

Application Procedure

700 US Highway 31 North, Athens, AL 35611 • 256-232-3525 • athensbible.com

At Athens Bible School (ABS), it is our honor to serve the educational needs of the families in our community. Our admission process begins with a short walking tour of our campus to acquaint the family with Athens Bible School and its facilities, followed by a family conference with the President or Principal. This may be scheduled by calling the ABS office. We ask that you please bring a copy of the student's current report card, transcript, and a copy of the student's latest standardized test scores.

After the conference, the parents should pick up or download the appropriate forms (listed below) to complete and return to the office as soon as possible. There is a registration fee of \$250.00 per family that must be paid when the application is submitted. This fee is non-refundable unless the student is denied admission by the school.

The following forms must be completed and submitted for admission to Athens Bible School.

- 1. **Application for Admission:** Requests general information about the family and previous schools. On the back of this form the student must write a letter explaining why he/she wants to attend Athens Bible School. For students in elementary grades one through five, parents must write the letter.
- 2. **Transcript Release Request:** Authorizes the previous school to release information to ABS (if applicable).
- 3. **Student and Family Information Form:** Requests pertinent information about your student and family, as well as names of persons who have permission to pick up your student from school.
- 4. **Educational Reference:** This form is to be completed by a teacher, coach or administrator who is familiar with the applicant's academic progress.
- 5. **Character Reference:** This form is to be completed by someone who knows the applicant well and can provide the admissions team with a candid assessment of his/her character.
- 6. **Notification Card for Emergency or Illness:** This form must be on file in the nurse's office in case of illness or accident.
- 7. **Tuition Agreement/Payment Plan:** Contains tuition and fee information and provides payment plan options.
- 8. **Debit/Charge Card Authorization Form**: One of these two forms must be completed in order to take advantage of the monthly payment tuition plan.
- 9. **Consent and Waiver Form**: One form must be completed per student. This form addresses ABS handbook compliance, corporal punishment and model release.
- 10. **Volunteer Form:** We love and need volunteers throughout the year. Please complete this form if you desire to volunteer at the school. Doing so will help us match your skills and passions to the right needs.

The following forms should only be completed if they apply to your situation.

- 1. **Student Prescription Form:** This form is to be completed **on a case by case basis.** If and/or when your child will need to have prescription medicine administered during school hours you will need to complete this form. This form may be picked up in our office or downloaded from our website.
- 2. **Expanded School Program:** This program is for ABS Kindergarten -6^{th} grade students who require oversight after school hours until their parents are able to pick them up.

We also ask that students seeking admission to ABS provide a record of good behavior and a desire to learn both academics and the Bible. Although we do not have a special education teacher at this time to provide special education services, we do admit children with a wide range of abilities. ABS does not discriminate against any student because of race, color, sex, handicap, or national origin.

A student serving any disciplinary action at another school cannot be admitted to ABS until that action has been completed. A student may be admitted on probation at the discretion of the President.



Application for Admission

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One application should be completed for each student.

• • • • • • • • • • • • • • • • • • • •					
Student Information					
First name	Middle Name		_ Last Name		
Grade Date of Birth/	/	Place of Birth _			
Social Security #/	/	Male	Female	Race	
Address	(City		State	Zip
Home Phone	Student's marital	status: Single	Married	_ Divorced	Separate
Student's email		Student's cell nur	mber		
Student's Character					
With what church does he/she attend, i	f any?		Is he/she a	member? \	res No
Does or has the student ever used toba	acco, alcohol or illega	I drugs? Yes	No		
Has the student ever been suspended	or dismissed from a s	chool? Yes	No If yes,	please explair	n below:
Student's Education Please list the schools that the student SCHOOL ATTENDED	CITY,				
Please state any physical, mental, or so	ocial challenges abou				
Family Information Are the student's parents:Married	Divorced S	eparated Fa	ather Remarried	I Mother Re	emarried
Father's Name		Occupation			
Years of Education Highes	st Degree	_ Employer			
With what church does he attend, if any	y?	Is he a m	nember?	YesNo	
Mother's Name		Occupation			
Years of Education High	nest Degree	Employer _			
With what church does she attend, if an	ny?		Is she a me	ember?\	resNo
Age of brothers and sisters, if any: Brot	ihers	Sis	sters		

Names of parents, brothers or sisters who have attended Athens Bible School:



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Letter For those parents with a student in Kindergarten - 5 th Grade, please v your child in Athens Bible School. If the student is in 6 th -12 th grade, h desires to be a student at Athens Bible School.	write a brief letter below why you desire to enroll ne/she needs to write a letter stating why he/she
	·
Picture Please include a small, non-returnable, recent picture (snapshot or so his/her permanent records	chool picture) of the student, so it may be filed with
Agreement	
Athens Bible School expects students to set a high standard for mora handbook provides regulations that will contribute to a wholesome atr student's cultural and social maturity. By signing below you are stating entering a covenant with Athens Bible School to abide by all policies,	mosphere on our campus and to the individual ng that you have read the student handbook and are
Student's signature	Date
Daniel I was a line of the state of	Date
Parent/guardian signature	Date

Currently Athens Bible School is not equipped to provide special education services.

