

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



THE STUDENT IS NOT CONSIDERED ENROLLED UNTIL THIS STEP 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.**
An immunization waiver is available upon request for religious reasons.
- 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.