

**St. Timothy School**  
 5365 Memorial Drive  
 Stone Mountain, GA 30083  
 Phone 404.297.8913  
 Fax 404.292.3396  
 www.sttimothyschool.com



<b>OFFICE USE ONLY</b>			
Entering grade	_____		
Classroom	_____		
<b>Received:</b>			
Health Forms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File
Transcript	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Birth Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Student Info Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Approved by Dir.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date_____
<b>Fees Received:</b>			
Application Fee	<input type="checkbox"/> \$50		
Registration Fee	<input type="checkbox"/> \$195	<input type="checkbox"/> \$150	<input type="checkbox"/> _____
Materials Fee	<input type="checkbox"/> \$285	<input type="checkbox"/> Other	<input type="checkbox"/> N/A
B/A Registration Fee	<input type="checkbox"/> \$75	<input type="checkbox"/> Other	<input type="checkbox"/> N/A

*St. Timothy School is an extension of the church's program of Christian education. It is governed by a Board of Directors from the church. An exciting program, including art, music, science, social studies, computer science, creative movement, readiness, free play and monthly chapel, will be included. We look forward to providing a loving, caring, Christian environment for your child.*

## 2012-2013 Registration Form

All sides of this form must be completed.

### Student Information

Student's Full Name \_\_\_\_\_  
Last First Middle Name Child Prefers

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male or Female \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_  
Street, Apt. City State Zip

Home Phone \_\_\_\_\_ Mom's Cell Phone \_\_\_\_\_ Dad's Cell Phone \_\_\_\_\_

Last School Attended \_\_\_\_\_ Current Grade \_\_\_\_\_  
Name and Address

### Parent/Guardian Information

Marital Status  Married  Divorced  Separate  Other \_\_\_\_\_ Child Resides with \_\_\_\_\_

Father's Full Name \_\_\_\_\_  
Last First Middle

Father's Social Security # (Required) \_\_\_\_\_ Father's Email Address \_\_\_\_\_

Father's Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Address & Phone (If different from child's) \_\_\_\_\_

Mother's Full Name \_\_\_\_\_  
Last First Middle

Mother's Social Security # (Required) \_\_\_\_\_ Mother's Email Address \_\_\_\_\_

Mother's Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Address & Phone (If different from child's) \_\_\_\_\_

**Please attach comments if you answer yes to any of the following questions:** Has your child been in a gifted program? Does your child have an IEP from his/her former school? Has the student been tested or diagnosed with ADD/ADHD or ODD? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Primary Grades (Kindergarten through 5<sup>th</sup> Grade):**

Please check the grade that your child will be in during the 2012-2013 school year.

- Kindergarten (Must be age 5 by 10/01/12, pass Readiness test w/Teacher recommendation)
- First Grade (Must be age 6 by 10/01/12)
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade

**Preschool (Age Groups for Nursery through Readiness):**

Each age group is the **age your child will be on October 1, 2012.** Please check the day(s) of your choice below.

- Readiness**       5 days (M-F) (Must be age 5 by 12/31/12)
- 4 Yr. Pre-K**     5 days (M-F)
- Young 4**         5 days (M-F)
- 3 Yrs.**            5 days (M-F)     3 days (M,W,F)
- 2 Yrs.**            5 days (M-F)     3 days (M,W,F)
- 18-24 mos.**     5 days (M-F)     3 days (M,W,F)
- 12-17 mos.**     5 days (M-F)     3 days (M,W,F)
- 0-11 mos.**       5 days (M-F)     3 days (M,W,F)

**Policy Agreement for the 2012-2013 School Year**

**1. Application, Registration, Materials, and Before/After School Registration Fees**

I understand that the Application Fee, the Registration fee, the Materials Fee, and the Before/After School Registration Fees are non-refundable and non-transferable. I also understand that if my child(ren) do not attend St. Timothy School for any reason or withdraw from St. Timothy School during the school year, I am not entitled to any textbooks or workbooks. All textbooks and workbooks remain the property of St. Timothy School.