Athens Bible School does not discriminate on the basis of race, color, sex, handicap or national origin.

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Name	of student's current school		Fax
Addre	ss of student's current school		
Dea	r Registrar,		
Stude	nt's Name	Date of Birth	Grade
	ate)		.,
	Attendance records Standardized test scores		
	Health records including imr Discipline information	munization dates	
Tha	nk you for your cooperation in	sending this information at you	r earliest convenience.

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In order to register your child, complete and return this form and all other applicable forms in their entirety along with the following:

- 1. A signed tuition agreement/payment plan.
- 2. \$250 registration fee per family.
- 3. The student's certified birth certificate (a copy of this will be made and put on file. The original will be returned to you)
- 4. Social security card (a copy of this will be made and put on file. The original will be returned to you)
- 5. Blue immunization certificate.
- 6. A recent photograph that can be filed with the student's school records.

Parent/Guardian Name(s)		n Home p	hone	Em	ail	
Address		City		State	Zip	
Father's full name	e		Social :	Security #		
Father's work pho	one	Cell phone _		Email		
Father's Occupat	ion	PI	ace of Employ	ment		
Mother's full nam	e		Social S	Security #	-	-
Mother's work ph	one	Cell phone		Email		
Mother's Occupa	tion		Place of Empl	oyment		
Elkmont, etc) Student Informa	tion	oes the student curr	, ,	•		•
Full Name:		Grade D	ate of Birth _	//	_ SS# _	
First	Middle	Last				
Full Name:		Grade D	ate of Birth _	//	_ SS# _	
First	Middle	Last				
Full Name:		Grade D	ate of Birth _	/ /	SS#	
First	Middle	Last				
Full Name:		Grade D	ate of Birth _		_ SS# _	
First	Middle	Last				
In the case of em Yes No	ergency, doe	es the school have a	uthority to see	ek medical tre	eatment fo	or your child?
Name of Doctor/F	acility		City			Phone #

Emergency Contacts (In the case that the parents cannot be reached)

Name	Relation to Child	Phone
reached, what do you de	clement weather and neither you nor the esire your child to	emergency contacts can be
Signature Required If possible, we request the accurate.	nat both parents sign this form acknowled	ging that the information above is
Father's Signature	Mother's	Signature



Educational Reference

700 US Highway 31 North, Athens, AL 35611 • 256-232-3525 • athensbible.com

Applicant Information (to be completed by applicant or parents)

The student applying to Athen's Bible School should complete the section below and then give this form to a teacher, coach or administrator of the applicant who is not related to the applicant nor a peer, and who is knowledgeable of the applicant's academic progress. If the applicant is homeschooled and no other educational reference is available, the parents of the applicant may complete the reference.

Applicant's Name				Pho	one #		
Applicant's Address							
Street address			С	ity	S	tate	Zip Code
I, the applicant to Athens Bibl waive my right of access to the						the reque	ested information, and I
December 1 december 1 december 1		41					Applicant's Signature
Recommendation (to be The above named student is app centered atmosphere and teache qualities will be a significant value fax or postal mail. For any "yes' document. A "yes" answer do	lying to Athens is a Biblical work to the admiss in answers below.	Bible Sch rldview. Yo ions comn ow, please	ool, a private our candid a nittee. Pleas e submit ad	e, kinderg ssessme se compl Iditional	garten – 12 th g nt of this stude ete and return remarks on t l	ent's educa this form a ne back of	tional maturity and personal s quickly as possible by email, this form or a separate
1. How do you know the a	applicant?						
2. How long have you kno							
3. Has the applicant ever	been suspende	ed or dism	issed for an	y reason	?		
4. Does the applicant hav Athens Bible School?	e any personal	habits or	attitudes yo	u feel to l	oe inconsisten	t with the s	piritual and moral atmosphere of
	es the applicar	nt use toba	icco, alcoho	lic bevera	ages, or illicit o	lrugs, or do	es the applicant have any
7. Has the applicant beer	involved in an	y crime(s)	?				
8. Evaluate the applicant	by checking the	e appropri	ate rating:				
Criteria	Excellent	Good	Average	Poor	Unknown	Ī	
Attitude toward authority	Execution	3000	/ Worago	1 001	OTIKITOWIT		
Cooperation							
Integrity							
Leadership							
Peer acceptance					-		
Reputation Self-discipline							
Social maturity					+		
Good material		ı	1	1		1	
9. Please provide any a separate page	additional con	nments th	nat you thir	nk would	l be valuable	to the adı	missions committee on a
10. Recommendation:Prefer not to reco					nmend discuss this r		ecommend with reservation
Name (please print)			Schoo	l Name			Your Title
Email address					Phone nu	ımber	
Signature							Date



