your child until you or a healthcare professional arrives.

It is important that you fill out and keep an Emergency Contact Form up to date as needed. This form includes contact details for parents and anyone authorized to pick up a child in the event of illness or an emergency.

### **Allergies**

If your child has an allergy, please complete an Allergy Action Plan. This form will be displayed in your child's room and, in cases of food allergies, in food preparation areas as well. If medication is needed for an allergic reaction, have your physician sign the Allergy Action Plan. All staff working in the child's classroom must review the Allergy Action Plan to understand the emergency procedures in case of an allergic reaction.

### **Emergency Situations**

We prioritize your child's safety and security. Our emergency plan covers events like fires, severe weather, and intruders. Fire evacuation routes are posted near classroom exits, and fire drills are held monthly. Shelter-in-place and severe weather drills occur quarterly. If an evacuation is necessary, we will move to the nearest safe location and notify parents once it's safe. For everyone's safety—children, parents, and staff—we ask that parents do not try to pick up their child during an emergency.

### **Weather-Related Closings**

If the school closes early or cancels school for the next day, parents will be notified via The SIS Emergency Contact and/or phone. Children should be picked up promptly to ensure everyone's safe travel home.

### **Power Failure**

In the event of a power outage, staff members and children will remain in the classroom and, if possible, continue activities as usual. Some classes might go to the playground until power is restored. If power cannot be restored within a reasonable time, TCHS will close. Teachers will notify parents about the closure and the need to pick up children. Activities will continue as best as possible until parents arrive.

### **Illness**

Our first priority at the school is to provide a safe and healthy learning environment for all children. If a child becomes ill while at school, they must be removed from the classroom to prevent the spread of contagious illnesses. The ill child will be taken to the office or another designated area to wait for their parent's arrival. We ask families to pick up a sick child as soon as possible.

#### **Please keep your child home if they:**

- Have had a fever, diarrhea, vomiting, or a constant cough in the last 24 hours

- Have a rash – until a physician determines this doesn't indicate a communicable disease
- Have symptoms of a communicable disease, such as a reddened eye or a fever

If your child does have a communicable disease, please notify the school immediately. TCHS reserves the right to make the final determination of exclusion due to illness. In certain cases, we may request a written note from a licensed healthcare professional stating that the child is not contagious. All parents will be notified of any communicable illnesses present in the school through the SIS or by phone. Please advise your teacher whenever your child is ill by using The SIS or by phone (915-900-1800). Your teacher will want to know, and they may need to adjust the classroom activities planned for the day.

### **Medications**

Prescription and over-the-counter medications must be brought to the front office in their original containers, clearly labeled with the child's full name and date of birth. The school staff cannot administer any medication without a signed Medication Authorization Form. These forms are available at the front office.

Medications are stored securely in a high cabinet (for non-refrigerated medications) while in use at TCHS. The Medication Authorization Form must always stay with the medication. Unused medications must be promptly returned to the family and will not be kept at the school.

Medications are given by the Head of School or Office Manager. When a medication is administered, we record the type, dosage, and time of administration.

### **Vaccinations**

All students enrolled at the school must be vaccinated against vaccine-preventable diseases caused by infectious agents, in accordance with the immunization schedules set by the Texas Department of State Health Services and the American Academy of Pediatrics.

All students must submit written proof of required immunizations from their physician before the first day of school. Attendance depends on being up-to-date on all immunizations. The only exception is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in Texas, including the physician's license number. You can upload your child's immunization records to the SIS.

Exemptions for Medical Reasons must state that, in the physician's opinion, the vaccine is medically contraindicated or presents a significant risk to the health and well-being of the child, student, or any household member.

Unless the statement explicitly states that a lifelong condition exists, the exemption is valid for only one year from the date the physician signs it.

Immunization records must be updated whenever a new immunization is received.

## **V. FINANCIAL and BILLING POLICIES**

### **Enrollment Process**

#### *Returning Student Registration*

*January 28, 2026 – February 28th 2026*

Returning student registration enables students and their siblings to reserve a spot in their desired grade for the upcoming year. Families who register and pay the registration fee by February 28<sup>th</sup> will remain on the school and class roster until June 1, 2026. By June 1, 2026, families must submit all required enrollment documents in the School Information System and pay both the \$100 Technology fee and the \$1,000 Security fee.

#### *New Student Enrollment and Registration*

*Beginning March 1, 2026-*

New student enrollment begins by completing the pre-enrollment form. Following acceptance to The Cherry Hill School, families complete the Enrollment Agreement and pay the registration fee. Those who register and pay will remain on the school and class roster until June 1, 2026. By June 1, 2026, families must submit all required enrollment documents in the School Information System and pay both the \$100 Technology fee and the \$1,000 Security fee.

### **Tuition and Fees:**

- Grades K-3 - \$9,000.00
- Grades 4-5 \$9,500.00
- Grades 5-8 \$10,000.00

Tuition is billed in 10 equal installments.

