



Epiphany Episcopal School

Educating, Enriching, Empowering

2010-2011 REGISTRATION PACKET

*The mission of Epiphany Episcopal School is
to provide academic excellence in a Christian environment.*

206 N. Third Street
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www.epiphanychoolkingsville.org

Non-refundable Registration Fee: Amt. _____

Building use Fee: Amt. _____

Fun Dress Friday: Amt. _____

Fundraising Participation: Amt. _____

Initial Payment: Amt. _____

Total Amount: _____

Balance Due: _____

Amount Paid: _____ Ck# _____

APPLICATION PROCEDURES:

1. Fill out the application packet including the Fundraising Participation Agreement and return it to the office with the registration fee. **The priority registration fee of \$75.00 is only available to currently enrolled students and their siblings during the week designated for priority registration. The standard registration fee is \$100.**
2. Submit copies of your child's ***birth certificate, *Social Security card and current/updated immunization record.**
3. New students must provide copies of records from all schools previously attended, if applicable.
4. Returning students must have all tuition and fees incurred during the preceding school year paid in full for to be considered for admission.
5. The \$100 building use fee may be paid with the first month's tuition.

***New enrollees only.**

PROVISIONS FOR ENROLLMENT

1. Unless unusual circumstances arise, enrollment is understood to be for the entire school year. We require at least thirty (30) days notice if a student is to be withdrawn. Failure to give said notice will result in the assessment of one month's tuition. All school records, including-but not limited to-report cards, will be withheld until the assessment of one month's tuition and any outstanding tuition, fees, or other charges are paid in full.
2. Currently enrolled students are considered for priority admission the following year if they continue to meet the academic standards of the school, conform to the regulations and policies of the school, cooperate with the school, and all tuition, fees, and other charges have been paid in full.
3. A 5% total tuition discount will be awarded for one year's tuition paid in full in advance by August 10th. Tuition not paid in full may be divided into ten (10) equal payments which are due monthly. The first payment must be paid by August 10th. If the student withdraws before school starts, the tuition is refundable only if that class is full on the first day of classes. Students will not be permitted to attend class until all financial arrangements are complete. In the event of an account falling thirty (30) days in arrears, students will not be permitted to attend classes, receive progress reports, or report cards until the account is paid and made current.
4. Families with more than one child enrolled in the school will receive a 5% discount on their total tuition. Families with more than one child enrolled in the school may also receive the 5% discount for total tuition paid in full in advance by August 10th.
5. A \$10.00 late fee will be assessed on all payments received after the 10th of the month. ***Insufficient Funds (NSF) & ACCOUNT CLOSED Check Fee: \$15.00 charge per check.***
6. Age Requirements:
 - Pre-Kindergarten:* Students **must** have their third (3rd) or fourth (4th) birthdays respectively on or before September 15th of the school year for which they are applying for admission.
 - Kindergarten/1st Grade:* Students **must** have their fifth (5th) or sixth (6th) birthdays respectively on or before September 15th of the school year for which they are applying for admission.
7. Children enrolled in the school must be toilet trained by the beginning of the school year, including those children enrolled in Pre-Kindergarten.
8. The school reserves the right to insist upon immediate withdrawal of any student whose presence in the school is considered detrimental either to the students or to the best interest of the school as an educational institution.

Epiphany Episcopal School does not discriminate on the basis of race, color, gender, or ethnic origin in the admission of students or in the administration of its educational programs.

EXTENDED CARE PROGRAM

CONTRACT OPTION	3:15 - 5:30 p.m.	\$960.00 per year per child or \$96.00 per month per child
HOURLY OPTION	3:15 - 5:30 p.m.	\$3.00 per hour
OVERTIME CHARGES	after 5:30 p.m.	CHARGED TO HOURLY AND CONTRACT FAMILIES <i>PER</i> <i>CHILD</i> : Regular rate of \$3.00 an hour <i>plus</i> \$2.00 a minute

Hourly Extended Care and overtime charges will be charged on a daily basis and will be posted to the parent'/guardians' statement at the first of the next month.

EXTENDED CARE PROGRAM SUMMARY

I. OBJECTIVES

- A. To provide a service to our parents and to continue the Christian atmosphere in our Extended Care Program.
- B. To focus on learning to be self-reliant, developing a good self-image, and acceptance of personal responsibility.

II. ENTRANCE REQUIREMENTS

- A. Children must be enrolled in Epiphany Episcopal School.
- B. Required documents:
 - 1. Completed Emergency Information Card.
 - 2. A written consent letter is needed for persons other than those specified on the emergency card to pick up any child. In an emergency, the parent is responsible for making these special arrangements.

III. DISCIPLINE

A. Discipline in this extended care program is directed in the hope that we will promote self-discipline and acceptable behavior. All school rules apply during the Extended Care Program and the Assertive Discipline Plan outlined in the *Epiphany Episcopal School Parent & Student Handbook* will be followed.

IV. SNACKS

The school does not provide snacks for those children enrolled in the Extended Care Program. It is the parent(s) or guardian(s) responsibility to provide an appropriate and healthy snack for their child (ren).

V. DISMISSAL/DEPARTURE

A. Children will be dismissed through the playground gate at the alley. For the safety of our students, all other gates will be locked at 3:45. In case of inclement weather, students will be kept in the Parish Hall or in the Early Childhood Center. Under these circumstances, the gate closest to the Parish Hall will be used for parental access.

VI. FEES AND CHARGES

A. Standard fees as outlined below will be paid monthly. Hourly fees are calculated and posted to your account monthly for the preceding month.

VII. SCHOOL CLOSED

Extended Care is not available on days when the school is closed (holidays, teacher in-service, etc.).

Grandparents & Special Friends Form

The following information is needed for our *Annual Grandparents & Special Friends Day* and for other mailings. Special Friends could be any adult that you, as a parent/guardian, feel is important in the life of your child(ren). Because we use bulk mail for these items, we can only mail to addresses within the fifty states and Canada.

Paternal Grandparents (Father's Parents)	
Name	
Address	
City/State/Zip	

Maternal Grandparents (Mother's Parents)	
Name	
Address	
City/State/Zip	

Special Friends	
Name	
Address	
City/State/Zip	

Special Friends	
Name	
Address	
City/State/Zip	

Special Friends	
Name	
Address	
City/State/Zip	

--For Office Use Only--

Application Completed in Full _____
***Copy of Birth Certificate** _____
***Copy of Social Security Card** _____
Updated Shot Record _____
***Transfer Request/Papers** _____

***New enrollees only.**