Character Reference

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Applicant Information (to be completed by applicant or parents)

Applicant's Name Phone #						Phone #		
Applic	ant's Address							
••	Street address				City	S	state	Zip Code
	applicant to Athens Bible S s to the information submi			my referen	ce to release th	ne requested i	information	, and I waive my right of
The all center qualitie fax or	pmmendation (to be bove named student is appered atmosphere and teach es will be a significant value postal mail. For any "yes ment. A "yes" answer do	plying to Athens es a Biblical wo ue to the admiss s" answers be	s Bible Scho orldview. Yo sions comm low, please	ool, a privat ur candid a ittee. Plea submit ac	e, kindergarter essessment of t se complete ar ditional rema	his student's on the return this f rks on the ba	character notes on the color of	naturity and personal ckly as possible by email,
1.	How do you know the	applicant?						
2.	How long have you kr							
3. Athen	Does the applicant has Bible School?			attitudes yo	u feel to be inc	onsistent with	the spiritu	al and moral atmosphere o
4.	Which term best desc	ribes the applic	ant's charac	cter?				
	ExemplaryStea	ady/Consistent	Rat	her consist	tentW	eak/Inconsist	ent	_No Evidence
5. inappr	To your knowledge, deropriate sexual relationship	oes the applica	nt use tobad	cco, alcoho	lic beverages,	or illicit drugs,	or does th	e applicant have any
6.	Has the applicant bee							
7.	Evaluate the applicant		•					
	Criteria	Excellen	t Good	Average	Poor Un	known		
-	Attitude toward author	ity			+			
-	Cooperation				+ +			
-	Integrity Leadership	-						
-	Peer acceptance				+			
-	Reputation	-						
ŀ	Self-discipline							
ŀ	Social maturity							
L	Oocial maturity				1 1			
	Please provide any addi separate page	itional comme	ents that yo	u think wo	ould be valua	ble to the ad	Imissions	committee on a
9.	Recommendation:Prefer not to reco							mmend with reservation
	e (please print)			Schoo	l Name			Your Title
Name								
	Laddross					hono numbo		
	l address				Р	hone numbe	er	



Student's Name: Middle Date of Birth _____/____ SS# _____-_ Parents/Guardians _____ Home phone ____- Email ____ Address _____ City _____ State ____ Zip ____ Emergency Contacts: In the case that parents or legal guardians cannot be reached, permission is granted to the following individuals to pick up my child due to an illness or an emergency. Name Relation to Child Phone **Student Medical Information** Is the student allergic to drugs or anything else? Yes ____ No ____ If yes, please list all allergies: Please mark whether it is permissible to give your child the following medications: Acetaminophen (Tylenol): Y / N | Ibuprofen (Advil/Motrin): Y / N | Aleve: Y / N | Antacids (Tums): Y / N Midol: Y / N Please check the box if you would like to receive an email when any of the above medications are given to your child. We do not give out any Antihistamines, decongestants or other major medications, except those listed above. If your child is in need of any prescription or non-prescription medication, other than the ones listed above, please fill out a Prescription Medication Authorized Form, which can be picked up from the front office, the First Aid room or downloaded. All medications must be placed in a Ziploc bag with the child's name, grade and directions for administration. All medications will be kept in a locked cabinet in the First Aid room. Please list below any health conditions such as heart disease, diabetes, epilepsy, severe allergies, eye or ear problems, any chronic conditions or any conditions of which the school should be aware. If any health conditions are listed above, please include a treatment plan for your child on a separate sheet of paper. This will let us know exactly the steps you would like for us to take in the event of an episode. If there are any changes throughout the school year, it is up to **YOU** to notify the School Nurse/Officials immediately. If emergency treatment is required, and the parent cannot be reached, may the School Nurse and/or Official use their judgment in calling the doctor(s) indicated below? Yes ___ No ___ Primary Doctor: ______ Phone #: _____ Secondary Doctor: _____ Phone #: ____ Preferred Hospital Name: I, the undersigned, authorize the School Nurse/Officials of the Athens Bible School to contact directly the persons named on this card. and do authorize the named Doctor to render such treatment as may be considered necessary in an emergency situation, for the health of my child. In the event Doctors, other persons named on this card or parents cannot be contacted, the School Nurse/Officials are authorized to take whatever action is considered necessary in their judgment, for the health of my child. I will not hold the School Nurse/Officials financially responsible for the emergency care and/or transportation for my child. All the information given above is true as best of my knowledge.

