

PreK - 6th Grade Student Registration, Emergency Contact Information, Permission Slip, and Tuition Contract

IMPORTANT INFORMATION REGARDING ENROLLMENT

All students are required to have a copy of current immunizations, birth certificate and social security number on file with the school before the first day of attendance.

Age requirements are as follows. No exceptions will be granted. PreK 3: three on or before June 15. Kindergarten: five on or before September 15.

All children, regardless of grade, must be toilet trained. Employees cannot change or clean children who have accidents. If an accident occurs, parent/guardian must come to school immediately to take care of their child.

St. Laurence offers partial and limited scholarships. These funds are awarded according to need on a first come, first served basis. All necessary information must be submitted for your application to be considered. This includes a copy of your tax return.

Enrollment is conditional. If we discover behavioral issues or learning disabilities that we are unable to accommodate, we will suggest an alternate school be attended.

PLEASE PRINT

Date: _____

<u>Student Name</u>	<u>Birth date</u>	<u>Social Security Number</u>	<u>Grade in the fall</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Child/ren resides with: _____

Parent/Guardian: _____

Home/Mailing Address: _____
Street City State Zip Code

M- Home Phone _____ M-Work Phone _____ M-Cell Phone _____

F-Home Phone _____ F-Work Phone _____ F- Cell Phone _____

Email address: _____

Father's Employer _____ Employer Address: _____

Mother's Employer _____ Employer Address: _____

If parents cannot be reached and/or in the event of an emergency please contact and, if necessary, release my child/ren to:

Name: _____ Address: _____ Phone Number: _____

Name: _____ Address: _____ Phone Number: _____

By court order, the following person may **NOT** contact my child/ren: _____

Tuition

The goal of the school is to become financially secure and less dependent upon the parish. Full payment of the tuition and fees for all children enrolled at St. Laurence is critical to achieve this goal and to insure the continued operation of the school. Monthly tuition payments are due the first working day of each month. Families with more than one child at St. Laurence will receive a second and third child discount of \$200. All outstanding balances at the end of the school year will be turned over for collections.

\$3500 – Pre K 8:00 – 3:00
\$2000 - Pre K 3/4 8:00 – 11:30
\$2000 – K – 6 8:00 – 3:00

Fees these are **NON-REFUNDABLE**, per student

Registration \$100.00 (\$50.00 if paid by May 27, 2011)
Books/Materials/Tech 100.00
Activity Fee 25.00
Snack Milk 35.00 (optional)

Tuition Payment Options (We prefer payment be set up for automatic withdrawal no matter which option you choose)

_____ Annual - Full year's tuition and fees (\$200 per child discount if paid by September 16, 2011)
_____ Nine month billing (September – May)
_____ Ten month billing (September – June)
_____ 12 Month billing cycle – Automatic monthly debit deducted from bank account on the first working day of the month. Runs August – July.
\$100 discount per child offered for this option

Bank Name _____ Type of Account Checking _____ Savings _____
Routing Number _____ Account Number _____

The cost for After Care is \$6.00 per family, per day from the hours of 3:10–5:30 and \$3.00 per day from 3:10-4:00.

My child/ren will be attending the After Care program. Please use the same information. Yes _____ No _____

Physician's Name: _____ Physician's Phone # _____

Dentist Name: _____ Dentist Phone # _____

In an emergency, if parents or guardian cannot be reached, the school has permission to seek medical treatment for my child:

(Parent/Guardian Signature & Date)

I agree to allow my child to walk or to be transported to and from St. Laurence School for the purpose of field trips (public parks, playgrounds, UW, Rec Center, etc.) or activities. If trips/activities are planned outside the city limits, special permission slips will be sent home in advance of the planned activity. All trips/activities are under the guidance and supervision of staff and faculty of St. Laurence School. As a parent or legal guardian, you remain fully accountable for any legal responsibility which may result from any personal actions taken by your child/ren. We relieve St. Laurence School, staff, faculty, and volunteers of all legal obligations while our child/ren is in attendance of activities/trips.

(Parent/Guardian Signature & Date)

Pictures of my child may be taken for publicity purposes which may include pictures on the school's website, brochures, newspaper articles or promotional materials:

(Parent/Guardian Signature & Date)

Does your child/ren have any medical, health, or social/behavioral issues that the school or teacher should be aware of. Please be specific:

My child/ren takes the following medications: _____

Dosage: _____ Frequency: _____

Fundraising Obligations

Tuition payments alone do not cover the full cost of a St. Laurence School education. The difference between the actual cost and tuition is made up by gifts, parish subsidy, and fundraising.

In addition to payments of tuition and fees, fundraising is a financial obligation undertaken upon the signing of this Contract. Participation in the projects not only generates money needed to operate the school, but it also brings parents/guardians together for the common good of their children. Parents/guardians must participate in the fundraisers. **Families receiving scholarships are also expected to participate in additional volunteerism or additional hours during fundraisers.**

If for whatever reason you do not participate in the fundraisers, you will be assessed the amount as follows. This obligation must be paid by the ending date of the fundraiser.

- Fall Fundraiser – 2 hours of work **per family** or \$100 assessment
- Enchilada Sale – 4 hours of work per **child** and 8 enchilada orders or \$250 assessment per **child**
- Festival – hours as needed but up to 4 or \$250 assessment per **child**
- Christmas Fundraiser- to be determined or \$50 assessment

I/we have read and I/we understand the contents. I/we agree to pay all tuition and fees and agree to participate in fundraising activities or pay the assessment as stated in this document.

Parents Signature _____ Date _____

_____ Date _____

FOR OFFICE USE ONLY

Registration Fee _____ Cash _____ Check _____ Other _____ Date _____

Books/Materials/Tech Fee _____ Cash _____ Check _____ Other _____ Date _____

Activity Fee _____ Cash _____ Check _____ Other _____ Date _____

Snack Milk _____ Cash _____ Check _____ Other _____ Date _____

Tuition _____ Cash _____ Check _____ Other _____ Date _____

Tuition Assistance Percentage Granted _____ Amount _____

Remainder Tuition and Fees Due _____