

Dear Parents,

Christ Church Day School is now accepting applications for the 2018-2019 school year. Please register at your leisure prior to the dates listed below, but **do not submit a check** until you have been informed of your child's placement. To maintain priority status, registration forms must be submitted by the following deadlines. If these deadlines are missed, your name will be placed in the general lottery.

- **Until the close of the school day on Friday, January 12, 2018, priority registration will be open for re-enrolling students (Preschool and MMO) and children who have siblings attending the Day School for this present school year.** Registration fees will be due no later than Thursday, February 1, 2018.
- **Until the close of the school day on Friday, January 19, 2018, priority registration will be open for parishioners.** Registration fees will be due no later than Thursday, February 1, 2018.
- **Registration for the public will be open until the close of the school day on Wednesday, January 31, 2018 to participate in the general lottery.** Registration fees will be due no later than Friday, February 9, 2018.

During winter registration if a particular class receives more requests than spots available, a lottery will occur to determine placement. The order of the waiting list for that class will be determined by a lottery as well. We do encourage you to participate in a timely fashion, but applications after winter registration are always welcome.

The school board has established a program to provide assistance for families with multiple children at the school. A discount of \$15.00 will be applied to the youngest child's tuition. This discount will only apply to tuition payments. No multiple sibling discounts will apply to registration fees. If you choose to accept this discount, monthly tuition payments must be made by using the school's electronic draft program.

Before returning the signed registration form, please read the registration and tuition agreements carefully. **Only preschool parents will be responsible for a \$40.00 classroom material fee. This fee will be paid at Orientation.** If you have any questions, do not hesitate to call me at the school office. Also make sure your email address is printed clearly for notification of your child's placement prior to the fee deadline. **The registration fee (equal to one month's tuition) must be paid according to the above-listed deadline in order to reserve a spot in our program. Please do not submit a check until you have been informed of your child's placement.** Thank you so much for considering Christ Church Day School for your child's educational experience.

Sincerely,

Ellen Nietert  
Day School Director

**CHRIST CHURCH DAY SCHOOL  
2018-2019 REGISTRATION FORM**

Date \_\_\_\_\_

Is your child a returning student of CCDS (Preschool or MMO)? Yes \_\_\_ No \_\_\_  
Does this child have a sibling who is currently enrolled in the CCDS? Yes \_\_\_ No \_\_\_  
Are you a parishioner of Christ Church? Yes \_\_\_ No \_\_\_

**STUDENT INFORMATION**

Child's Full Name \_\_\_\_\_  
Name to be called \_\_\_\_\_ Gender \_\_\_ Current Age \_\_\_ Date of Birth \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Neighborhood \_\_\_\_\_ E-mail (print clearly) \_\_\_\_\_  
Church Affiliation \_\_\_\_\_  
Siblings' Names & Birthdates \_\_\_\_\_

If your child has any special needs and/or health problems that we should be aware of, please list below and describe in full.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

Father's name \_\_\_\_\_ Mother's name \_\_\_\_\_  
Place of employment \_\_\_\_\_ Place of employment \_\_\_\_\_  
Occupation \_\_\_\_\_ Occupation \_\_\_\_\_  
Home phone \_\_\_\_\_ Home phone \_\_\_\_\_  
Work phone \_\_\_\_\_ Work phone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**Program applied for:**

Mother's Morning Out I: \_\_\_\_\_ 12 - 17 month old Mon/Wed (9:00AM-11:30AM)  
Mother's Morning Out II: \_\_\_\_\_ 18 - 23 month old Tues/Thurs (9:00AM-12:00PM)

**Preschool (9:00AM-12:30PM)**

Please indicate your first choice with a 1 and your second choice with a 2.

_____	2 year old	Mon/Wed/Fri
_____	2 year old	Tues/Thurs
_____	3 year old	Mon/Wed/Fri (must be potty trained)
_____	3 year old	Tues/Thurs (must be potty trained)
_____	3 year old	2 Day 3's and Super Science Fridays
_____	4 year old	Mon-Thurs
_____	4 year old	Mon-Fri
_____	4 year old	4 Day 4's and Super Science Fridays
_____	3-4 year old	Super Science Fridays (9:00AM-12:30PM) (must be potty trained) 3 sessions per semester \$25/class with a \$5 material fee/session No registration fee required

\_\_\_\_\_ I have no preference regarding class choice.

\*\*\*Child must be the listed age on or by Sept 1, 2018 in order to be accepted.\*\*\*

**REGISTRATION AGREEMENT**

I understand that children of parishioners and those who have siblings already enrolled at Christ Church Day School have priority placement in the registration process.

I understand that the Director has the discretion to balance the classes according to gender.

I also understand that the registration fee (equal to one month’s tuition) is a non-refundable fee and must be paid by the appropriate deadline. No multiple sibling discounts will apply to registration fees.

**TUITION AGREEMENT**

I understand that the monthly tuition payments for the 2018-2019 school year are as follows:

MMO I	\$180.00	Fours (Mon-Thurs)	\$285.00
MMOII	\$190.00	Fours (Mon-Fri)	\$300.00
Preschool Two Day Classes	\$220.00	Super Science (4 weeks)	\$105.00
Preschool Three Day Classes	\$260.00	3 sessions/semester	

I understand if I am late (i.e. after the 10<sup>th</sup>) in my payments, I will be assessed a late fee of \$5.00. If I am habitually late, I understand that my child may be removed from the program.

I understand that if tuition is not received by the 10<sup>th</sup> of July and August, my child will be removed from the program.

I understand that tuition payments made in July and August are non-refundable.

I understand that I will be responsible for a \$40.00 preschool classroom material fee. This fee will be paid at Orientation and does not apply to the Mother’s Morning Out program.

I understand that tuition payments may only be made by check, electronic debit, or cashier’s check.

I understand that in order to receive a sibling discount, tuition must be paid by using the school’s electronic debit program.

I understand that if I withdraw my child from the school, refunds of tuition paid by the month are non-refundable. If I have made advance payments and need to withdraw my child, refunds will be prorated beginning with the next month. The director must be notified at least two weeks prior to withdrawal.

**MEDICAL AGREEMENT**

I understand that a current SC DHEC immunization record must be submitted in order to attend Christ Church Day School.

I understand that if my child requires emergency medication such as an EpiPen Jr., this prescription along with a doctor’s order must be kept in the school office. Without this prescription in the school office, my child may not attend Christ Church Day School.

I, the undersigned parent/guardian, have registered my child \_\_\_\_\_ at Christ Church Day School for the 2018-2019 academic school year. I have read and understand the registration/tuition/medication expectations of Christ Church Day School and agree to the terms mentioned above. I have also fully disclosed all pertinent information regarding the wellbeing of my child.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date





2304 Highway 17 North • Mount Pleasant, SC 29466  
843.884.9197 • [www.christchurchdayschoolmtp.org](http://www.christchurchdayschoolmtp.org) • [enietert@christch.org](mailto:enietert@christch.org)

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