



# Financial Form

## Student Information:

Last Name	First Name	Middle
Father (Guardian) Name		Mother (Guardian) Name

## Contact Information:

Mailing Address	City	Zip Code
Primary Phone		
Primary Email		

## Registering for 2023–2024

Please check the box below to indicate which class you are registering for AND your preferred payment plan

CLASS	HALF DAY	<input checked="" type="checkbox"/>	EXTENDED DAY	<input checked="" type="checkbox"/>	PAY YEAR IN FULL (AUGUST)	PAY BY SEMESTER (AUG & JAN)	PAY BY MONTH (AUG – APRIL 9 months)
3-DAY TWOS	\$3300.00		\$4250.00				
3-DAY THREES	\$2800.00		\$3750.00				
5-DAY THREES	\$4700.00		\$6250.00				
3-DAY FOURS	\$3100.00		\$4650.00				
5-DAY FOURS	\$5000.00		\$6550.00				
JR KINDER (TUESDAY SCIENCE)	\$5400.00		\$6700.00				
KINDERGARTEN (TUES-THURS SCIENCE)	\$6050.00		\$7000.00				

PERMANENT EXTENDED DAY (Half-day tuition students may check below to stay selected days for extended care @ \$15/day)

MONDAY \_\_\_\_\_ TUESDAY \_\_\_\_\_ WEDNESDAY \_\_\_\_\_ THURSDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_

Permanent spots are charged whether or not the child stays on their selected days and varies from month to month based on how many selected days there are each month. Additional services may be added on an “as needed/emergency drop-in” basis at a higher fee, subject to availability. Extended day drop-in fee is \$20 per day.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



# St. Francis Episcopal School Registration Packet

## Registration Check List 2023-2024

<u>Check</u>	<u>Item</u>
	Financial Form
	Registration Form (3 pages)
	Immunization Records
	Medical Statement from Physician (Statement of child's health to attend school)
	\$250 Registration Fee (New students must pay with cash or check)
	\$50 Supply Fee (Included in August tuition if not paid with registration)
	Student Contract (Any enrollment changes will require a newly signed contract)
	Child Allergy/Medical Form (If applicable)



# Registration Form

Accredited by the  
Southern Association  
of Episcopal Schools  
(SAES)

## Student Information:

\_\_\_\_\_  
Last Name                                      First Name                                      Middle                                      Preferred Name

\_\_\_\_\_  
Date of Birth                                      Age (As of Sept 1)                                      Gender

## Primary Contact Information:

\_\_\_\_\_  
Parent(s)/Guardian(s) First and Last Name

\_\_\_\_\_  
Home Address                                      City                                      Zip Code

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Primary Email Address

Registering for 2023-2024 Class \_\_\_\_\_ 3 day (T/W/TH) \_\_\_\_\_ 5 day (M-F) \_\_\_\_\_

Class options: Two's – 3 day, Three's – 3/5 day, Four's 3/5 day, Jr Kinder – 5 day, Kindergarten – 5 day)

List any physical and/or mental health diagnoses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any allergies, food restrictions, serious injuries/surgeries within the past 6 months, medications, etc., OR indicate "not applicable" (if any – please complete the required Allergy/Medical Form)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In case of Emergency/ Authorized Pick Up (other than Parent/Guardian):**

Name

Phone

Name

Phone

Name

Phone

Parent Signature

Date of Admission

**Student's Family Information:**

Mother/Guardian:

Name

Phone

Email

Occupation

Place of Employment

Work Phone

Father/Guardian:

Name

Phone

Email

Occupation

Place of Employment

Work Phone

Siblings:

Name

Age

Gender

Birthdate

Name

Age

Gender

Birthdate

\*\*\*Registration for admission is NOT complete without payment of a \$250 registration fee.  
(Cash/check only for new families registering).

\*\*\*Supply fee of \$50 may be paid in advance or will be added to the August statement.

**Medical Information:**

Primary Care Physician Name

Phone

Hospital of Choice:

I give my consent for necessary emergency treatment when my child is in the care of this physician and/or hospital.

Parent Signature

Initial following releases:

- I gave St Francis permission to take pictures of my child for use in the school building, including class pictures taken yearly by a professional photographer.
- I give St Francis permission to use photos of my child for use in publication on the school website, social media, and paper materials for marketing purposes.
- I understand that a copy of the *St Francis Episcopal School Student/Parent Handbook* is available to me on the St Francis website, [www.stfrancispreschool.org](http://www.stfrancispreschool.org).
- I understand St Francis Episcopal School is a "Gang Free Zone".
- I understand St Francis is open to all students of any race, color, nationality, religion, or ethnic group.

I affirm that the above information is true and complete. I understand that registration is NOT complete until ALL records and registration fee have been received by the school. I understand that I will notify the school of any changes that are made to the information stated above. I agree to give the school **30 days written notice** if my child will be withdrawing. I agree my child is at the age or older for the age group class I have registered for above. A \$50 supply fee will be added to the September tuition statement unless paid prior to the start of school.

