

ST. CHRISTOPHER SCHOOL
3550 SW LOOP 820
FORT WORTH, TEXAS 76133
(817) 923-2040
stchrisdirector@gmail.com

FALL 2011-2012 REGISTRATION

To register, please complete the registration form and return the completed form, and the \$75.00 annual, non-refundable registration fee per child to the St. Christopher Preschool Office. The registration fee will ensure your child's enrollment in the class. Other required paperwork will be mailed to you at a later date.

St. Christopher School is a Parish Day School serving St. Christopher Episcopal Church and the children of the community regardless of color, race, or creed.

FINANCIAL POLICY

The yearly registration fee of \$75.00 is due at the time of registration and guarantees placement in the appropriate classroom. The first month's tuition and fall supply fee must be paid at the Parent's Meeting in August. No child will be allowed to start school until all fees are paid. Thereafter, tuition is due on the 1st of each month and is considered late after the 10th. There will be a \$15.00 late charge assessed on any unpaid balance on the 11th of each month. *IF FULL PAYMENT IS NOT RECEIVED BY THE 25TH OF THE FOLLOWING MONTH, YOUR CHILD WILL NOT BE ALLOWED TO CONTINUE ATTENDING ST. CHRISTOPHER SCHOOL UNTIL THE BALANCE OF YOUR ACCOUNT IS PAID IN FULL.* This policy will be strictly enforced unless we are informed of special circumstances which prevent prompt payment. Returned checks are subject to a \$25.00 non-sufficient fund charge.

We are a nonprofit, faith-based preschool which depends entirely on the prompt payment of fees and tuition for the service we provide.

HEALTH FORMS

Health forms and a copy of immunizations, which require a doctor signature and documentation of Vision and Hearing screenings, **MUST** be on file in the school office **BEFORE** the child attends the first day of class as mandated by the state of Texas. These forms will be mailed to you. **VISION AND HEARING SCREENING IS MANDATORY ACCORDING TO TEXAS HEALTH CODE FOR ALL CHILDREN WHO ARE FOUR BY SEPTEMBER FIRST OF THE SCHOOL YEAR.** Most of the time this is done at the child's 4 year well check-up appointment.

ADMINISTRATION OF MEDICATION

Asthma medications are the only medications which will be administered to a child while at school other than basic first aid for scrapes and cuts. Asthma medication must be in the original container labeled with the child's name and physician's instructions. The parent must also complete and sign a medical authorization form.

HOURS OF OPERATION

School Hours: 8:30 a.m.-12:30 pm

AM Care: 7:45 am-8:30 am (\$3.75 per day)

Early morning care for children prior to start of the regular school day.

Stay and Play: 12:30pm-6:00pm (\$3.75 per hour)

Afternoon care for children following school dismissal. Children who are not picked up by 12:45 pm will be taken to Stay & Play.

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Children will be placed in classrooms according to the age of the child on or before September 1<sup>st</sup>. Children enrolling in the 3 year old class and 4 year old class must be potty trained and able to take of their own bathroom needs.