

Old Donation Episcopal Day School

2017 - 2018 Registration for 2's ~ K



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

Home Address _____
Street City Zip Code

How did you hear about us? _____

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

Mother _____ Father _____

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.

Land Line # _____ Mom's Cell _____ Dad's Cell _____

e-mail _____
Preferred e-mail for Day School information. Please Print clearly

Please mark a 1st and 2nd choice: Please attach Registration Fee: \$150.00 payable to ODEDS			
2-year-olds	<u> </u> M,W \$175 per month	<u> </u> Tu,Th \$175 per month	<u> </u> *M,W,F *for older 2s only \$225 per month
3-year-olds	<u> </u> MWF \$220 per month	<u> </u> Tu,Th,F \$220 per month	<u> </u> M,Tu,W,Th \$245 per month
4-year-olds	<u> </u> M - Th \$245 per month	<u> </u> M - F \$280 per month	<u> </u> Kindergarten M - F \$370 per month

Tuition payments: Due on the 1st of each month.

Tuition fees are based on our annual calendar and are divided into **9 equal payments for your convenience.** Therefore, there is no tuition reduction given for illness, vacations or snow/inclement weather days.

Enrollment Requirements:

We must have the following documentation on file for each child to satisfy Department of Social Services Licensing regulations and insurance requirements. Children will not be allowed to attend without the following documentation:

- ✓ 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 on line 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If a child needs to be withdrawn from Preschool, Kindergarten or After School Classes, a **four week paid notice is required.** Should more notice be possible, it would be appreciated.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 1, 2018 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 fees are non-refundable. I am aware that a request for a specific teacher may not always be honored. I have read the back of this form and am aware of the policies stated in the Day School Handbook which can be viewed on the Day School link at www.olddonation.org

SIGNATURE _____ DATE _____

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

Early Drop 8:00am – 8:50am

Early Drop-Off is available beginning at 8:00am. When Early Drop-Off is used on a **REGULAR** basis, fees are prepaid (based on a reduced rate of **\$7** per morning). 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 **OCCASSIONALLY**, we will bill you at the end of the month at the rate of \$10 per morning. **24 hour advance notice** is required for occasional use!

Regular Basis Monthly Fee:

1 morning per week	\$25 per month
2 mornings per week	\$50 per month
3 mornings per week	\$75 per month
4 mornings per week	\$100 per month
5 mornings per week	\$125 per month

After school Recreation for Kids also know as ARK

Our **ARK** program extends the day until 1:30 or 2:20. Children in our **2s must be completely potty trained to stay after school**. Parents send a lunch and drink (or we can serve water). After lunch, the children enjoy classroom play until 1:30; 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 **OCCASSIONAL** basis. When **ARK** is used on a **REGULAR** basis, fees are prepaid (based on a reduced rate of **\$7** per hr.) Payments are made monthly along with your tuition check based on the number of days you indicate needing this service. If **ARK** is used **OCCASSIONALLY**, we will bill you at the end of the month at the rate of \$10 per hour. **24 hour advance notice** is required for occasional use!

Regular Basis Monthly Fee:

1 afternoon per week
2 afternoon per week
3 afternoon per week
4 afternoon per week
5 afternoon per week

1:30 dismissal:

\$25 per month
\$50 per month
\$75 per month
\$100 per month
\$125 per month

2:20 dismissal:

\$50 per month
\$100 per month
\$150 per month
\$200 per month
\$250 per month

Please circle EARLY DROP and ARK hours needed on a REGULAR Basis

“Early Drop” 8:00am - 8:50am

Available for all ages 2 – K

Circle days needed:

Mon Tues Wed Thur Fri

“ARK” 12:20pm – 2:20pm

Available for ages 3 – K only!

Circle days needed:

Mon Tues Wed Thur Fri

After School Classes

As another option, we offer **After School CLASSES** that begin in October. Children have lunch first; then the teacher leads the class following a specific class theme.

Registration for After School CLASSES will begin in Aug/Sept via email and at Orientation.

Classes are open to children enrolled in our 3s – K.

For planning purposes...please check which **After School Classes (ASCs)** interest your child.

___ Messy Mission - Art

___ Dance - Ballet

___ Little Sprouts – Gardening

___ Spanish

___ 8-week **Fall** Soccer Shots

___ LEAP- Let’s Exercise And Play

___ Children Around the World - Social Studies

___ Excited Explorers - Science

___ 8-week **Spring** Soccer Shots