

**McGinnis Woods**

**Country Day School**

**2018-2019 Re-Enrollment Form**

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

**DUE by Monday, January 22, 2018**

**Child's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student's Email address (optional):** \_\_\_\_\_

\_\_\_\_\_ **All of my information on file is current and correct (address, phone number, email addresses, allergies, medical information, after school). \*\*Please sign last page of application.\*\***

**Or complete any new information below:**

**NEW INFORMATION**

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **County** \_\_\_\_\_ **Subdivision** \_\_\_\_\_

**PARENTS / GUARDIANS**

**Father: Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Title** \_\_\_\_\_ **Work Hours** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Work number(s)** \_\_\_\_\_ **Cell Number(s)** \_\_\_\_\_

**Mother: Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Title** \_\_\_\_\_ **Work Hours** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Work number(s)** \_\_\_\_\_ **Cell Number(s)** \_\_\_\_\_

**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.

**MEDICATION**

State Law requires that all medication taken at school must be turned in to the office with a completed medication form to administer. List all medications currently being taken on a regular basis and date started:

Any new 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

List symptoms: \_\_\_\_\_

Brief Health History \_\_\_\_\_

ALLERGIES: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please list

Has your child had an IEP or evaluation? If yes, please list date and diagnosis. Submit forms to the office. \_\_\_\_\_ No \_\_\_\_\_ Yes: Date: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

**NEW EMERGENCY AND RELEASE AUTHORIZATION INFORMATION**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

\_\_\_\_\_ Emergency Contact \_\_\_\_\_ Allowed to pick up

**SIBLINGS**

Please list the name(s) of all siblings and any schools attended:

Name	Age/Grade	School Attended	Dates of Attendance	Reason for leaving

## **FINANCIAL AND PROCEDURAL AGREEMENT**

### **FEES AND TUITION**

**An initial registration fee of one hundred and twenty five dollars (\$125.00) shall be paid for each child at the time of initial registration. The annual registration fee of one hundred dollars (\$100.00) shall be due and payable upon re-enrollment. To reserve your child's space in class, the one thousand dollars (\$1000.00) non-refundable deposit is due by May 1, 2018. The curriculum fee, technology fee, field trip fee, and Parent Association fee will be billed to your account and due by May 1, 2018. All fees are non-refundable. No invoices or bills are sent. If your child is not picked up at the end of the school day, your child will be placed in the After School program and your account will be billed accordingly.**

### **SIBLING DISCOUNTS**

**Family is important to McGinnis Woods Country Day School. We offer a generous sibling discount which is given automatically to all families.**

**1<sup>st</sup> sibling enrolled 5%**

**2<sup>nd</sup> sibling enrolled 10%**

**3<sup>rd</sup> sibling enrolled 15%**

**4<sup>th</sup> sibling enrolled 20%**

### **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 Administration. Each family will 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 on or before the first day of every month. Invoices are not sent. A late charge of twenty five dollars (\$25.00) 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 monthly 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 parents shall remain responsible for the balance due and any expenses incurred by McGinnis Woods in the pursuit of payment.**

### **WITHDRAWAL**

**The parent/guardian 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 interest 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 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 is 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.**

**PERMISSIONS**

I/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 which may be posted on the school website, printed materials, and the yearbook.
- C. Leave the McGinnis Woods campus to take part in planned field trips supervised by McGinnis Woods Staff. Parents are encouraged to participate in 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. Signatures on this application acknowledge 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 ACKNOWLEDGEMENTS**

To the best of our knowledge the information contained in this application is true and accurate. The school administration may verify any part of the material in this application. 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 the Parent Handbook and hereby agree to comply with all provisions therein.

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 School officials the permission to secure medical attention as needed in the event of an emergency.

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

Daily            or:     Monday  Tuesday  Wednesday  Thursday  Friday

30 day written withdrawal is required for After School.

I plan on my child attending McGinnis Woods through grade: \_\_\_\_\_

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

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

\$100 renewal registration fee attached:

Check     Cash     Charge to Account (if account is current)

Enrollment and Tuition Contract

Emergency Medical Information form

Tuition Express Form

