



Dear Parents,

Thank you for expressing interest in CornerStone Preparatory School. We are excited to continue offering a distinctly different education for kindergarten through 12th grades.

What makes us distinctly different is our ability to offer a high-quality education through the lens of a Biblical worldview which prepares our students for college, career, and life. It is our hope that students who are graduated from Cornerstone Prep will develop exemplary character strengths, be ready to succeed in whatever path they choose in life, and fully contribute to our community.

Cornerstone Preparatory School has been founded on the belief that graduating successful students will revitalize and contribute to our work-ready community. With opportunities such as a dual enrollment partnership with Madisonville Community College, STEM/STEAM instruction, and innovative blended learning models, students will thrive and be prepared for all that life offers.

If you plan to apply for the upcoming school year, please complete and submit an application along with supporting documents (Social Security Card, Birth Certificate, and updated Kentucky Immunization Certificate), and the application fee of \$150. Once we have received your completed application, supporting documents, and payment, we will contact you to schedule an interview and entrance exam.

If you have any questions, please feel free to call us at (270) 841-7540. We look forward to meeting you.

CornerStone Preparatory School Administrative Team

[info@cornerstone-prep.com](mailto:info@cornerstone-prep.com)

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*CornerStone Preparatory School makes no distinction in its admission or school policies regarding an individual student's race, color, gender, national and ethnic origin, or learning ability.*

## **Application Procedures**

- Step One:** Complete and submit the application packet along with all supporting documents (Social Security Card, Birth Certificate, and updated Kentucky Immunization Certificate).
- Step Two:** Mail or deliver the \$150 application fee for each student. *Application fees are non-refundable.*
- Step Three:** CornerStone Prep will arrange for placement testing and a family interview.
- Step Four:** Family will be notified of student acceptance or denial of admission.
- Step Five:** Tuition will be due in full prior to the first day of school unless the family chooses to participate in a payment plan.

### **Refund Policies:**

All application fees are non-refundable.

Tuition is billed for the year (both semesters), but a family may withdraw from the school for the fall semester and be released from their fall tuition by notifying CornerStone Prep no later than April 1 that they will not be attending that fall semester. A family may withdraw from the school for the spring semester and be released from their spring tuition by notifying CornerStone Prep no later than October 1 that they will not be attending that spring semester.

The full financial obligation for tuition takes place when the signed financial agreement is returned to CornerStone Prep. Unused tuition may be refunded if a family experiences extenuating circumstances. Requests for exceptions to these refund policies should be made in writing to the CornerStone Prep Board of Directors for consideration.



## Schedule of Tuition and Fees 2020-2021

TUITION	Annual	Semi-Annual	Monthly (10 Month)
First Child	\$3,500.00	\$1,750.00	\$360.00
Second Child	\$2,335.00	\$1,167.50	\$243.50
Third and subsequent Child/ren	\$1,170.00	\$585.00	\$127.00

### FEES

**All fees are non-refundable**

New Student Application Fee	\$150.00 due at the time of application
YMCA Membership Fee*	\$180.00 due annually with first payment
High School Graduation Fee	\$100.00 due August 1 (seniors only)

### TUITION PAYMENTS

Annual Payments due 8/1/2020; Semi-Annual payments due by 8/1/2020 and 1/1/2021; Option of ten monthly ACH payments beginning 7/15/2020 and ending 4/15/2021 or ten monthly ACH payments beginning 7/30/2020 and ending 4/30/2021; ACH payments are subject to a \$10.00 convenience fee.

\*Families without an active membership at the Hopkins County Family YMCA are required to pay for an annual student membership, collected with the first tuition payment each school year.

\*\*Students in grades 4-8 are encouraged to have a laptop for regular school use. Students in grades 9-12 are required to have a laptop computer for regular school use.

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**2020-2021 FINANCIAL AGREEMENT**

Contract for \_\_\_\_\_ Family Code (Office Use) \_\_\_\_\_

Student(s) First and Last Name	Grade
1.	
2.	
3.	
4.	

