

Old Donation Episcopal Day School Kindergarten Registration 2023-2024

Child's Name _____ M ___ F
Last First Middle initial Goes by sex date of birth

Home Address _____
Street City Zip Code

Are there any Allergies or Health concerns that we need to be aware of? _____

Mother (or guardian) _____ E-mail _____

Land Line _____ Cell _____

Employed by _____ Work # _____

Father (or guardian) _____ E-mail _____

Land Line _____ Cell _____

Employed by _____ Work # _____

Parents' marital status _____ Are both parents authorized to pickup child? yes no

If there is a court order concerning custody of your child, we must have a copy on file in our office.

Kindergarten Fee Schedule...

<p>*Registration \$160.00</p> <p>1st monthly payment \$400.00</p> <p>K- Materials Fee \$150.00</p> <p>Balance of Tuition \$3,200.00</p>	<p>Due with this form payable to ODEDS</p> <p><small>*Registration is not complete until registration fee is paid in full.</small></p> <p>Due June 1, 2023 (this serves as your Sept. payment)</p> <p>Due Sept. 1, 2023 at Orientation</p> <p>\$400.00 Due Monthly Oct – May</p>
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Tuition Payment Policy: Tuition is an annual fee and for your convenience is divided into 9 equal payments due on the 1st of each month. Therefore, there is no tuition reduction given for illness, vacations or snow/inclement weather days.

Enrollment Policy: We must have the following documentation on file for each child to satisfy Virginia Department of Education regulations and insurance requirements. **Children will not be allowed to attend without the following:**

- ✓ Commonwealth of Virginia School Entrance Health Form. The form requires a physical examination (that is less than a year old) and up-to-date immunizations. Forms available online at www.olddonation.org
- ✓ New students must show proof of identity **within 7 days of the first day of school**. Photocopies cannot be accepted. Please make sure you have proper documentation BEFORE the start of school.

Withdrawal Policy: If a child withdraws from Preschool, Kindergarten or After School Classes, a **four-week paid notice is required**. Should more notice be possible, it would be appreciated. Because tuition is an annual fee, **families who withdraw after March 31, 2024 are responsible for the remaining payments**. Old Donation reserves the right to withdraw a student in respect to delinquent tuition payments.

****I understand that registration fee is non-refundable. I have this form and am aware of the policies stated above and in the Day School Handbook.**

****Parent/Guardian Signature** _____ **Date** _____

The Day School Handbook can be viewed on the Day School link at www.olddonation.org

Office Use:
 Registration: Amount Paid: _____ Amount Due: _____ Check # _____
 Proof of Identity: State: _____ # _____ Issued Date: _____

Before and After School Programs

* We are hoping to offer these classes for the 2023-2024 school year. Please fill out your choice and we will confirm later in the Spring or Summer if these classes are able to be offered again.

Early Drop 8:00am – 8:50am... available on the first day of school.

- When Early Drop-Off is used on a **REGULAR** basis, **fees are prepaid (based on a reduced rate)**. Payments are made monthly along with your tuition check based on the number of days you indicate needing this service.
- If Early Drop is used **OCCASIONALLY**, we will **bill you at the end of the month at the rate of \$11 per morning**. **24-hour advance notice** is required for occasional use!

Regular Basis Monthly Fee:

1 morning per week	\$35
2 mornings per week	\$60
3 mornings per week	\$85
4 mornings per week	\$105
5 mornings per week	\$125

“Early Drop” 8:00am - 8:50am				
Circle days needed on a <u>REGULAR</u> basis:				
Mon	Tues	Wed	Thurs	Fri

After school Recreation for Kids also know as ARK... available on the first day of school.

- Our **ARK** program extends the day until 1:30 or 2:20...you decide the pickup time
- Children in our **2s must be completely potty trained to stay after school**. Parents send a lunch. after lunch, the children enjoy classroom play then they go outside for some playground fun. **ARK** is supervised by various staff from the Day School and can be used on a **REGULAR** or **OCCASIONAL** basis.
- When **ARK** is used on a **REGULAR** basis, **fees are prepaid (based on a reduced rate)**. Payments are made monthly along with your tuition check based on the number of days you indicate needing this service.
- When **ARK** is used **OCCASIONALLY**, we will **bill you at the end of the month at the rate of \$11 per hour**.
- To ensure adequate staffing; **24-hour advance notice** is required for occasional use!

Regular Basis Monthly fee:

	1:30	2:20
	dismissal:	dismissal:
1 afternoon per week	\$35	\$70
2 afternoon per week	\$60	\$120
3 afternoon per week	\$85	\$170
4 afternoon per week	\$105	\$210
5 afternoon per week	\$125	\$250

“ARK” 1 hour 12:20pm – 1:30pm				
Circle days needed on a <u>REGULAR</u> basis:				
Mon	Tues	Wed	Thurs	Fri
“ARK” 2 hours 12:20pm – 2:20pm				
Circle days needed on a <u>REGULAR</u> basis:				
Mon	Tues	Wed	Thurs	Fri

After School Classes

- As another option, we offer After School **CLASSES** that do not **begin until October**. Children have lunch first; then the teacher leads the class following a *specific class theme* like below. **Registration for After School CLASSES will begin at Orientation in August**. Classes are open to children enrolled in our **3s – K** only.
- **For planning purposes...please check which After School Classes (ASCs) interest your child.**

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| <input type="checkbox"/> Messy Mission - Art (Monday) | <input type="checkbox"/> LEAP- Let's Exercise And Play (Tuesday) |
| <input type="checkbox"/> Dance -Outside company (Tuesday) | <input type="checkbox"/> Excited Explorers – Science (Wednesday) |
| <input type="checkbox"/> Little Sprouts – Gardening (Thursday) | <input type="checkbox"/> Junior Builders (4's & K only) |
| <input type="checkbox"/> Soccer Shots- Outside company (Thurs. or Friday) Fall & Spring- 8 Week Sessions | |