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Enrollment Form

School Hours of Operation: Monday – Friday 7 a.m. - 6 p.m.

Child Information:

Name: _____ Date of Birth: _____

Address: _____
Street address **City and Zip**

Days attending: M T W Th F Arrival Time: _____ Departure Time: _____

Parent/ Guardian Information: (please provide the office with any legal documentation of guardianship)

Name: _____	Name: _____
Address: _____	Address: _____
Cell #: _____	Cell #: _____
E-Mail: _____	E-Mail: _____
Employer: _____	Employer: _____ <i>vybhhy0</i>
Work #: _____	Work #: _____

*** Please inform the office immediately if any of the above information changes.

Authorized Persons to Pick up/ Emergency Contact:

For the safety of your child, all authorized persons must provide a photo ID that matches the address provided. You must provide at least 1 person, not listed above who may be contacted in case of an

Name: _____ **Relationship to child:** _____

Address: _____

Cell/Home: _____ Work: _____

Name: _____ **Relationship to child:** _____

Address: _____

Cell/Home: _____ Work: _____

Name: _____ **Relationship to child:** _____

Address: _____

Cell/Home: _____ Work: _____

Enrollment Agreement:

Please read each agreement and initial each one.

_____ **Annual Registration Fee:** Is due at the time of enrollment and every September. The registration fee is non-refundable.

Individual Reg: **\$100.00** Family Reg: **\$150.00**

_____ **Tuition Payment / Payment Fees:** Is due on the 1st of the month and no later than the 5th of the month in the form of a check or money order. Please write your child's name on your check or money order.

_____ **Discounts:** There is a 10% sibling discount on the oldest child.

_____ **Late Fee:** Payment not received by the 5th, will be subject to a \$50 late fee at the _____ end of day. Each addition day that payment is not received, \$5 will be added to your _____ balance. Child will be dis-enrolled if payment not received by the end of month.

_____ **Late Pick Up Fee:** It is \$2.00 for every minute you are late picking up your child. This payment must be made by the next business day.

_____ **Returned Checks:** A processing fee of \$50.00 will be charged for returned checks _____ and this fee is in addition to any charges that your bank may charge you.

_____ **Daily sign-in and sign-out:** Please sign your child in and out daily at the SmartCare kiosk by the office. If you have CCS, you must sign in and out on both systems. **Children may not sign themselves in or out.**

_____ **Fundraisers:** Throughout the school year fundraisers will be held, All families are expected to take part in the fundraisers, by taking part in the fundraiser, giving a monetary donation or volunteering your time.

_____ **Volunteer:** Throughout the school year all families are expected to volunteer at least 15 hours.

_____ **Arrival Time:** All children must arrive to school before 9am. If you arrive after 9am you will be asked to keep your child home for the day.

_____ **Breakfast:** Breakfast is from 7a-8a each day. If you arrive after 8am and your child still needs breakfast, feel free to sit with them in the teacher's lounge. Breakfast is not allowed in any classroom after 8am.

_____ **Hand washing:** Everyone (parents, children & staff) must wash their hands when entering a classroom.

_____ **Immunizations:** Wesley School must have updated immunization records for your child. Your child will not be allowed to attend until immunization records are current. Please bring all updated records to the office.

*I understand and comply with the policies for having my child and/or children enrolled at Wesley School and that **I have received and read the parent handbook**. I understand that my child(ren) may be dis-enrolled if I do not comply these policies. Welcome to the Wesley School Family!*

Parent / Guardian Signature: _____ Date: _____

Information must be updated every year or as information changes. Please initial and date below.

Update #1: _____

Update #2: _____

Update #3: _____

Update #4: _____