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

**2. Parent Handbook and School Policies, including Parent Participation Hours**

I agree to read the St. Timothy Parent Handbook and abide by all of the policies, including fulfillment of all parent participation hour requirements, set forth by St. Timothy School.

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

**3. Authorization for Medication**

I understand that I must complete an Authorization for Medication Form before my child will be given any medication while at St. Timothy School. I understand that any change in the dosage will require a new form. If there are any adverse reactions, I will be notified. I also understand that I may not send any medication to school with my child or in my child's backpack. I understand that I must bring all medication to the main school office and give it to a director.

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

**4. Change in Enrollment Information**

I understand that I must provide St. Timothy School with updated enrollment information as soon as possible. This includes changes in phone numbers, living arrangements, addresses, emergency contact information, and email addresses.

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

**5. School Yearbook, Videos, Field Trips, and Website**

I give permission to include my child's individual photo, classroom photos, and field trip photos in the yearbook, on the website, and all performance videos. Students in Kindergarten through Fifth Grades will take field trips. I understand that I will be notified in advance and provided with information about field trips.

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

**6. Permission to Use the Internet** (Students enrolled in Kindergarten through Fifth Grade only)

I give permission for my child to use the Internet for classroom projects. (Students will *not* be allowed to check their email, "chat" or IM while on the Internet.)

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

# Parent Tuition Agreement for the 2012-2013 School Year

**1. Financial Obligations** PLEASE MAKE CHECKS PAYABLE TO ST. TIMOTHY SCHOOL. (Include your child's name on the check.) I understand that tuition is charged at an annual tuition rate. I understand that the annual tuition rate for both Primary and Preschool is broken down into **TEN** (ten) equal payments, July through April for convenience. I also understand that all tuition payments are due by the 1<sup>st</sup> of the month. For payments after the 5<sup>th</sup> of the month, I understand that there is a \$30.00 late fee per student that I will include with my payment. There will be no payment reminder or payment coupons provided by St. Timothy School. I also understand that there is a \$35.00 fee for checks which are returned "Insufficient Funds" and that after two such checks, I must make all future payments with a MONEY ORDER or in CASH.

I also understand that **if tuition and late fee are not received by noon on the last school day of the month, my child will not be able to return on the next school day** or until tuition and late fee, or the equivalent balance, are paid for that month. Non-payment of tuition for one month will result in the **relinquishment of my student's place** at St. Timothy School and student records will **not** be forwarded to a new school until all outstanding tuition and fees have been paid. Delinquent accounts will be turned over to the School Board for formal review and action and subsequently to a collection agency upon the School Board's approval. **No refunds or deductions will be made for temporary absences, illnesses, school holidays, or days missed due to inclement weather.**

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

**2. Withdrawal from St. Timothy School** I recognize that St. Timothy School assumes that students are enrolled for the entire school year and will therefore pay the entire annual tuition amount. If unforeseen circumstances require my student to be withdrawn, I understand that St. Timothy School requires **THIRTY** (30) days written notice. I understand that I am also responsible for a tuition payment to cover the last month which my student attends, as well as a tuition payment for the 30 day notice period. Without a 30 day written notice of withdrawal, I understand that I am liable for the entire amount of unpaid tuition for the year.

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

### 3. Tuition Payments

I, \_\_\_\_\_, agree that this document is a binding agreement between myself and St. Timothy School. I understand that the tuition for my child, \_\_\_\_\_, for the current school year is as follows:

**Primary School Tuition** (Kindergarten through Fifth Grade) Tuition may be paid by one of the following plans:

- Annually:** The entire year's tuition is paid in full by July 2, 2012. Two hundred dollars (\$200.00) may be deducted from the annual tuition amount.
- Quarterly:** The first payment is due by July 2, 2012. The second payment is due by September 17, 2012. The third payment is due by December 17, 2012. The fourth payment is due by February 18, 2013. One hundred dollars (\$100.00) may be deducted from the annual tuition amount. If a payment is missed the \$100.00 savings must be paid with the next payment.
- Monthly:** Tuition is paid on a ten-month plan. The first payment is due by July 2, 2012. The monthly payment is due between the 1<sup>st</sup> and the 5<sup>th</sup> of each month thereafter, continuing through April 1, 2013.

