



McGinnis Woods
Country Day School

**APPLICATION FOR
ELEMENTARY & MIDDLE SCHOOL ADMISSION**

Please print and fill out all blanks (use NONE or N/A if not applicable)

____ 2010-2011

Child's Full Legal Name _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ SS# _____

Subdivision _____

County _____

ADMISSION REQUEST

Applying for: Grade _____ Preferred Start Date _____

STUDENT BIOGRAPHICAL INFORMATION

Date of Birth _____ Age _____ Citizenship _____

Place of birth _____

City State Country

Religious Preference _____

Ethnic Background:

____ Asian or Pacific Islander

____ American Indian/Alaskan Native

____ Black/African American

____ White/Anglo/Caucasian

____ Other. Please specify _____

Sex:

____ Male _____ Female

PARENTS / GUARDIANS

Father: _____ **Mr.** _____ **Dr.** _____ **Mother:** _____ **Mrs.** _____ **Dr.** _____ **Ms.** _____

Name _____ **Name** _____

Occupation _____ **Occupation** _____

Title _____ **Title** _____

Employer _____ **Employer** _____

Address _____ **Address** _____

City, State, Zip _____ **City, State, Zip** _____

Work number(s) _____ **Work number(s)** _____

Cell Number(s) _____ **Cell Number(s)** _____

Work Hours _____ **Work Hours** _____

E-mail address _____ **E-mail address** _____

Parents:
_____ **Married** _____ **Divorced** _____ **Separated**

Address (if different from applicant's) _____

Describe the general health of the parents _____

Are there any limitations on either parent's right to pick up or visit the child at school?

_____ **Yes** _____ **No**

**If yes, please attach a copy of the court order to keep on file at McGinnis Woods.
Please explain any social or family circumstances of which McGinnis Woods should be aware:**

HEALTH INFORMATION

**Please submit immunization form 3231 & 3300 – required by Georgia law
Updated forms are required as they expire**

Physician _____

Practice _____

Address _____

City, State, Zip _____

Phone Number _____

Brief Health History _____

Child's Health Insurance

Name of Insurance Plan _____ **ID#** _____

Subscriber's Name (on insurance card) _____

Social/Emotional/Behavioral/Developmental Concerns

ALLERGIES

List all allergies or sensitivities to drug, food, etc. and reaction. Please write none if no allergies exist. *All food allergies require written documentation from a physician.*

**For each allergy listed that may require medication, an Allergy Action Form must be completed.

MEDICATION

State Law requires that all medication taken at school must be turned in to the office with the complete medication form to administer

List all medications currently being taken on a regular basis:

Any medical conditions or special needs (i.e.: Asthma, RAD, Reflux, food intolerance or religious food preferences) of which the school should be aware? _____ Yes _____ No
If yes, please explain

(For Asthma or RAD requiring medication to be kept at school, an asthma action plan is required.)

List any known triggers for your child's asthma: _____
How often has your child needed urgent care from a doctor for an asthma attack?
In the past 12 months: _____ in the past 3 months? _____

FOOD AND DIET

Please omit the following from diet due to food intolerance or religious preferences:

beef pork fish chicken all meat (vegetarian)

(no pork entrees are reserved at lunch. Corn dogs, beanie weenies, etc are made with turkey)

Will send food

Substitute a cheese sandwich

PreK3 and up: Is your child potty-trained? Yes No

EMERGENCY AND RELEASE INFORMATION

Other persons in addition to parents to whom McGinnis Woods is authorized to release this child shall be listed below. Under no circumstances will McGinnis Woods release this child to anyone not identified below without specific instructions from the parent. Special instruction forms are available at the front desk. McGinnis Woods will not allow a child to enter or leave without an adult escort (18 years or older.) Additions or changes to this list must be made in writing. Must be in metro Atlanta area.

EMERGENCY

1. Name _____ Relationship _____

Address _____

Phone Number(s) _____

2. Name _____ Relationship _____

Address _____

Phone Number(s) _____

RELEASE AUTHORIZATION

1. Name _____ **Relationship** _____

Address _____

Phone Number(s) _____

2. Name _____ **Relationship** _____

Address _____

Phone Number(s) _____

PREVIOUS SCHOOLS

Please list all previous school(s) attended. All records *must* be received prior to admission.

