

Homewood Church of Christ Day School

2009-2010 Registration Packet

There are 7 pages included with this registration packet.

Please print the entire packet, complete the forms
and return to the church office
(do not return in your child's backpack)

Included:

1. General Information / Will not Return Form
2. Pricing Schedule
3. Registration Form
4. Form of Affidavit for Parent / Guardian
5. Permission to Photograph

*Please complete and return 1 complete Registration Packet Per Child.

Fall Registration 2009-2010

Fall Registration 2009-2010 for parents with children currently enrolled in the Day School will begin *Monday, January 26 through Friday February 6, 2008*. Monday, February 9th we will begin filling vacancies from our waiting list.

**You must have an account in good standing to re-enroll for the 2009-2010 year.
You must submit the NON-REFUNDABLE registration fee with your registration form.**

*****Classes will be offered contingent on enrollment.*****

2009-2010 SCHOOL YEAR: Monday, August 10th through Friday, May 21st.

PLEASE CAREFULLY READ THE FOLLOWING DIRECTIONS:

1. Go to the church website www.homewoodchurch.org then link to the Day School. Down load "Registration Packet". The packet will consist of a 2 page registration form, affidavit ,tuition pricing sheet and picture/directory permission form. **The affidavit form must be updated annually and notarized.** Bari Walton can notarize during Day School hours.

2. If you are registering more than 1 child, please use separate forms for each child. At this time, register any new babies or additional children not currently enrolled in Day School..

3. Please print legibly in ink. Fill in all blanks. A copy of the completed form will be given to your child's teacher. This registration form will be considered the most current information and corrections to the current information on file will be made accordingly.

4. Enclose a **NON-REFUNDABLE registration fee, per child** with your registration forms. Assuming your child is still enrolled in May 2010, the May 2010 tuition will be credited towards the May 2010 bill.

Date your checks for March 1st. Checks will be deposited in March.

Registration fees are as follows:

| | | | | |
|-------------|------------|-----------|-----------|-------------------------------------|
| Nursery 1-3 | T/TH \$205 | MWF \$270 | M-F \$395 | Birth date March 08-August 09 |
| Nursery 4-5 | T/TH \$195 | MWF \$235 | M-F \$350 | Birth date September 07-February 08 |
| 2K | | MWF \$220 | M-F \$320 | Birth date as of September 1, 2009 |
| 3K | | MWF \$220 | M-F \$300 | Birth date as of September 1, 2009 |
| 4K | | MWF \$220 | M-F \$275 | Birth date as of September 1, 2009 |

5. Place the fee, registration form, picture permission form and affidavit in an envelope marked "Registration".

6. Registration forms with payment must be returned to the office by **Friday, February 6th**. Do not return in your child's backpack!

**If you do not plan to register for next year,
please return the form below so we are clear on your intentions.**

I DO NOT PLAN TO ENROLL MY CHILD(REN) FOR THE UPCOMING 2009-2010 YEAR.

CHILD'S NAME: _____

PARENT'S NAME: _____ (PLEASE PRINT)

Please Circle Reason: Graduating Hours not conducive to work Location
Other: _____

HOMWOOD CHURCH OF CHRIST DAY SCHOOL

2009-2010 PRICING SCHEDULES

REGISTRATION FEE- (NON-REFUNDABLE) \$50.00 per child and the May 2010 tuition. If your child is still enrolled in May 2010, you will be credited for the May tuition in May 2010. ** See registration fee schedule below under "Monthly Tuition". *Nursery1 enrollment* requires tuition to be paid beginning in August regardless of when the infant begins during the year.

Once your child has registered, any schedule changes initiated by the parents on the days attending will be assessed a \$25 schedule fee change.

***Classes will be offered contingent on enrollment. ***

DAY SCHOOL HOURS- N1-3K, 9:00 a.m. until 1:00 p.m. from August 10th until May 21st. The 4K hours are 8:30 a.m. until 1:00 p.m. August until May. Extended care hours for N1 to 3K are 7- 9:00 a.m. and 1- 5 p.m.

| MONTHLY TUITION- | <u>T-TH/Registration</u> | <u>M-W-F/Registration</u> | <u>M-F/Registration</u> |
|---------------------------------|--------------------------|---------------------------|-------------------------|
| Nursery 1, 2, 3 Mar. 08-Aug. 09 | \$155/\$205 | \$220/\$270 | \$345/\$395 |
| Nursery 4, 5 Sept.07-Feb.08 | \$145/\$195 | \$185/\$235 | \$300/\$350 |
| 2K * as of Sept. 1, 2009 | | \$170/\$220 | \$270/\$320 |
| 3K * as of Sept. 1, 2009 | | \$170/\$220 | \$250/\$300 |
| 4K * as of Sept. 1, 2009 | | \$170/\$220 | \$225/\$275 |

The monthly tuition fee is figured on a year's total tuition divided by 10 monthly payments.

All payments are due by the 10th of each month. Monthly billing will consist of tuition, any extended care/lunch charges for the previous month and activity fees. Your teacher will notify you when to expect special activity/field trip fees.

Late tuition fees will be assessed as follows: 11th-15th \$25

16th-20th \$25 additional
21st-25th \$25 additional
26th-31st \$25 additional

****Exception-In May any previous charges and any anticipated charges such as lunch and/or extended care must be pre-paid by the 10th.* ***

No reduced rates will be given for illness, vacation, holidays, inclement weather, or early withdrawal from the program. Monthly tuition is non-refundable. There will be no makeup days. Tuition and fees will accrue until a 30 day written notification for withdrawal is submitted and the 30 day period is satisfied.

| MORNING/AFTERNOON CARE- | 7-9:00 a.m. | Nursery-3K |
|--------------------------------|-------------|------------|
| | 7-8:30 a.m. | 4K * |
| | 1-5:00 p.m. | Nursery-4K |

*Siblings arriving between 8:30 and 9:00 will not be charged for morning extended care.

