



Christ Child Academy

Family Referral Program

Family Referral Program Purpose: The purpose of the program is to reward current Christ Child Academy families for increasing and sustaining enrollment at Christ Child Academy.

Family Referral Program Credit Definition: A referral credit is part of a defined referral credit program. A referral credit is applied to a current Christ Child Academy family's Facts account who successfully recruits and/or refers a new family to Christ Child Academy.

Current Family Eligibility:

- The referring family must have a currently enrolled student at Christ Child Academy and the referred family may not have attended Christ Child Academy in the past.
- For the referring family to be eligible for the credit, they must complete and submit the referral family certificate (attached) to the school office. Certificates will be accepted throughout the year. The certificate is available in the school office or downloaded from the school website.
- Although the referral will be accepted throughout the year, the referring family must complete the referral family certificate prior to the referred family contacting Christ Child Academy. An exception may be made for those referred families who clearly identify the family who referred them at their initial contact with the school.
- Once a family is referred to Christ Child Academy, a school representative will contact the referred family to invite them to an Open House, tour the school, offer an opportunity to shadow in class, or provide additional information about the school. The referring family should continue to promote Christ Child Academy and act as the prospective family's ambassador.

Family Referral Program Policies:

- The Family Referral Program will remain in effect for the duration of the school year.
- The Family Referral Program credit will be available while enrollment is below capacity. If enrollment reaches full capacity, the referral award program may be suspended.
- The Family Referral Program credit amounts and policies will be reviewed by the Christ Child Academy Governance Board in conjunction with the pastor, school principal, and the school finance committee on an annual basis.
- Not all aspects of this program will be in writing.
- The Family Referral Program credit amounts and policies may be modified or discontinued at any time.
- Final approval will be made once the Family Referral Program Certificate is signed by the referring family, the referred family and a representative of Christ Child Academy Administration.

Family Referral Program Credits:

- Family Referral Program Credits will be applied to the Facts account on February 1st of the year the person is referred. This credit may be used for tuition assistance, lunch, or the Extended Day Program.
 - The credit will be applied in the following amounts:

Current family referral credit:

- \$500 credit to the current Christ Child Academy family for each successfully referred family of a newly enrolled student in 3K-8th grade.

** There is no limit on the number of referral credits a current Christ Child Academy family can receive.

New enrolled family awards:

- \$500 credit to the new Christ Child Academy family for each successfully referred family of a student in 3K-8th grade.

** There is a \$500 per new family maximum credit cap.

April 2024



Christ Child Academy Family Referral Program REFERRAL CERTIFICATE

Prospective Student(s) Name <i>(only one sheet per family):</i>	
Enrollment Grade(s) : <i>[K3 through 8th Grade]</i> School Year:	
Prospective Parent's Names:	
Prospective Family Address:	
Prospective Family Telephone:	
Apply Credit to:	Facts Account
Referring Family Name:	
Referring Family Phone Number:	
Apply Credit to:	Facts Account

Office Use Only

Date received in school office	
Prospective Family Name:	
Credit Amount:	
Referring Family Name:	
Credit Amount:	
<input type="checkbox"/> Registration Forms and Deposit Received	