



STUDENT ENROLLMENT FORM

REGISTRATION 2019 - 2020



LIST PRESCHOOL, PRE-K, KINDERGARTEN, ELEMENTARY, MCS STUDENT(S) TO REGISTER. (PLEASE PRINT)

1) Student: _____
 Last First Grade AM/PM Session (If Applicable)

Gender: MALE FEMALE Age: _____ DOB: ____/____/____

Ethnicity: Caucasian African American Asian Hispanic Native American Other _____

One Friend or Teacher Request: _____ School attended last year: _____

Previous Year Grade: _____

2) Student: _____
 Last First Grade AM/PM Session (If Applicable)

Gender: MALE FEMALE Age: _____ DOB: ____/____/____

Ethnicity: Caucasian African American Asian Hispanic Native American Other _____

One Friend or Teacher Request: _____ School attended last year: _____

Previous Year Grade: _____

3) Student: _____
 Last First Grade AM/PM Session (If Applicable)

Gender: MALE FEMALE Age: _____ DOB: ____/____/____

Ethnicity: Caucasian African American Asian Hispanic Native American Other _____

One Friend or Teacher Request: _____ School attended last year: _____

Previous Year Grade: _____

4) Student: _____
 Last First Grade AM/PM Session (If Applicable)

Gender: MALE FEMALE Age: _____ DOB: ____/____/____

Ethnicity: Caucasian African American Asian Hispanic Native American Other _____

One Friend or Teacher Request: _____ School attended last year: _____

Previous Year Grade: _____

FAMILY CONTACT INFORMATION

Mailing Address _____
 Street/PO City State Zip

Home Phone _____ Primary E-mail _____

Mother/Guardian _____

Place of Work _____ Cell Phone _____

Father/Guardian _____

Place of Work _____ Cell Phone _____

EMERGENCY CONTACT (PLEASE PRINT)

Name _____ Home Phone _____

Relationship to Student(s) _____ Cell Phone _____

PHOTO CONSENT: I hereby give permission to the Phonics Phactory to release the student's name and photo/video for use in their publications and presentations. _____ (initial)

SCHOOL DIRECTORY: All families are automatically included in the school directory unless initialed below that you DO NOT want your contact information published.

_____ (initial) I DO NOT give permission to the Phonics Phactory to release family contact information for use in the school directory.

Parent/Guardian Signature: _____

DATE: _____

FOR OFFICE USE ONLY							
STUDENT #1		STUDENT #2		STUDENT #3		STUDENT #4	
Registration Fee	<input type="checkbox"/>	Registration Fee	<input type="checkbox"/>	Book/Supply Fee	<input type="checkbox"/>	Book/Supply Fee	<input type="checkbox"/>
Book/Supply Fee	<input type="checkbox"/>	Book/Supply Fee	<input type="checkbox"/>	Tuition (if paid in full)	<input type="checkbox"/>	Tuition (if paid in full)	<input type="checkbox"/>
Tuition (if paid in full)	<input type="checkbox"/>	Tuition (if paid in full)	<input type="checkbox"/>	Health Form	<input type="checkbox"/>	Health Form	<input type="checkbox"/>
Health Form	<input type="checkbox"/>	Health Form	<input type="checkbox"/>				



FINANCIAL AGREEMENT FORM

2019-2020

ALL TUITION PAYMENTS are collected by FACTS Tuition Company. Each family is required to set up a financial account with FACTS (even if paying in full). FACTS offers 3 payment plans:

- 1. Monthly: a \$46/year service fee**
 - 2. Semi-Annual: Due by Sept. 5th and January 5th, a \$26/year service fee**
 - 3. Full Payment: Due by Sept. 5th, there is no service fee (Pay directly to school)**
- _____ **INITIAL**

STUDENT(s) NAME: 1) _____ GRADE: _____

2) _____ GRADE: _____

3) _____ GRADE: _____

4) _____ GRADE: _____

Completed Registration Forms, Registration Fee and Book Rental/Science Fees are required to hold a student slot and are **NON-REFUNDABLE**. All Books & Supplies are the property of the school. _____

INITIAL

REGISTRATION FEE:

Preschool/Pre-Kindergarten Registration Fee per child	\$75 (NON-REFUNDABLE)
Kindergarten Registration Fee per child	\$100 (NON-REFUNDABLE)
Elementary/MCS Registration Fee per child	\$150 (NON-REFUNDABLE)