I (We) select the following payment plan (check one):

- ( ) Payment in full of \$ \_\_\_\_\_ due on or before August 1, 2020.
- ( ) Two (2) payments of \$ \_\_\_\_\_ due on or before August 1, 2020 and January 1, 2021.
- ( ) Ten (10) monthly ACH payments of \$ \_\_\_\_\_ from my account beginning July 15, 2020 and ending April 15, 2021.
- ( ) Ten (10) monthly ACH payments of \$ \_\_\_\_\_ from my account beginning July 30, 2020 and ending April 30, 2021.

*\*For monthly payments, please complete the AUTHORIZATION AGREEMENT for pre-authorized payments below and attach a voided check.*

**AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED PAYMENTS**

I (We) hereby authorize CornerStone Preparatory School, hereinafter called **COMPANY**, to initiate ACH entries to my (our) account indicated below at the named financial institution below, hereinafter called **DEPOSITORY**, to debit the same to such account.

DEPOSITORY NAME (Financial Institution) \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Circle type of account: CHECKING or SAVINGS

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until **COMPANY** has received written notification from me (us) of its termination in such time and in such manners as to afford **COMPANY** and **DEPOSITORY** a reasonable opportunity to act on it.

**NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THIS AUTHORIZATION.**

Notice will be given for accounts that are 30 days past due. Students whose accounts are 60 days past due will be withdrawn from the school.

A \$25 fee will incur for insufficient funds for return payments. Upon a second return payment, cash will be the only form of payment accepted.

I (We) have read and understand the financial policies and penalties spelled out above. I (We) agree to pay all the fees, tuition, and any incurred penalties according to the terms and policies. I (We) have selected from the tuition schedule set forth above in this contract.

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# NEW STUDENT APPLICATION

## CornerStone Preparatory School

Today's Date: \_\_\_\_\_

### STUDENT DATA INFORMATION:

First Name		Middle		Last		Gender	
						<input type="checkbox"/> M <input type="checkbox"/> F	
Mailing Address				City		State	Zip
Grade Entering	Age	Date of Birth		Student E-mail Address (if applicable)			
Church Family Attends		City		Who can we thank for referring you to CSPS?			
Previous School							

### ETHNICITY:

<input type="checkbox"/> 01 American Indian/Alaskan Native	<input type="checkbox"/> 03 Hispanic		<input type="checkbox"/> 05 White, not or Hispanic origin	
<input type="checkbox"/> 02 Asian or Pacific Islander	<input type="checkbox"/> 04 Black/African American, not Hispanic		<input type="checkbox"/> 06 Bi-racial or multi-racial (check 1-5, also)	

### HOUSEHOLD INFORMATION (Primary Custodial Responsibilities):

1)	Legal Name		Email		
<b>PRIMARY</b>	Home Phone				
	Cell Phone		Primary Language		
	Work Phone		<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other		
	Employer Name				
	Relationship to Child		<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other		
	Mailing Address (if different from student's)				

2)	Legal Name		Email	
<b>PRIMARY</b>	Home Phone			
	Cell Phone		Primary Language	
	Work Phone		<input type="checkbox"/> English	<input type="checkbox"/> Spanish <input type="checkbox"/> Other
	Employer Name			
	Relationship to Child	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other		
	Mailing Address (if different from student's)			

OTHER PERSONS LIVING IN THE SAME PRIMARY HOUSEHOLD:				
	Last Name	First Name	Age	Relationship to Applicant
1)				
2)				
3)				
4)				
5)				

If Applicable:

HOUSEHOLD INFORMATION (Secondary Custodial Responsibilities):				
1)	Legal Name		Email	
<b>SECONDARY</b>	Home Phone			
	Cell Phone		Primary Language	
	Work Phone		<input type="checkbox"/> English	<input type="checkbox"/> Spanish <input type="checkbox"/> Other
	Employer Name			
	Relationship to Child	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other		
	Mailing Address (if different from student's)			

**PERSONS LEGALLY PROHIBITED FROM CONTACTING THIS STUDENT:**

Legal Last Name	First Name	Relationship	Home Number	Cell Number
Legal Last Name	First Name	Relationship	Home Number	Cell Number

**EMERGENCY CONTACTS:**

In case of early dismissal emergency, accident, or serious illness, the student listed on this form has my permission to be picked up by those listed below.

