



Old Donation Episcopal Day School ~ Preschool Registration 2018 - 2019

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 \$150.00 *Registration Fee: payable to OEDS.

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

2-year-olds	_____ M,W \$185 per month	_____ Tu,Th \$185 per month	_____ *M,W,F *for older 2s only \$230 per month
3-year-olds	_____ MWF \$230 per month	_____ Tu,Th,F \$230 per month	_____ M - Th \$250 per month
4-year-olds	_____ M - Th \$255 per month	_____ M - F \$285 per month	_____ Kindergarten M - F \$370 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 Department of Social Services 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 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 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, 2019 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

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 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
2 mornings per week	\$50
3 mornings per week	\$75
4 mornings per week	\$85
5 mornings per week	\$100

“Early Drop” 8:00am - 8:50am
Circle days needed on a REGULAR basis:

Mon Tues Wed Thur 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 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.
- When **ARK** is used **OCCASSIONALLY**, we will **bill you at the end of the month at the rate of \$10 per hour**.
- To insure 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	\$25	\$50
2 afternoon per week	\$50	\$100
3 afternoon per week	\$75	\$150
4 afternoon per week	\$85	\$170
5 afternoon per week	\$100	\$200

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

Mon Tues Wed Thur Fri

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

Mon Tues Wed Thur 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

___ Dance - Ballet

___ Little Sprouts - Gardening

___ 8-week **Fall** Soccer Shots

___ LEAP- Let's Exercise And Play

___ Excited Explorers - Science

___ Spanish ___ French

___ 8-week **Spring** Soccer Shots