



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

Early Learner's and Pre-school Enrollment Agreement
2019- 2020
June 1, 2019 – May 31, 2020

Student's Name _____

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

- Copy of the Birth Certificate
- Signed Enrollment Agreement
- Signed Family Information and Emergency Contact Forms
- Physical Exam Form signed by a licensed physician and current immunization record
- Health Record stating all communicable diseases, allergies, special problems or needs of the child

Registration and Supply/Activity Fees

- A \$100.00 non-refundable application fee is due with all application forms.
- A \$200.00 annual supply fee is due before admission to class.
- A \$175.00 annual building fund (one per family)

**Monthly Rates for 2019-2020 School Year
Beginning June 1, 2019 – May 31, 2020**

Ducklings, Penguins and Turtles

Lambs, Pre-school and Pre-school +

7AM-6PM		
5 Day	\$1,479.00	\$ 1,444.00
4 Day	\$1,368.00	\$ 1,243.00
3 Day	\$1,027.00	\$ 934.00
2 Day	\$ 686.00	\$ 621.00
8AM-4PM		
5 Day	\$1,384.00	\$ 1,259.00
4 Day	\$ 1,162.00	\$ 1,059.00
3 Day	\$ 872.00	\$ 786.00
2 Day	\$ 582.00	\$ 528.00
* Extended Care	\$12.00/Hour	

Children will be promoted according to their developmental stage. This will be determined by the School and the availability of space.

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)

Initials

Drop-In Program

- Drop in program is \$12.00 per hour & \$6.00 per ½ hour. (Drop in program is only offered for children enrolled in Ascension Episcopal School).
- Reservations can be made no earlier than the day before and may be made on the day of attendance.
- There is a \$15.00 charge for any unused reservation that is not canceled at least one day in advance.
- Drop-in program may be used to provide additional hours or days outside of a program.

Initials

Payments

- 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.**
Bank Draft Payment Option Available see Accounting Manager
- 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. Failure to receive a statement by e-mail does not relieve the parent/guardian/responsible party from his or her obligations to pay and the fees above related to late payments/changes/etc. will be charged even if a statement is not received by e-mail. Any changes to the e-mail address(es) provided below must be made in writing.

E-mail Address (es) _____

Initials

Late Pickups

- **\$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 a late slip when arriving after 6:00 PM.

Initials

Absences/School Closures

- 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 ELP is closed for holidays, teacher in-service or other reasons when such dates are set out in the AES Year at a Glance ELP Calendar.
- Credits or refunds are not given for days when ELP is closed as a result of inclement weather or other disaster as determined by Ascension Episcopal School in its sole discretion.

Health and Illness

Initials

For the health and safety of your child and the other students, please keep your child at home when one of the following symptoms is 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 he or she may return to school. When it is necessary for a student to be absent because of illness or an emergency, please 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 or the school determines, in its reasonable discretion, that there is a need to act to protect the health/safety/wellbeing of the child prior to contacting the parent/guardian.
- 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. No refunds of any amounts previously paid shall be given.