**Payment only applies to first 2 students beginning with the highest rate*

BOOK & SUPPLY FEE:

Preschool/Pre-Kindergarten Book & Supply Fee per child	\$75 (NON-REFUNDABLE)
Kindergarten Registration Book & Supply per child	\$110 (NON-REFUNDABLE)
Elementary/MCS Registration Book, Supply & Science per child	\$295 (NON-REFUNDABLE)

TUITION: (Multiple Student Tuition Discounts chart shown on reverse side) Monthly payments are done through FACTS)

- 1. Preschool: \$1665 per year**, payable in 9 monthly installments (Sept.-May) of **\$185/month**
- 2. Pre-Kindergarten: \$1755 per year**, payable in 9 monthly installments (Sept.-May) of **\$195/month**
- 3. Kindergarten: \$2205 per year**, payable in 9 monthly installments (Sept.-May) of **\$245/month**
- 4. Elementary: (1-6): \$3825 per year**, payable in 9 monthly installments (Sept.-May) of **\$425/month**
See Multi-Family discount chart for additional students.
- 5. MCS: (7-10): \$4455 per year**, payable in 9 monthly installments (Sept.-May) of **\$495/month**
See Multi-Family discount chart for additional students.

TERMS FOR TUITION PAYMENTS:

- 1. Payment Schedule:** _____ **INITIAL**
 - a. Tuition may be paid in full by Sept 5, 2019, or in 9 monthly payments starting September 5, 2019. Payments are due on the **FIFTH DAY** of each month for 9 months.
 - b. Payments start September 5, 2019, and run through May 5, 2020.
 - c. Tuition payments are made to FACTS.
- 2. Delinquent Tuition:** _____ **INITIAL**
 - a. Tuition payments received after the 5th of the month will incur a \$25 late fee.
 - b. Delinquent tuition for more than 30 days automatically results in dismissal until the account is resolved.
 - c. Unpaid accounts will result in the denial of report cards and re-enrollment for the next school year.
- 3. Late Pickup Charges:** _____ **INITIAL**
 - a. Students picked up late will be charged \$3 for every five minutes to your FACTS Account.

PLEASE COMPLETE AND SIGN REVERSE SIDE OF FORM

4. Withdrawal: _____ INITIAL

- a. Parents wishing to withdraw a student before the end of the school year must give 30 days written notice and will be prorated for those 30 days following the notice. *(1st-10th Grade Only)*
- b. A \$150 withdrawal fee will be assessed for each student. *(1st-10th Grade Only)*
- c. Registration, book rental, and supply/science fees are non-refundable. Books remain the property of the school.
- d. If a student withdraws before the end of the month, tuition for the entire month is forfeited. *(Kindergarten Only)*
- e. There is no withdrawal fee for **Preschool or Pre-K**, tuition will be prorated at the time of withdrawal.

TERMS FOR KINDERGARTEN & 1st-10th GRADE ONLY

SERVICE BLOCK: *(Required for families in grades 1st-8th only)*

Option A: 18 hours volunteer time *(sample jobs: traffic, sanitizing, lunch & recess supervisors)*

Option B: \$400 fee *(May be payed in full at the beginning of the school year or in four installments of \$100 at the beginning of each Service Block Quarter.*

_____ **INITIAL** I am choosing to participate in the Service Block Program by serving 4.5 hours/ quarter in designated Service Block positions.

_____ **INITIAL** I am choosing to NOT participate in Service Block Program and will pay the \$400 yearly fee.

SCRIP PROGRAM PARTICIPATION: *(Required for families in grades K-10) \$1,000/year/family minimum*

_____ **INITIAL** I am choosing to participate in the Scrip Tuition Reduction Program for this year and will meet my \$1,000 minimum requirement.

_____ **INITIAL** I am choosing NOT to participate in the Scrip Tuition Reduction Program for this year. Therefore, I will pay a one time fee of \$150.00 payable by October 5th, 2019.

I/WE UNDERSTAND AND AGREE TO FOLLOW THE OUTLINED PROCEDURES FOR PAYMENT.

