

First Presbyterian Church Weekday School Application Form 2019-2020

For Office Use Only

Date: _____
Check Number: _____

Child's name: _____
(last) (first) (middle) (name called)

Child's date of birth: _____ Child's gender: Female____ Male____

- Updated immunizations are **required** for your child to enroll. Are your child's immunizations up to date for your child's age? Yes _____ No _____
- An Allergy Action Plan form must be completed for food allergies and epi-pen usage. More information can be found at fpcschoools.org/weekday-school/forms/
 - Does your child have a food allergy? Yes _____ No _____

FAMILY INFORMATION

Mother's name _____ Mother's email address _____

Mother's cell _____ work phone _____

Mother's employer _____

Father's name _____ Father's email address _____

Father's cell _____ work phone _____

Father's employer _____

Home address _____ Zip code _____

Member of First Presbyterian? Yes____ No____ Other Church? _____

Names and birthdates of siblings:

CLASS PREFERENCES

Indicate class preferences for the next school year (1, 2, and 3). We cannot guarantee that you will receive your preferred choice. The only class option for children who are 4 or older is a 5-day class.

Two Days _____

Three Days _____

Five Days _____

Notes (Please indicate any preferences for days of the week.):

REGISTRATION FEE

A registration fee must accompany this form. Please make checks payable to FPC Weekday School.

- First Presbyterian Church Members: \$100.00
- Non-members: \$130.00

Parent Signature _____

Date _____

First Presbyterian Church Weekday School School Policies and Parent Agreement Form 2019-2020

Child's name: _____

ENROLLMENT PROCEDURES

1. The registration fee is due when the child is registered and must accompany the application form. If your child is admitted, the registration fee is non-refundable regardless of your decision to accept the space.
2. If a child is not admitted during the registration period, half of the registration fee will be returned and your child will be placed on the wait list.
3. Enrollment forms for 2019-2020 will be distributed to parents in March and will be due to the school by **April 1**. A second school packet with classroom assignments and the Get Acquainted schedule will be distributed in August.
4. Parents' contact information will be included in the Parent Directory unless we are notified in writing to the contrary with your application. This information will only be available to enrolled families.
5. Parents will abide by the policies in the Parent Handbook.

PAYMENT OF FEES

1. An advance tuition payment is required to reserve your child's space and will be applied to the last two months of tuition for the next school year (April 2020 and May 2020). This advance payment must be paid in full by April 1 or made in two payments, on April 1 and May 1.
 - The advance payment is nonrefundable.
 - If the advance payment is not made by May 1, the child's space in the Weekday School will be released.
2. Tuition payments will be accepted through Tuition Express, an automatic draft from a checking or savings account, on the 5th and/or 20th of each month.
3. Activity Fees for children in the 2's, 3's, 4's, and TK classes are due in full by September along with the tuition payment.
4. Monthly fees are due in full, regardless of absenteeism, holidays, inclement weather days, or withdrawal date. If a child enrolls after the first of any month, that month's tuition will be prorated.
5. All fees from the current school year must be paid in full by June 1.

WITHDRAWAL

- The budget of the Weekday School is dependent upon the tuition of each child for nine months; therefore, you have a financial responsibility to the school for the entire school year.
- The Director of the Weekday School ("Director") must be notified in writing one month in advance of withdrawal of a child. Tuition for the year is due upon withdrawal.
- All advanced tuition payments are non-refundable.

HEALTH AGREEMENT

1. Prior to enrollment, discuss with the Director any special health needs of your child.
2. Submit an updated record of your child's immunizations and medical form by August 1st.
3. Keep the child at home when illness occurs. Notify the school if the child is ill with a communicable disease.
4. Report any allergies on the Allergy Action Plan.

I have read, understand, and agree to abide by these school policies.

Parent Signature _____

Date _____