**EMERGENCY CONTACT INFORMATION:**

Legal First Name	Last Name		Home Number	Cell Number
Legal First Name	Last Name		Home Number	Cell Number
Legal First Name	Last Name		Home Number	Cell Number
Legal First Name	Last Name		Home Number	Cell Number

**Point of Contact for School Closing:**

In case of early dismissal or school cancellation, the school will call families. Please indicate only one phone number for our automatic phone system to call.

**Contact for School Closing:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Email Address for important information:** \_\_\_\_\_

Parent/Guardian Printed Name	Signature	Date



## Media Waiver and Release Form

Understanding that my child is a student at CornerStone Preparatory School (CSPS), and acknowledging that there will be opportunities for the campus to publicize school events, I consent to my child being photographed, interviewed, and filmed by representatives of CSPS and media outlets such as: newspaper, television, radio stations, and web publications. CornerStone Preparatory School uses photos of students in publications to share information about our school. Any information or images obtained from those activities may be reproduced by CSPS and/or the public media for use in advertising, publicity, or educational activities including, but not limited to the CornerStone Prep websites, advertisements, yearbooks, social media, publications, videos, posters, banners, bulletin boards, print, and television news.

\_\_\_\_\_ **Yes**, I have been informed of the potential presence of local media at CornerStone Preparatory School's activities, and I give my permission for my child's name and/or photo to be used for publication. By initialing, I understand that my child may be photographed, interviewed, or filmed for media purposes, and I give my consent.

\_\_\_\_\_ **No**, I wish to withhold my child's name and/or photo from being released for publication. I understand that I will not hold CornerStone Preparatory School and its employees or representatives responsible if my child's name or photo is unknowingly, inadvertently, or mistakenly published. By initialing, I am revoking the right for CornerStone Preparatory School to use my child's name and/or photo.

**This form is effective for the duration of your student's attendance at CornerStone Preparatory School. If you wish to change the media rights of your student, another form will need to be filled out and turned in to the school office. Please inform and make your student thoroughly aware of the media rights you have selected.**

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_





**Request for Student Records**

Name of Student \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Current Grade \_\_\_\_\_  
Former School \_\_\_\_\_  
School Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail/Fax \_\_\_\_\_

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Please release to CornerStone Preparatory School, and its representatives, all school records including the following information on my child:

- General Cumulative Folder Data
- Behavior Evaluation
- Previous and/or current teacher’s recommendation
- Medical Records/Reports
- Copy of Birth Certificate and Social Security Card
- Specialized Test Data

The purpose of the request for student records is to provide CornerStone Preparatory School with up-to-date information for admission and/or instructional purposes. This release authorizes the staff, teachers, administration, and/or counselors to discuss this student with the staff, teachers, and administration of CornerStone Preparatory School.

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Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Address of Parent/Guardian \_\_\_\_\_

Please forward records to: Rebekah Buchanan, Records Office  
Email: [r.buchanan@cornerstone-prep.com](mailto:r.buchanan@cornerstone-prep.com)

# CornerStone Preparatory School 2020-2021 Calendar

3-5 - Teacher In-Service  
10- First Day of School - Noon Dismissal

August '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - New Year's Day - No School  
4 - School Resumes  
8 - Report Cards  
18 - Martin Luther King Jr. Day - No School  
19 - Teacher In-Service/NTID

7 - Labor Day - No School  
11 - Progress Reports  
25 - Parent Teacher Conferences - Noon Dismissal

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 - Progress Reports  
15 - President's Day - No School  
16 - Winter Break - No School

2 - End 1st Qtr.  
5-9 - Fall Break  
12-14 - Standardized Testing  
16- Report Cards

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 - New family Open House  
5 - End 3rd Qtr.  
12 - Report Cards  
12 - Grandparent's Day - Noon Dismissal  
15 - Teacher In-Service/NTID