**My primary school payments will be made as follows:** (Please, choose one of the following.)

One **annual** payment of \$ \_\_\_\_\_  Four **quarterly** payments of \$ \_\_\_\_\_  Ten **monthly** payments of \$ \_\_\_\_\_

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

**Preschool Tuition** (Nursery through Readiness) Preschool tuition is paid on a ten-month, quarterly, or annual plan. (There is a \$200 deduction for annual payment of preschool tuition and a \$100 deduction for quarterly preschool tuition payments from the annual full tuition amount. See above section for due dates.) **The first payment is due by July 2, 2012.** The monthly payment is due between the 1<sup>st</sup> and the 5<sup>th</sup> of each month thereafter, continuing through April 1, 2013.

**My preschool child will attend \_\_\_\_\_ days per week. Preschool tuition is \$ \_\_\_\_\_ per month.**

**My child's days will be:**  Mondays through Fridays  Mondays, Wednesdays, and Fridays

**My preschool payments will be made as follows:** (Please, choose one of the following.)

One **annual** payment of \$ \_\_\_\_\_  Four **quarterly** payments of \$ \_\_\_\_\_  Ten **monthly** payments of \$ \_\_\_\_\_

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



## FEES CHECKLIST

(Please, attach the following non-refundable and non-transferable fees to this form.)

- Application and Testing/Assessment Fee of \$50.00**  
(For new students only)
- Registration Fee of \$195.00** (\$150.00 for returning students)
  - o Deduct \$50 if paid by 2/29/12)
- Materials Fee of \$285.00 for Kindergarten-5<sup>th</sup> Grade**  
(Must be paid by May 18, 2012)
- Before and After School Program Registration Fee of \$75.00 per family**

### Before and After School Program for the 2012-2013 School Year

**Before and After School Program Registration Fee** (Please attach non-refundable and non-transferable application fee to this form.)  
There is a \$75.00 registration fee for each child enrolled in the Before and After School Program. To have a guaranteed spot the registration fee **MUST** accompany this completed form.

#### 1. Financial Obligations of the Before and After School Program

**PLEASE MAKE CHECKS PAYABLE TO ST. TIMOTHY SCHOOL.** (Please include your child's name on the check.)

The Before and After program is charged at **daily and weekly rates only**, not hourly. I understand that weekly rates will not be adjusted for days missed due to after school activities, illness, holidays, or inclement weather. I understand that fees for the Before and After School Program are due every Monday morning. *If I haven't paid by the following Tuesday, I understand that I will receive a late notice and be charged a \$10.00 late fee per student.* I understand that if fees are not paid in full by the following Monday, my child will not be allowed to return to the Before and After School Program that week. I also understand that there is a \$35.00 fee for checks, which are returned "Insufficient Funds", and that after two such checks, I must pay all future fees in CASH.

#### 2. Hours and Pick-Up of the Before and After School Program

I understand that the before school hours begin at 7:00 A.M. and the after school hours are from 3:15 P.M. until 6:00 P.M. during the school term August through May on school days only. I understand that during this time, my child will be provided a snack and organized activities such as homework time, recreation time, and rest time. I understand that I must escort my child in and out of the building for the Before and After School Program (there will be no carpool drop-off). I also understand that I must read and sign a Before and After School Policy Agreement (to be obtained from the Before & After School Director) prior to my child attending the program. **I understand that for late pick-up (after 6:00 P.M.) there will be a charge of \$1.00 per minute per child. After the third late incident, the late pick-up charge will be increased to \$2.00 per minute per child payable upon pick-up by cash or check.**

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

#### 3. Before and After School Days and Hours for:

Student's Name \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b>					
Arrival Time:	_____	_____	_____	_____	_____
<b>Evening</b>					
Pick-up Time:	_____	_____	_____	_____	_____
<b>Days per Week:</b>	_____		<b>Fee per week: \$</b> _____		

I agree that the above information regarding the weekly fee, arrival and pick-up times, and days per week are correct.

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

Please attach all applicable fees.