

**ENROLLMENT PACKET
HARMONY SCHOOL
ELEMENTARY PROGRAM**

Dear Parents:

Attached is the Enrollment Packet for the Elementary program.

Please complete, sign and return the following forms:

- Contract for Enrollment
- Elementary Field Trip Permission Slip
- Volunteer Driver Agreement (if applicable)
- Photo Release Form (if applicable)
- Medical Release and Emergency Information Form
- Family Data Sheet

Please give your completed forms to me in the office on the first day of school. If you have any questions about these forms, feel free to contact me anytime at 787-1899. Thank you!

Sincerely,

Shannon McDonald
Office Manager

Contract for Enrollment (Elementary program)

Harmony School

Student's Name: _____ Grade Level: _____

Parent/Guardian Name: _____ Parent/Guardian Name: _____

I understand that upon Harmony School's acceptance of enrollment of my (our) child, the following terms and conditions apply.

1. All tuition (August – May) is due and payable on the first day of each month. Tuition can be paid in one lump sum (\$5100.00) or in monthly payments (\$510.00). A late charge of \$10 will be applied to any unpaid balance remaining after the 10th of each month (unless prior arrangements have been made).
2. A registration/materials fee of \$120 is due at the time of acceptance or during spring registration. This fee is non-refundable. A separate registration fee of \$50 is due for those children signing up for the summer program.
3. No credits or refunds will be made for absences such as vacation, illness, weather-related program closure, etc.
4. A field trip fee of \$150 (elementary) is due the first day of school. In addition, there is a small classroom supply fee at the beginning of the school year and after the winter break.
5. We provide a trial period of four weeks during which time the school may request that the student be withdrawn. If this occurs, you will receive a full refund of your registration/materials fee.
6. Parents of students enrolled at Harmony are asked to notify the school in writing as soon as possible if they will not be returning for the next school year.
7. A four week notice is required if a student is withdrawing from the school.

I (we) agree to fulfill all financial obligations of this 10 month contract promptly as explained above. I (we) understand that the tuition payment is due at the beginning of each month (unless the full year has been paid in full). If the full payment is not in the school office by the 10th calendar day of each month, a late charge of \$10.00 will be applied to the account. I (we) also understand that the deposit is non-refundable. I (we) understand and agree to the terms set forth above of this Contract for Enrollment.

Signature of Parent or Legal Guardian

X _____

Date: _____

X _____

Date: _____

Director's Signature: _____

Date: _____

Permission Slip

Harmony School

Elementary Field Trip Permission

Harmony School has my (our) permission to take _____
(Child's Name)

on field trips as authorized by the school.

Signature of Parent or Legal Guardian

Date

X _____

X _____

Volunteer Driver Agreement

Harmony School

When volunteering to drive Harmony children to and from field trips, I agree to adhere to all posted speed limits, to not drive under the influence of drugs or alcohol and to have a clean driving record as stated on page 13 of the Harmony School Handbook.

Volunteer Driver's Name: _____

Driver License No.: _____

Volunteer Driver's Signature: _____

Photo Release Agreement

Harmony School

Harmony School has my (our) permission to take photographs of:

(Child's Name)

May these photos be used in promotional materials for the school? Yes_____ No_____

Signature of Parent or Legal Guardian

Date

X _____

X _____

Medical Consent

Harmony School

I (we), _____ (parent(s) or legal guardian), hereby grant permission to the Harmony School staff to give emergency treatment to include First Aid and CPR by a qualified staff member to seek medical attention for my (our) child, _____ (use full legal name), in the event such a treatment is deemed necessary and I (we) am (are) unable to be contacted. I (we) understand that every effort will be made to contact me (us) before any treatment is administered to my (our) child.

I (we) further consent to medical, and hospital care treatment and procedures to be performed for my (our) child by my (our) child's regular physician, or when that physician cannot be reached, by a licensed physician and/or hospital when deemed immediately necessary or advisable by a physician to safeguard my (our) child's health. I (we) waive the right of consent to such treatment.

I (we) also give permission for my child to be transported by ambulance to an emergency medical care center for treatment.

I (we) give permission to Harmony School to administer prescription and non-prescription medications to my child. I agree to supply to Harmony the dosage schedule of any prescription and non-prescription medication that is to be administered to my child.

EMERGENCY INFORMATION

Alternate contacts: Please list names and daytime telephone numbers of three parties we may contact if you can not be reached.

1. _____

2. _____

3. _____

(Page 2 of Medical Consent)

Name of Child's Physician _____ Phone _____

Address of Physician _____

Date of last physical exam: _____

Drug allergies: _____

Food allergies: _____

Medication taken regularly: _____

Chronic diseases/other health concerns: _____

Medical Insurance: _____ Employer: _____

Group #: _____ Membership #: _____

Signature of Parent or Legal Guardian

Date

X _____

X _____

HARMONY SCHOOL
FAMILY DATA SHEET

Child's Name _____ Date of Birth _____

Nickname _____ Gender _____

Address _____

Home Phone _____

Email Address _____

Email Address _____

Home phone number and address if different from above

Mother's Name _____ Phone _____

Business Address _____

Business Telephone Number _____

Father's Name _____ Phone _____

Business Address _____

Business Telephone Number _____

Please describe any special needs or circumstances, which may affect your child at school.

Enrollment Procedure

1. Please read the materials carefully to make sure you understand the Enrollment Contract and the required forms. Do not hesitate to contact the office if you have any questions at 787-1899.
2. Complete and sign the Contract for Enrollment form. Your signature shows your acceptance of the contract.
3. Complete the Parent Information Sheet if applicable.
4. Complete the Field Trip Permission Slip if applicable.
5. Complete and sign the Volunteer Driver Agreement if applicable
6. Complete and sign the Photo Release Agreement if applicable.
7. Complete and sign both the Medical Consent and Emergency Information form.
8. Complete the family data sheet.
9. Complete the DSS General Record and Statement of Health Form.
(Attach Immunization Record if it has not already been submitted to school.)

Assemble materials and mail or deliver them to Harmony School by the first day of school.

Thank you!