

# Parent Information & Checklist for Enrollment

For New and Returning Students

**IMPORTANT:** All paperwork/information requested on this form must be submitted prior to your child attending school and must be turned in at the same time. Partial packets will not be accepted.

## Payments:

- \$400 Non-Refundable Enrollment Fee (all students)
- \$400 Refundable Tuition Deposit (new Kinderhale students only)
- \$400 Work Service Fee per parent/guardian due with first tuition payment
- Tuition Payment - based on start date
- FACTS – if you have not previously used our tuition management company, apply online and submit verification of application, here is the link to our school page:

<https://online.factsmgt.com/Signin/4bp2f>.

**THE STUDENT IS NOT CONSIDERED ENROLLED UNTIL THIS HAS BEEN COMPLETED.**

## Student File Information:

- FACTS Verification (new students only)
- Enrollment Contract
- General, Emergency Contact & Evacuation Information
- Student Medical Insurance Requirement & Consent for Use of Student's Image
- Assumption of Risk, Release and Waiver for Parents/Volunteers
- Work/Service Agreement

## Medical Information (new students, kindergarten age or 7th grade)

- Tuberculosis (TB) Clearance **required for ALL NEW STUDENTS** prior to start of school, (note: TB Document G-Risk Assessment provided may fulfill requirement)
- Student's Health Record & Immunization Record **required for ALL NEW STUDENTS, and CURRENT students entering kindergarten and 7th grade.**
- Immunization Waiver: a form Requesting Exemption from Vaccination on Religious Grounds
- Birth Certificate
- Medical Insurance Card
- Early Childhood Pre-K Health Record Supplement (DHS 908) **Kinderhale only.**

## **For Kinderhale Students only** – Please turn in the following additional forms:

- Meal Benefit and Enrollment Statement (Child and Adult Care Food Program)
- A copy of DHS Notice of Payment (for families applying for subsidy)
- Notice of payment from DHS (form DHS 922) for families applying for Preschool Open Doors, First to Work or Childcare Connections

**Enrollment with FACTS, payment and all documents must be completed prior to starting school.**