

Old Donation Episcopal Day School  
**Transitional Kindergarten Registration 2024-2025**

Must be a young 5 prior or turning 5 on, or prior to 11/30/24 enroll. Hours are Monday-Friday 9:00 AM-1:30 PM

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.

**Transitional Kindergarten Fee Schedule...**

<b>*Registration</b>	<b>\$165.00</b>	<b>Due with this form payable to ODEDS</b>
		<i>*Registration is not complete until registration fee is paid in full.</i>
<b>1<sup>st</sup> monthly payment</b>	<b>\$470.00</b>	<b>Due June 1, 2024</b> (this serves as your Sept. payment)
<b>K- Materials Fee</b>	<b>\$150.00</b>	<b>Due Sept. 1, 2024 at Orientation</b>
<b>Balance of Tuition</b>	<b>\$3,760.00</b>	<b>\$470.00 Due Monthly Oct – May</b>

**Tuition Payment Policy:** Tuition is an annual fee and for your convenience is divided into 9 equal payments due on the 1<sup>st</sup> 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](http://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 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](http://www.olddonation.org)

**Office Use:**

Registration: Amount Paid: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Check # \_\_\_\_\_

Proof of Identity: State: \_\_\_\_\_ # \_\_\_\_\_ Issued Date: \_\_\_\_\_