



Old Donation Episcopal Day School ~ Preschool Registration 2024 - 2025

Child's Name _____ M _____ F _____
Last First Middle initial Nickname (if any) sex date of birth

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 (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.

Mark 1st and 2nd choice and attach \$165.00 *Registration Fee: payable to ODEDS.

*Registration is not complete until the registration fee is paid in full.

2-year-olds	_____ M,W \$275 per month	_____ Tu,Th \$275 per month	_____ *M,W,F *for older 2s only \$310 per month
3-year-olds	_____ M,W,F \$320 per month	_____ Tu,Th,F \$320 per month	_____ M - Th Yes M-F (Considering Adding Class) \$350 per month \$380 per month (Circle YES to indicate interest)
4-year-olds	_____ M - Th \$350 per month	_____ M - F \$380 per month	_____ Transitional Kindergarten (M - F 9:00 AM-1:30 PM) \$470 per month

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 Licensing 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, 2025 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 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 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 2024-2025 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	\$65
3 mornings per week	\$90
4 mornings per week	\$110
5 mornings per week	\$130

“Early Drop” 8:00am - 8:50am
Circle days needed on a REGULAR 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 \$15 per hour**.
- To ensure adequate staffing; **24-hour advance notice** is required for occasional use!

Regular Basis Monthly fee:

	1:30 dismissal:	2:20 dismissal:
1 afternoon per week	\$35	\$70
2 afternoon per week	\$65	\$125
3 afternoon per week	\$90	\$175
4 afternoon per week	\$110	\$215
5 afternoon per week	\$130	\$255

“ARK” 1 hour 12:20pm – 1:30pm
Circle days needed on a REGULAR basis:

Mon Tues Wed Thurs Fri

“ARK” 2 hours 12:20pm – 2:20pm
Circle days needed on a REGULAR 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.**

___ Messy Mission - Art (Monday)	___ LEAP- Let's Exercise And Play (Tuesday)
___ Dance -Outside company (Tuesday)	___ Excited Explorers – Science (Wednesday)
___ Little Sprouts – Gardening (Thursday)	___ Spanish (Thursdays)
___ Soccer Shots- Outside company (Thurs. or Friday)	___ Junior Builders (4s-K only-Fridays)
___ Fall & Spring- 8 Week Sessions	