

ENROLLMENT PROCEDURE

Woodcrest Nazarene Christian School welcomes students of any race, color, sex, religion, national or ethnic origin. This non-discriminatory policy also applies to the hiring of all staff. Our administration does, however, reserve the right not to accept children who are physically handicapped or emotionally disturbed if it is determined that the school cannot meet the needs of the child, or an adverse effect upon other children seems likely.

NEW ENROLLMENTS

A. Pre-School – Age 2 & 3 (Must be toilet-trained)

1. Child must be 1 year 9 months in September
2. Complete “Application for Admission”
3. Provide a birth date verification
4. Complete Pre-admission Health History (Physician’s Report)
5. Complete Pre-admission Health History (Parent’s Report)
6. Complete Immunization Record Form
7. Complete Identification and Emergency Information For
8. Complete Emergency Hospital Authorization Consent Form
9. Payment of registration and book and book fee in full (paid once per year)
10. One month and two weeks tuition payments must be paid

B. Elementary School K-4 – 6th Grade

1. Complete “Application for Admission”
2. Provide birth date verification. Students enrolled in a K-5 Class must be 5 years old by December 1st. Proof of age is required.
3. Complete Immunization Record Form signed by Physician
4. Complete Health History Form
5. Complete Identification and Emergency Information Form
6. Complete Emergency Hospital Authorization Consent Form
7. Complete Extended Day Care Form
8. Payment of registration and book fee in full (paid once per year)
9. K-5 through 6th Grade students pay a computer fee in full (paid once per year)
10. First and last tuition payments must be paid
11. All new students will be tested, and a \$25.00 testing fee must be paid. A progress report from the school previously attended must be provided

RE-ENROLLMENTS

A. Pre-School – Ages 2 & 3

- 1. Complete Re-enrollment Application**
- 2. Review of child's past performance**

- 3. Review of parent's/guardian's cooperation**
- 4. Complete Hospital Authorization Form**
- 5. Complete Parental Agreement Form**
- 6. Payment of registration and book fee in full**

B. Elementary School – K-4 - 6th Grade (Same as Pre-School)

Woodcrest Nazarene Christian School is a private non-profit Christian School. It is supported by tuition and private donations. Charges are kept to a minimum in an effort to provide a Christian education for as many children as possible.

A. REGISTRATION FEE

- 1. Paid each year**
- 2. Non-refundable unless the school fails to accept**
- 3. See Parental Agreement Form for details**
- 4.**

C. TUITION PAYMENTS (Includes lunch for Pre-School & K-4 only)

Payments can be made by mail or in the office. The office hours are from 8:00 a.m. – 4:00 p.m. Payments are due on the 1st of each month and late after the 5th. A late fee of (\$25.00) will be charged after 4:00 p.m. on payments made after the 5th of the month. When the 5th of the month falls on a weekend or holiday, payments must be made on the Friday before to avoid a late charge. All tuition and outstanding accounts must be paid by the 10th of the month or students will not be permitted in class.

THE SCHOOL YEAR: (September – June 40 weeks) For the school year, payments are due on the 1st of each month starting August 1st and ending May 1st. **Monthly statements will not be sent out unless your account is past due.**

TUITION DISCOUNTS: The following tuition discounts will be given to parent/guardians that have more than one child attending Woodcrest for the past year.

Tuition Discount

(Example based upon a \$295.00 Tuition Payment Per Month)

<u>Child</u>	<u>Discount Percentage</u>	<u>Amount Paid</u>
<i>1st Child</i>	<i>0%</i>	<i>\$295.00</i>
<i>2nd Child</i>	<i>20%</i>	<i>\$265.50</i>
<i>3rd</i>	<i>10%</i>	<i>\$236.00</i>

PERSONAL CHECK: Personal checks will not be accepted for a tuition payment or any payments made after **April 30th**. Payments must be with cash, a money order, a cashier's check, an A.T.M. Card, a Master Card, or a Visa Card. (No personal checks, please).

A.T.M., MASTER, AND VISA CARDS

Tuition payments and all other payments may be made with you're A.T.M., Master, and Visa Cards at any time.

D. DELIQUENT ACCOUNTS

Accounts are considered delinquent after the 5th of each month. **A \$25.00 Late charge will be added to delinquent accounts.** Students will not be permitted to attend class after the 10th of the month. Also, report cards will not be issued, if an account is delinquent.