



# Old Donation Episcopal Day School Kindergarten Registration ~ 2018-2019

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...

<b>*Registration</b>	<b>\$150.00</b>	<b>Due with this form payable to OEDS</b> *Registration is not complete until registration fee is paid in full.
<b>1<sup>st</sup> monthly payment</b>	<b>\$370.00</b>	<b>Due June 1, 2019</b> (this serves as your Sept. payment)
<b>K- Materials Fee</b>	<b>\$150.00</b>	<b>Due Sept. 1, 2019 at Orientation</b>
<b>Balance of Tuition</b>	<b>\$2,960.00</b>	<b>\$370.00 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 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](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, 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 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](http://www.olddonation.org)

<b>Office Use:</b>			
Registration:	Amount Paid: _____	Amount Due: _____	Check # _____
<b>Proof of Identity:</b> 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.
- **“Super Scientist”** is an after-school Science class incorporating all of the SOL’s for **Kindergarten students only**. Kindergartners will stay until **1:30 on Mondays beginning in September**. Pack a lunch and the children will enjoy facts, stories, games or crafts specially designed for them. **The fee for this class is already included in your kindergarten tuition.**
- **For planning purposes...please check which other After School Classes (ASCs) interest your child.**

Messy Mission - Art

LEAP- Let’s Exercise And Play

Dance - Ballet

Excited Explorers - Science

Little Sprouts - Gardening

Spanish                       French

8-week **Fall** Soccer Shots

8-week **Spring** Soccer Shot