11 - Veteran's Day  
20 - Progress Reports  
23-27 - Thanksgiving Break

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 - Good Friday - No School  
5-9 - Spring Break  
19-30 - Standardized Testing

14 - Review Semester Exams  
15-17 - Semester Exams  
18 - End 2nd Qtr. - Noon Dismissal  
21-31 - Christmas Break

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 - Review Semester Exams  
11-13 - Semester Exams  
13 - HS Graduation  
14 - End 4th Qtr.  
14 - Awards & Last Day of School - Noon Dismissal  
18 - Report Cards Mailed  
17-28 - Make Up Days

1<sup>st</sup> Qtr – Aug 10 - Oct 2

2<sup>nd</sup> Qtr – Oct 12 - Dec 18

3<sup>rd</sup> Qtr – Jan 4-Mar 5

4<sup>th</sup> Qtr – Mar 8 – May 14

Indicates First/Last Day for Students

Indicates Teacher In-Service

Indicates Report Card Dates

Indicates Half Day

Indicates No School

Indicates Holidays – No School

Indicates Make-Up Days



# CORNERSTONE PREPARATORY SCHOOL

## SCHOOL SUPPLY LIST



### KINDERGARTEN

- Backpack
- Lunchbox
- Nap mat, blanket or towel
- #2 pencils
- 2 glue sticks
- 1 box of 24 crayons
- 1 box of colored pencils
- 1 pair of student scissors
- 1 water color paint set
- Paint smock or oversized shirt

### GRADES 1 - 5

- Backpack
- Lunchbox
- Personal Bible
- 5 plastic pocket folders with prongs
- 1 3-inch, 3-ring binder
- 5 pkgs. loose leaf notebook paper (wide ruled)
- 2 composition notebooks
- #2 pencils
- 2 pink pearl erasers
- 2 glue sticks
- 1 box of crayons
- 1 box of markers
- 1 box of colored pencils
- 1 pair of student scissors
- 1 ruler with centimeter and inch markings
- Pencil box or pouch
- Headphones
- Flash drive
- Calculator

### GRADES 6 - 8

- Backpack
- Lunchbox
- Personal Bible
- Notebook paper (college ruled)
- 1 pkg. of graph paper
- 2 composition notebooks
- 4 pkgs. 3X5 index cards (lined)
- #2 pencils
- Ink pens (blue and black)
- Highlighters
- 2 Sharpie markers (black)
- White out
- 2 glue sticks
- 1 box of markers
- 1 box of colored pencils
- 1 large pair metal pointed scissors
- 1 ruler with centimeter and inch markings
- Headphones
- Flash drive
- Calculator (TI-84 preferred)
- Student planner (May be purchased from CSPS)

### OPTIONAL SUPPLIES (ALL GRADES)

- Kleenex tissues (do not label)
- Hand sanitizer (do not label)
- Clorox wipes (do not label)
- Paper Towels (do not label)
- Cardstock paper, any color (do not label)
- Expo dry-erase markers, any color (do not label)

### GRADES 9 - 12

- Backpack
- Lunchbox
- Personal Bible
- Notebook paper (college ruled)
- 1 pkg. of graph paper
- 2 composition notebooks
- 4 pkgs. 3X5 index cards (lined)
- #2 pencils
- Ink pens (blue and black)
- Highlighters
- 2 Sharpie markers (black)
- White out
- 2 glue sticks
- 1 box of markers
- 1 box of colored pencils
- 1 large pair metal pointed scissors
- 1 ruler with centimeter and inch markings
- Headphones
- Flash drive
- Calculator (TI-84 preferred)
- Laptop
- Student planner (May be purchased from CSPS)

### PLEASE NOTE

- Label all supplies (except those marked as do not label) with student's name in permanent marker.
- Send supplies in on the first day of school.
- Special projects may require additional school supplies after school begins.
- Students in grades 4-8 are encouraged to have a laptop for regular school use.
- Students in grades 9-12 are required to have a laptop for daily school use.