NEW CHRISTIAN SCHOOL PLANNING CHECKLIST

- ❑ PRAY WITHOUT CEASING
- ❑ Start planning ONE YEAR before the first day of school

JULY – AUGUST – SEPTEMBER - OCTOBER
- ❑ Survey concerning opening of a school : In-house
- ❑ Survey: Other Calvary Chapels in the area
- ❑ Find a mentor CC school
- ❑ Obtain a copy of a School Accreditation Self-Study (i.e. ACTS)
- ❑ Contact BJUP about books on school start-up.
- ❑ Ratify in Board Minutes the start of a school (do this also with the installment of an Administrator, staff members, major purchases, etc.)
- ❑ Obtain a copy of your state's Education Code

NOVEMBER
- ❑ Develop Missions Statement – discuss with Senior Pastor and Board. What is their vision?
- ❑ Develop Philosophy of Education – Body Ministry or Evangelical School
- ❑ Adopt Statement of Faith of parent ministry
- ❑ State Requirements/Licensure (check Education Code)
- ❑ Determine school colors and mascot
- ❑ Determine initial grade offering (combined classes?)
- ❑ Determine staff compensation

DECEMBER
- ❑ Advertise and announce opening of school
- ❑ Determine Outside Cafeteria provider, if needed
- ❑ Determine School Photographer (yearbook)
- ❑ Determine start-up costs and preliminary budget
- ❑ Distribution of Teacher and Student Applications
- ❑ Establish Supply Vendor Account
- ❑ Consider using FACTS Tuition Management unless you want to handle this in-house
- ❑ Research Employee Screening provider (check Education Code)
- ❑ Student Application Packets (determine deadline, qualifications, tuition information, tuition assistance, etc.)
- ❑ Teacher Application Packets (job descriptions, benefits package, requirements, policy manual, etc.)
- ❑ Become a member of CCEA & ACTS

JANUARY
- Administrative Issues (I.R.S., State, Dept. of Health and Human Services, Building Dept., Conditional Use Permit, insurance, etc.)
- Develop School Calendar (holidays, Back to School Night, special programs, teachers intercession, etc.)
- Investigate optional student insurance coverage
- Investigate School Insurance
- Policy and Procedure Manual
- Student Manuel
- Teacher's Manuel
- TEACHER INTERVIEWS (Administrator and someone else should be present)

FEBRUARY
- Acquire school software (i.e. School minder)
- Begin School Enrollment
- Select Staff

MARCH
- Order Curriculum

APRIL
- Order classroom furniture and fixtures

MAY
- Order office, classroom supplies
- Determine order of Morning Assembly

JUNE

JULY
- Classroom preparation

AUGUST

- Teacher orientation

SEPTEMBER
- First Day of School
- Weekly School Bulletin for Parents/Students