School Name	Dates of attendance	Reason for leaving
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School Name	Dates of attendance	Reason for leaving
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School Name	Dates of attendance	Reason for leaving
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SIBLINGS

Please list the name(s) of all siblings and any schools attended (preschool – college)

Sibling Name & Age	School Attended	Dates of Attendance	Reason for leaving
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Sibling Name & Age	School Attended	Dates of Attendance	Reason for leaving
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Sibling Name & Age	School Attended	Dates of Attendance	Reason for leaving
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FINANCIAL AND PROCEDURAL AGREEMENT

FEES AND TUITION

An initial registration fee of one hundred ten dollars (\$110.00) shall be paid for each child at the time of initial registration. The annual registration fee of eighty-five dollars (\$85.00) shall be due and payable upon re-enrollment. To reserve your child’s space in class, the \$1000 non-refundable deposit is due by May 1. The Curriculum fee, Technology fee, Field Trip fee and Parent Association fee will be billed to your account on May 1. All fees are non-refundable. No bills or invoices are sent.

A fee of twenty five dollars (\$25.00) will be assessed for each child not picked up at the end of the school program.

SECURITY KEY DEPOSIT

McGinnis Woods is equipped with a controlled access security system to limit unauthorized entry of visitors without the knowledge and permission of the administration. Each family shall be issued one security key. Additional keys are available for a refundable deposit of \$35.00 for each key issued. Each parent or other regularly designated pick up person is required to have a key.

LATE CHARGES AND PENALTIES

Monthly tuition is due by the first of every month. Invoices are not sent. Weekly After School tuition is due in advance on Monday morning of each week. A late charge of

twenty five (\$25.00) dollars shall be automatically added when a balance is carried forward. If an account becomes delinquent (over one week past due without receipt of payment) there will be an additional weekly service charge of eighteen percent (18%) of the past due balance added automatically. In the event arrangements to make payment are not made, McGINNIS WOODS may, at its discretion, dismiss the child and the parent shall remain responsible for the balance due and any expenses incurred by McGINNIS WOODS in the pursuit of payment.

WITHDRAWAL

The parent agrees to furnish McGINNIS WOODS with at least thirty (30) days advance written notice of such date of withdrawal. However, the parent/guardian is still obligated to pay the tuition/charges per the tuition contract for the full academic year.

ADMISSIONS

Initial and continued enrollment will be at the discretion of McGINNIS WOODS based upon the best interests of the child, the expectation that he/she will benefit from the program, and the health, safety and general welfare of the child and the other enrolled children. Enrollment shall be for children six weeks through thirteen years of age without regard to race, creed, sex, or national origin.

CURRENT INFORMATION

The parent is required by state law to update information on the enrollment application as necessary. Please remember when any of your phone numbers or your address change, updates must be made immediately in writing. Information update forms are available.

PERMISSION

We hereby grant McGinnis Woods permission for this child to:

- A. Take part in all program activities, including the use of indoor and outdoor equipment;
- B. Be photographed or videotaped in connection with the daily program activities; these may be posted on the school web site, printed materials and/or yearbook;
- C. Leave the premises of McGinnis Woods to take part in planned field trips supervised by McGinnis Woods staff. Parents are encouraged to participate in all field trips;
- D. Participate in water-related activities supervised by McGinnis Woods staff;
- E. Be listed in the McGinnis Woods School Directory

PARENT HANDBOOK

Each parent is responsible for reading the McGinnis Woods Parent Handbook. Signature on this application acknowledges receipt of, understanding of, and adherence to all policies stated in the Parent Handbook and any addendum (which may be in the form of a memo.)

GENERAL AND FINANCIAL ACKNOWLEDGMENTS

To the best of our knowledge the information contained in this application is true and accurate. The administration may verify any part of this application material. If any part of this application is inaccurate, or the provisions not upheld, the student is

subject to dismissal from the school. The applicant desires to be a student at McGinnis Woods Country Day School.

We have specifically reviewed each of the provisions of this application and Parent Handbook and hereby agree to comply with all provisions hereof.

As parents/guardians of the applicant, we attest that the information herein is true and accurate to the best of our knowledge. If the applicant is accepted to McGinnis Woods, we grant the school officials the permission to secure medical attention as needed in case of emergency.

_____ Please check if you would like a receipt after each payment

Please check ONE of the following:

_____ Please do NOT enroll my child in Before/After School

_____ Please enroll my child in Before & After School

_____ Please enroll my child in Before School ONLY

_____ Please enroll my child in After School ONLY

I plan on my child attending McGinnis Woods through _____ grade. (up to 8th grade)

Parent Signature Date

Parent Signature Date

Please note: Classroom/Teacher requests are not encouraged and will NOT be guaranteed and should not be assumed.

Any additional information:
