

## **Chestnut Ridge Academy Parent Handbook ~ Page 5**

*Last updated 6/6/2023*

### **ADMISSIONS POLICY**

Chestnut Ridge Academy is open to the general public. Anyone may apply for enrollment. All applicants must be interviewed, and all applications are subject to the approval of the School Administrator and/or the Board of Directors. Chestnut Ridge Academy and Satellite School does not and shall not discriminate on the basis of race, color, religion, gender, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations.

### **FINANCIAL POLICY**

A registration fee will be charged at the first of each school year, this fee covers: fees charged by outside state or national organizations which keep us covered legally, upkeep of the student's yearly files, and office expenses.

Payments accepted are cash, money order or check. There is a \$25 returned check fee.

### **DISCIPLINARY ACTIONS**

At Chestnut Ridge Academy, we have been blessed to have few disciplinary concerns over the years. Most can be handled by a phone call or quick meeting with the parties involved. In the rare instance the problem requires more, a meeting will be necessary along with a written statement to be signed by parents and student (when appropriate). Parents will be given a copy of the statement and a copy will be kept on file. If there is more than one incident within a school year, the student may be dismissed from CRA activities and/or events for a period of time. If problems persist, the student may be dismissed from CRA permanently. Due to our policies of parents being responsible for their children at all times and parents having access to any activity their child(ren) is participating in, if the offending party is the parent, the same procedures will apply, with the exception that the entire family may be dismissed for persistent problems that cannot be resolved.