



What Is Continuous Enrollment?

Before moving to continuous enrollment, our office sent re-enrollment forms to families each spring. This information was essential for planning and budgeting for the upcoming school year.

As Borculo Christian School has grown, accurate enrollment information has become more important than ever. The School Board relies on enrollment projections to responsibly plan class sizes, hire teachers and staff, strengthen curriculum, and make facility improvements.

Until families formally commit to returning, the Board cannot make fully informed decisions. Because the Board is called to be faithful stewards of the school's finances and to invest tuition dollars wisely, a clear and dependable enrollment process allows them to provide the best possible education for BCS students.

Continuous enrollment applies to all students in grades K–8.

“Our family has no plans to change schools—why do we need to re-enroll?”

Great question—and we agree. Historically, about 99% of our families re-enroll each year, which means many families completed unnecessary paperwork annually.

Continuous enrollment eliminates that extra step. Families who intend to remain at BCS will no longer need to re-enroll each spring. Families who choose to attend another school will simply opt out during the designated timeframe.

When Does Continuous Enrollment Begin?

Continuous enrollment begins at the time of enrollment. Once signed, it remains in effect for your child's time at BCS and does not need to be signed again.

If your family chooses not to return for the upcoming school year, you must opt out by the **last Monday in February**.

What Does the Continuous Enrollment Process Look Like?



Once your family completes the continuous enrollment form, no annual re-enrollment paperwork is required. Each year, families will only need to complete required updates such as Helping Hands commitments, transportation information, and notify the school of any changes (for example, a change in address, employment, or church affiliation).

Families will receive an annual reminder confirming enrollment for the upcoming school year, along with the opt-out deadline should plans change.

EFT Withdrawal Notification (July)

If your family has an EFT account set up:

- You will be notified of any tuition or fee changes **at least seven days** before the automated July withdrawal.
- Your account will automatically roll forward based on the budget approved at the annual society meeting.

What If Our Family Chooses Not to Return to BCS?

Families who decide not to return must complete an opt-out form and submit it to the school office.

- Opt-out forms can be requested by emailing **Chris Sievers at bcadmin@borculochrschool.org**
- All opt-out forms must be submitted by the **last Monday in February**

Is There a Penalty for Breaking the Continuous Enrollment Agreement?

Because enrollment decisions directly affect staffing, classroom placement, and budgeting, timing matters.

- **No penalty** applies if the school is notified by the last Monday in February.
- If notification occurs after this date, a one-time \$500 payment will be applied to your EFT account for the upcoming school year.



Unique Circumstances

We recognize that we do not always know God's plans for our families, and significant or unforeseen circumstances can arise. In cases involving major life changes, the School Board will review each situation individually and may release a family from their enrollment commitment.

How Is Continuous Enrollment Different from Re-Enrollment?

With continuous enrollment:

- Your child's spot in their class is secured each year.
- You remain part of the BCS community until you notify us otherwise.
- Annual re-enrollment paperwork is eliminated.

What Does This Look Like for New Families?

All new families enrolling students in grades K–8 will sign a continuous enrollment agreement at the time of enrollment.

How Do I Update Our Family's Information?

If your address, phone number, or other important information changes, please notify the school office as soon as possible so we can keep our records up to date.

Who Can I Contact With Questions?

If you have questions or concerns about continuous enrollment, please contact:

Chris Sievers

bcsadmin@borculochrschool.org