



Ascension Episcopal School
2525 Seagler Road • Houston, TX 77042
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www.ascensionepiscopalschool.org

Early Childhood Enrollment Agreement 2010- 2011

Before a child is admitted to the school, the following must be on file:

- Copy of the Birth Certificate
- Signed Enrollment Agreement
- Signed Emergency Information and Student Directory Form
- Class schedule
- Health records signed by a licensed physician
- The school requires a disclosure of all communicable diseases, special problems, or needs.

Registration and Supply/Activity Fees

- A \$100.00 non-refundable application fee is due with all enrollment and application forms.
- A \$100.00 annual supply fee is due before admission to class.
- A \$150.00 annual building fund (one per family)

Monthly Rates for 2010-2011 school year

	Infants 3 months - walkers*	ECP I 15-20 months*	ECP II 20-27 months*	ECP III 27-36 months*
7AM-6PM				
5 Day	\$1,050.00	\$1,050.00	\$1,024.00	\$ 1,024.00
4 Day	\$ 971.00	\$ 971.00	\$ 883.00	\$ 861.00
3 Day	\$ 728.00	\$ 728.00	\$ 662.00	\$ 646.00
2 Day	\$ 485.00	\$ 485.00	\$ 441.00	\$ 430.00
8AM-4PM				
5 Day	\$ 982.00	\$ 982.00	\$ 893.00	\$ 871.00
4 Day	\$ 824.00	\$ 824.00	\$ 750.00	\$ 731.00
3 Day	\$ 618.00	\$ 618.00	\$ 562.00	\$ 548.00
2 Day	\$ 413.00	\$ 413.00	\$ 375.00	\$ 366.00
4PM-6PM Extended Care - Contract Prices				
5 Day	\$ 231.00	\$ 231.00	\$ 231.00	\$ 231.00
4 Day	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00
3 Day	\$ 138.00	\$ 138.00	\$ 138.00	\$ 138.00
2 Day	\$ 93.00	\$ 93.00	\$ 93.00	\$ 93.00
7AM-8AM Extended Care - Contract Prices				
5 Day	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00
4 Day	\$ 93.00	\$ 93.00	\$ 93.00	\$ 93.00
3 Day	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
2 Day	\$ 46.00	\$ 46.00	\$ 46.00	\$ 46.00
Extended Care	\$10/Hour			
Drop in	\$10/Hour			

Initials _____

Program Options:

Full Time _____ 7:00AM-6:00PM (5 days)

Part Time _____ Select preferred days and hours

(Minimum requirement: Two (2) days per week)

***Children will be promoted according to their developmental stage and this will be determined by the Director.**

Drop-In Program

- Drop in program is only for children enrolled in Ascension Episcopal School.
- Reservations are accepted only the day before or the day of attendance.
- There is a \$15.00 charge for any unused reservation that is not canceled in advance.
- May be used to provide additional hours or days outside of a program.

Payments

Initials

- Monthly tuition is due by the first of each month. **Failure to make payment by the 10th of the month will result in a \$25.00 late fee.**
- Advance payment of one month's tuition is due two (2) weeks after receipt of The contract or your child's place will be open to the next applicant. This assures your child a place in the program and is not refundable.
- A \$15.00 charge will be incurred for changing programs more than once, including hours or days. (Program Change Charge) The office must be notified of all changes in writing.
- A \$25.00 fee will be charged for all returned checks.
- Monthly statements will be sent via e-mail. Please provide the e-mail address (es) where you would prefer to receive your statements and school correspondence.

E-mail Address (es) _____

Late Pickups

Initials

\$15.00 late fee will be incurred for every quarter hour or any part of a quarter hour after 6:00 PM. We are licensed only until 6:00 PM. Parents are **required** to sign the late slip when arriving after 6:00 PM.

Absences/School Closures

Initials

- Tuition is charged for a place in the class rather than attendance.
- Refunds are not made for days missed.
- Credits or refunds are not given for days when ECP is closed for holidays, teacher in-service or other reasons when declared in the AES Year at a Glance ECP Calendar.
- Credits or refunds are not given for days when ECP is closed as a result of inclement weather or other disaster when declared by Ascension Episcopal School.

Health and Illness

Initials

Please keep your child at home when one of the following symptoms are observed:

- Fever of 100 or higher within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Eye infection
- Earache
- Sore throat, cough and runny nose with a low-grade fever
- Pink eye

When the child returns to school, a physician's note is required in the case of contagious diseases: e.g., chicken pox, hepatitis, measles, strep throat, etc. A child must be fever free for twenty-four hours (without the use of Tylenol or similar products) before they may return to school. When it is necessary for a student to be absent because of illness or an emergency, it is requested that a parent call to inform the school.

Emergency Authorization

Initials

- The school is authorized to act on behalf of the parent/guardian in emergency situations where the parent/guardian cannot be reached immediately.
- The school may refuse to release a child to anyone other than those individuals previously designated in writing.

Withdrawal Notification

Initials

In the event of withdrawal, a **thirty (30) day written notification** of withdrawal must be submitted to Ascension Episcopal School.

I have read and understand the obligations to the Ascension Episcopal School Early Childhood Enrollment Agreement. I agree to pay the tuition in advance without notice, or the space will be given to the next applicant on the waiting list.

Mother's Signature _____ Father's Signature _____

Mother's Name _____ Father's Name _____

Student's Name _____ Sex M/F
Last First Middle

Signed this _____ day of _____, Year _____, in Harris County, Texas

Accepted by _____ Head of Ascension Episcopal School

Signed this _____ day of _____, Year _____, in Harris County, Texas

PLEASE NOTE: Both parents or legal custodian and person financially responsible must sign. If divorced, check legal custodian name.