### **Discounts Offered**

- Sibling Discount- First Child: Full tuition and fees, each additional child \$500 off full tuition.
- Two-Installment Discount – \$100.00 off the First payment if remitted by July 1st, and \$100.00 off 2nd payment if remitted by January 1<sup>st</sup>.
- 10% discount for families who pay full tuition and fees by May 1<sup>st</sup>, 2026.
- Parents may offset some tuition costs by providing required special services to the school as determined by the Head of School. For further information, contact the Head of School.

### **Mandatory Fees**

Each of the following fees is required for each student by June 1, 2026. Students may lose their school placement if fees are not submitted by June 1, 2026. These fees are non-refundable.

- Student Registration Fee: \$500.00
- Book and Technology Fee: \$100.00
- Security Fee: \$1000.00

Fees (including registration, security, and technology) will NOT be waived or discounted.

### **Fees Refunds**

The school registration fee (\$500.00) is due upon the signing of the enrollment agreement to hold the student's place for the upcoming year. Student fees are not refundable.

### **Tuition Refunds**

#### **Notice of Withdrawal**

Families wishing to terminate their enrollment agreement must provide written notice, via email to the Head of School, **on or before the 20th day of the month prior to the month in which the withdrawal will take effect.**

- Example: To end enrollment effective March 1, notice must be received **no later than February 20.**

#### **Late Notification**

If notification is received **after the 20th of the preceding month**, the family remains financially responsible for the **full tuition of the following month**, regardless of the student's attendance.

- Example: Notice submitted on February 21 or later results in responsibility for March tuition, and the effective withdrawal date will be April 1.

#### **Refunds for Families Who Paid in Full**

Families who paid the full year's tuition upfront will receive a prorated refund based on the school's monthly tuition rate.

If the school is notified of a withdrawal before the 20th of the month, refunds will start from the first month following the effective withdrawal date. If notification is given after the 20th, refunds will apply to the next month.

- Any month for which the family remains financially responsible under the late-notice rule will not be eligible for refund.

#### **Method & Timing of Refunds**

Refunds will be issued within **30 days** of the school's confirmation of withdrawal and refund eligibility. Refunds are issued to the original payment method unless otherwise arranged.

#### **Non-Refundable Fees**

Registration fees, security fees, technology fees, and other non-tuition charges are non-refundable.

### **Student Withdrawal Procedure**

To ensure a smooth and timely withdrawal process, families must complete all steps outlined below:

- **Submit Written Notice.** Parents/guardians must provide written notice of withdrawal,

submitted via email to the Head of School. The withdrawal date is not considered official until written notice is received.

- **Complete the Checkout Form.** Families must complete the school's Withdrawal/Checkout Form, confirming the student's last day of attendance and returning any school materials.
- **Settle All Outstanding Balances.** All tuition, fees, and other outstanding charges must be paid in full before the withdrawal can be finalized.

### **Enrollment Termination by School**

**Expected Conduct Violations:** The school reserves the right to terminate this Contract if the Parent/Guardian or Student repeatedly violates the Responsibilities and Expected Conduct Policy, as detailed in the 2026-2027 Family Handbook. This includes severe or repeated disciplinary issues that disrupt the learning environment or endanger the safety and well-being of other students, staff, or stakeholders.

**Non-Payment of Tuition:** The School reserves the right to terminate this Contract if tuition payments are not made on time. A written warning will be issued via email if a payment is overdue by more than [7] days, and additional fees will be assessed as outlined in the "Late Payment fees" section of the 26-27 Family Handbook. If the payment is not received within [14] days after the warning, the student may be suspended from classes and school activities until the account is settled. Continued non-payment will result in the termination of the Contract.

**Other Grounds for Termination:** The School reserves the right to terminate this Contract for other significant reasons, including but not limited to: providing false information during the enrollment process, severe breaches of school policies that impact the health or safety of others in the school community, or actions that bring the school into disrepute.

### **Late payment fees**

Families have 7 days after the tuition due date to pay without penalty. A \$100 late fee is charged for each 7-day period unpaid. Repeated late payments may result in termination of the Enrollment Contract. For payment issues, contact the Head of School.

### **Students Sign Up After the First Day of School**

Students who enroll and begin classes before the 20th of the month are charged full tuition for that month. Those starting on or after the 21st will be billed beginning on the 1st of the following month.

### **After School Activities**

Parents can sign students up for after-school activities via the SIS system. The school will bill parents via the SIS account monthly.

### **Financial Aid**

Financial aid may be available to parents who complete the financial assistance application and submit the required documentation. Regardless of available scholarship funds, scholarships may

NOT exceed more than 2/3 of the set tuition price. See the front desk for further details.

**QUESTIONS/CONCERNS**

If you have a question or concern, please bring it to the attention of the teacher (most directly involved). If the concern is not resolved, the Head of School can be reached at (915) 900-1800 or by email [mmacarah@thecherryhillschool](mailto:mmacarah@thecherryhillschool).

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**Acknowledgement of receiving and reading The Cherry Hills Parent Handbook**

**Signature**

**Date**

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