The per hour cost for morning/afternoon care is \$3.50 an hour, for any portion of an hour used.

The Day School closes promptly at 5:00 p.m. As stated in the Parent Policy Handbook, a *late pickup fee* will be charged beginning at 5:01.

SUPPLY FEES- Due in August and in January.

Supply fees cover consumable and non-consumable items appropriate for each age level. This does not include field trips or special activities. Fees for field trips, class parties, and special class activities will be added to your bill as incurred. The following supply fees will be assessed in August and January:

| | <u>2/3 Days</u> | <u>5 Days</u> |
|-------------|-----------------|---------------|
| Nursery 1-5 | \$60 | \$70 |
| 2K | \$60 | \$65 |
| 3K | \$60 | \$65 |
| 4K | \$70 | \$75 |

FIELD TRIP T-SHIRTS (4K) Each child in the 4K is required to purchase a field trip t-shirt. The cost will be on your 1st bill.

The Day School reserves the right to de-enroll any child whose social, physical, or emotional needs are beyond the resources and training of our current staff.

HOMEWOOD CHURCH OF CHRIST DAY SCHOOL REGISTRATION

2009-2010

Child's Name : _____ Birth date: _____ Male:___ Female:___

Address: _____

City: _____ Zip: _____ Home Phone: _____ Race: _____

Billing address if different than child's home address:

Name of person responsible for bill payment: _____

Primary contact: _____ Social Security #: _____

Cell Phone: _____ Business Phone: _____

E-mail address: _____

Place of Employment/Occupation: _____

Secondary contact: _____ Social Security #: _____

Cell Phone: _____ Business Phone: _____

E-mail Address: _____

Place of Employment/Occupation: _____

Cell Phone: _____ Business Phone: _____

Child lives with both parents ___ mother ___ father ___ legal guardian___.

REGISTRATION FEES ARE NON-REFUNDABLE

I understand by submission of the registration form, fees, and any pre-paid tuition, that I am responsible for any tuition and fees incurred while my child is enrolled at the Homewood Day School. If I withdraw my child, I will submit notification of withdrawal **in writing** 30 days prior to withdrawal. **I am responsible for all fees, tuition, and late fees until notification is submitted and the 30 day period is satisfied.**

Parent Guardian Signature: _____

May 2010 TUITION, REGISTRATION FEE, AND BLUE IMMUNIZATION FORM ARE DUE BEFORE CHILD MAY BEGIN SCHOOL.

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The Day School reserves the right to de-enroll any child whose social, physical, or emotional needs are beyond the resources and training of our current staff.

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Days Requested: ___ Mon-Fri
___ Mon-Wed-Fri (Option only for Nursery 1-4K)
___ Tues-Thurs (Option only for Nursery 1-5) ***
*** **Preference of days is contingent on availability.**

****A \$25 fee will be assessed if child's days attending is changed after the initial registration per parent request.**

Extended Day will be used: (this is just a general idea for staffing purposes).

Occasionally ___
AM drop off- 7-8am___ 8-9am___
PM pick up 1-2pm___ 2-3pm___ 3-4pm___ 4-5pm___

Contacts (sickness, emergency, general FYI) in desired calling order (EX: 1.Mom, 2.Dad, 3.Friend, etc.)

List the **best** phone number.

1. Name/Phone_____ 3. Name/Phone_____

2. Name/Phone_____ 4. Name/Phone_____

Additional people (other than contacts) who may pick up my child:

Name:_____ Phone:_____ Relationship:_____

Name:_____ Phone:_____ Relationship:_____

Name:_____ Phone:_____ Relationship:_____

Is there anything special we need to know about your child? (nicknames, unusual fears etc.):

Has child been in a caregiver/daycare/preschool setting before? _____

Where? _____

Reason for leaving? _____

Who referred you to the Homewood Day School? _____

Do you have a religious affiliation? _____

Name of place of worship? _____

Does child speak English? (2K-4K)_____ Is child potty-trained (3K-4K)? _____

Children in Diapers:

My child may have diaper rash ointment applied if needed. Parent/Guardian Initials _____

Health Information

Medical Conditions: _____

If your child requires medicine to be kept at school, we must have a Medicine Release form on file.

Allergies: _____

Emergency Authorization: In order to meet all legal requirements, I hereby authorize the Director or Assistant Director of the Homewood Church of Christ Day School to give consent for any emergency medical care for _____ while he/she is in custody of the Homewood Day School.

Parent/Guardian Signature:_____

.....
Scrapes and Cuts:

I give permission for my child to have antibiotic ointment applied to scrapes and cuts.

Parent/Guardian Signature_____

.....
OFFICE USE ONLY: Date registration submitted_____ Number of children registered_____

Registration Fee _____ Check #/Cash amount_____

FORM OF AFFIDAVIT FOR PARENT/GUARDIAN

State of Alabama

County of: _____

Before me, a Notary Public in and for said State and County,

appeared _____ and is known to me,

after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor

child/children _____ ;

that affiant has been notified by Homewood Church of Christ Day School, that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.

_____ Parent/Legal Guardian

Sworn, or affirmed to and subscribed before me this

_____ day of _____, 20____.

_____ Notary Public

Homewood Church of Christ Day School

Permission to Photograph 2009-2010

I give permission to Homewood Day School to take pictures of my child

_____ for the following purposes:

Display in Classroom, Scrapbook, Newsletter or Bulletin Boards

Use in Promotional Materials

Use in Day School Website

Signature of Parent or Guardian

Date