Parent Signature



# St. Francis Episcopal School

## Student and Family Contract

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Days: \_\_\_\_\_ School Year: \_\_\_\_\_

Annual Tuition: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_

St Francis Episcopal School (the "School") agrees to enroll the above-named student in the program during the school year specified above, provided that the required Registration Fee, Registration Packet, Immunization Record, Health Statement from a Physician, and a copy of this contract executed by the parents/guardians are delivered to the School prior to **June 1, 2023**. This Tuition Enrollment Contract assures that the budget of the school is sound so that the school can function to the best of its fiscal abilities. The parents/guardians agree as follows:

### TUITION & OTHER FEES

- I understand that the annual Supply fee will be billed on the August tuition statement if not paid with registration.
- I understand that the first (August) month's tuition is due on August 1<sup>st</sup>, 2023.
- I understand that my child's subsequent monthly tuition payments are due on the 1<sup>st</sup> of each month. After the 10<sup>th</sup> of the month, a late fee of \$25.00 will be charged.
- I understand that the monthly tuition and extended day charges remain the same regardless of absences, holidays, vacations, etc.
- I understand that a \$5.00 fee per minute will be charged to students who are picked up after the designated pick-up time.

### TUITION PAYMENT PLANS

There are 3 options for payment of tuition:

- Pre-payment of full-year due August 1, 2023
- Two installments- 50% due August 1, 2023 and 50% due January 1, 2024
- Nine monthly payments due by the first day of school and every month thereafter

### PAST DUE ACCOUNTS

- If tuition payment is not received after 30 days of due date, a past due account letter will be sent by the School Bookkeeper and the Head of School and School Board will be notified.
- If tuition payment is not received after 60 days of due date, a meeting with the Head of School and the Treasurer of the School Board will be requested and all extra charges will be frozen on the account until it is paid in full.
- If tuition payment is not received after 90 days of due date, the above-named student may not return to school until the account is brought to current.

### INSUFFICIENT FUNDS

I understand that if the bank returns my payment due to insufficient funds, I will be required to resubmit the tuition payment plus pay any bank fees charged to the school. Restitution payment must be made in check or cash. If two checks have been returned, for whatever reason, cash is the only form of payment that will be accepted.

**REGISTRATION FEE AND SUPPLY & ACTIVITY FEE**

I understand that the Registration Fee and Supply are non-refundable, including if I change the above Program to decrease the number of Days or the Time Period. These fees will be forfeited should I withdraw my child from St. Francis Episcopal School.

**PROGRAM CHANGES & WITHDRAWAL**

- If I withdraw the above-named student from the School, I will notify the Head of School and School Board, in writing, 30 days prior to the withdrawal. After review, the Head of School and School Board determine if any tuition fees shall be charged due to early withdrawal.
- If the above-named student is asked to withdraw from the School, the School Board shall determine, in its sole discretion, if any tuition fees shall be charged or refunded less the Registration Fee and the Supply Fee.

**TUITION FORGIVENESS**

- I understand that if the above-named student is medically disabled, the school shall forgive 100% of the unused yearly tuition less the Registration Fee and the Supply Fee.
- I understand that if my family moves out of town or transfers due to military duty or for a job-related purpose, the school shall forgive 100% of the unused yearly tuition less than Registration Fee and Supply Fee.

**UNFORSEEABLE EVENTS**

The School’s duties and obligations under this Enrollment Contract may be suspended immediately without notice during all periods that the School is closed because of any cause or event beyond the School’s control; an act of God; a total or partial destruction of school facilities or premises due to fire, explosion, unavoidable accident, or otherwise; adverse weather or flood; power failure; riot or civil disturbance; war (declared or undeclared); compliance (whether voluntary or involuntary) with any governmental order, action, or restriction; act of terrorism or threat thereof; act of public enemy; epidemic or pandemic or threat of same; dispute or difference with workers or labor shortage; or any other cause or event similar to any of the foregoing. If such an event or cause occurs, the school’s duties and obligations in this Enrollment Contract may be suspended until such time as the school, in its sole discretion, may reopen.

**In the event that the school in its sole discretion cannot reopen due to an event or cause under this clause, the school is under no obligation to refund any portion of any amounts paid for tuition or**

**otherwise.** Further, the School has sole discretion, from time to time and at any time, whether because of an event or cause set forth above in this clause or otherwise, to modify in whole or in part its curriculum, schedules, length of school year, means of learning, teaching methods, and use of distance learning, and any such modifications do not excuse any payment obligations under this Enrollment Contract, including future payment obligations.

**The parents or guardians certify that they have read and understand this Tuition Enrollment Contract in its entirety. Parents or guardians agree and accept all the terms and conditions of this Tuition Enrollment Contract of St. Francis Episcopal School.**

Parents or guardians further agree that in the event they do not comply with any of the terms and conditions of this Tuition Agreement, the School may take legal action against them to enforce the terms of the Agreement, and the Family shall be liable for the legal fees incurred by the school in doing so.

Printed Name of Parent(s)/ Legal Guardian(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_