Parent/Guardian Print: _____

Parent/Guardian Signature: _____ Date _____

All books remain the property of the school. Tuition payments received after the 5th of the month will be assessed a late fee of \$25 per student. If the student account becomes 30 days delinquent, it will be cause for dismissal. Delinquent accounts of any amount after April 5th, 2020, students will not be able to attend school until the account is resolved. There will be a \$25 fee for any returned check. Students will not be admitted to the new school year unless all past school tuition and fees have been paid in full no later than July 1st after the previous school year ended. Uncollected fees will be subject to collection by a third party collection agency and reported to the Credit Bureau. Gresham OR, 97030.

Waiting List: *Payment of Registration Fees is required to be placed on the waiting list. Any student not placed by the first day of school will receive a refund of all fees paid.*

MULTIPLE STUDENT TUITION DISCOUNT 2019-2020

Applies to any combination of students in the elementary/middle school grades only.

**First student will be the higher of the two rates.*

3 Day	1st Student*	2nd Student	3rd Student	4th Student
Elementary 1st-6th	\$3,825 \$425	\$3,150 \$350	\$2,430 \$270	\$1,1935 \$215
MCS 7th-10th	\$4,455 \$495	\$3,600 \$400	n/a	n/a

PAYMENT DATES & LATE FEES

All payments are due the 5th of each month starting in September.

A \$25 per family LATE FEE will be automatically assessed after the 5th of each month.

HEALTH HISTORY
FIELD TRIP PERMISSION FORM
2019-2020

Student Name (print) _____ D.O.B. ____/____/____

Insurance Company _____ Policy Number _____

HEALTH HISTORY:

Please (x) any of the following conditions your child has experienced and circle NO / YES:

____ Hearing Problems Describe: _____

____ Vision Problems Wears glasses? (circle) No / Yes Wears contacts? (circle) No / Yes

____ Allergies List: _____

What happens? _____

Is EpiPen prescribed for allergies? (circle) No / Yes If yes, parent must provide EpiPen.

____ Bee Sting Allergy What happens? _____

____ Is EpiPen prescribed for bee stings? (circle) No / Yes If yes, parent must provide EpiPen.

____ Asthma - Is an inhaler used? (circle) No / Yes How often? _____

List medications taken for asthma _____

Name of asthma doctor _____ Phone _____

____ Diabetes - Name of diabetes doctor _____ Phone _____

____ Seizures - What type? _____ Last seizure (date) _____

Medication taken _____

Name of seizure doctor _____ Phone _____

____ Hospitalizations - For what? _____

____ Episode of loss of consciousness (circle) No / Yes When? _____

____ Bone/Joint problem or fracture? (circle) No / Yes Is a brace worn? (circle) No / Yes

What bone or joint and when? _____

List any recurrent medical problem or unusual illness of which you want the nurse to be aware.

List any activity restrictions _____

_____ **MY CHILD IS HEALTHY AND HAS NO HEALTH PROBLEMS**

PERMISSION for over-the-counter medication during the school day and/or school related activities

I authorize the school nurse and Phonics Phactory staff to administer the following OTC medications at their discretion. PLEASE CHECK MEDICATIONS PERMITTED.

____ Acetaminophen (Tylenol) ____ Diphenhydramine HCL (Benadryl) ____ Anti-itch skin creams
____ Ibuprofen (Advil, Motrin) ____ Antacids (Tums, Mylanta) ____ Cough medicine/drops

Physician's name _____ Phone _____

Location of offices _____

Mother/Guardian (print) _____

Home Phone _____ Cell Phone _____

Signature _____ Date _____

Father/Guardian (print) _____

Home Phone _____ Cell Phone _____

Signature _____ Date _____

Neighbor or relative _____ Phone _____

PERMISSION FOR MEDICAL TREATMENT / FIELD TRIPS:

I hereby consent to have my child, _____, participate in field trips supervised by the teaching staff away from the school grounds to local points of interest.

I hereby authorize the Phonics Phactory to call an emergency ambulance in case of accident or acute illness, and to arrange for necessary emergency medical and surgical care, in case I am not immediately available. Any qualified physician, called by the Phonics Phactory, may treat and do whatever is necessary for the health and well being of my child.

It is understood that a conscientious effort must be made to notify me (the parents) before such action will be taken. I also agree to accept responsibility for the cost of above medical services, and that any school insurance is secondary to my own primary insurance coverage.

Mother _____ Date _____

Father _____ Date _____

Legal Guardian _____ Date _____

This form must have two signatures. If your child is in the custody of one parent, please indicate.