Parent/Guardian Signature ______ Date: _____

2020-2021 TUITION

Tuition at ABS is calculated based on the number of children that you have attending the school. Every effort has been made to insure the highest educational experience at the most affordable price. Tuition for the 2020-2021 school year is as follows:

NEW Student Rate: \$3995 (This is for the first two children. The third child in a family will receive the lower third child rate of \$3332).

High School (Grades 7 - 12)

First child in your family - \$6819.00 Second child in your family - \$5942.00 Third child in your family - \$3686.00 Fourth child in your family - Free

Elementary (Grades K-6)

First child in your family - \$6602.00 Second child in your family - \$5760.00 Third child in your family - \$3619.00 Fourth child in your family - Free

If you have more than three children in your family attending Athens Bible School, the tuition of the children past the third child is free. The calculation of a family's tuition is based upon the oldest child being the "first child." Example: A family has four children attending Athens Bible School (Anna -11^{th} grade, Billy -8^{th} grade, Christy -4^{th} grade, and David -1^{st} grade). Their tuition is as follows:

- Anna High School, First child of the family \$6819.00
- Billy High School, Second child of the family \$59422.00
- Christy Elementary, Third child of the family \$3619.00
- David Elementary, Fourth child of the family FREE

REFERRAL CREDIT

Current enrolled families may receive a credit to their tuition if a new family to ABS writes the currently enrolled family's name on their payment plan as referring them to ABS. New families may only make one referral.

Referral credit for each new family is \$300 The following family referred me to Athens Bible School:

REQUIRED FEES

• Registration Fee: \$250 per family (PK-12th). Due at time of registration and by March 1st, 2020. After April 1st, 2020 the registration fee increases to \$300, after May 1st, fee increases to \$400 and after June 1st, 2020 fee increases to \$500.

METHODS OF PAYMENT

For your convenience, Athens Bible School offers four different methods of payment. Please select a plan. They are as follows:

- □ <u>Single Payment Option</u> If you pay the entire school year's tuition in one payment, you will receive a 3% discount. Payment must be received by May 1, 2020.
- □ <u>Per Semester Option</u> If you pay for an entire semester's tuition before the semester begins, you will receive a 2% discount. Payment for the fall semester must be received by August 1, 2020 and payment for the spring semester must be received by December 1, 2020.
- □ <u>Ten Month Option</u> Your tuition will be due in 10 equal installments beginning on August 1, 2020. This payment must be made by automatic bank draft from your account or as an automatic charge on your credit card or debit card. See authorization agreement. Exceptions must be cleared by the Board of Directors.
- Twelve Month Option Your tuition will be due in 12 equal installments beginning on June 1, 2020. NOTE: This option is only available until May 15, 2020. After that date, you must choose one of the three remaining options. This payment must be made by automatic bank draft from your account or as an automatic charge on your credit card or debit card. See authorization agreement. Exceptions must be cleared by the Board of Directors.

DELINQUENCY POLICY

If your account becomes 60 days overdue your child will not be allowed to attend classes. He/She must be withdrawn from school or the debt on the account must be paid in full.

I have read this document in its entirety, understand what is required of me and will honor my financial commitment to Athens Bible School.

Signature	Printed Name	Date



Authorization Agreement for Direct Payment

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Please list the name an	d grade of each child that	will be on your acco	unt:
Student's Name			Grade
AUTHORIZATIO	N AGREEMENT FO	R DIRECT PAY	MENTS (ACH DEBITS)
entries to my (our) Ch depository financial ins same to such account	e Athens Bible School, herecking Account/Savings Actitution named below, her I (we) acknowledge that with the provisions of U.S.	Account (<i>select one</i>) eafter called DEPOS the origination of AC	indicated below at the
Depository Name:		Branch	·
Oity:		State	Zip Code
Routing #		Account #	
Please mark the payr	nent option that you wo	uld like:	
□ <u>Ten Month Op</u> 1, 2020.	tion – Your tuition will be	due in 10 equal inst	allments beginning on August
1, 2020. NOTE: If cho	oosing this option, please	have your complete	installments beginning on June d form turned into the office no ith your financial institution.
Please select the dat	e you want to have the d	lirect payment prod	cessed:
1 st of each month	n 10 th of each	month 20 th	of each month
written notification fr	to remain in full force ar om me (or either of us) o COMPANY and DEPOSIT	of its termination in	
Name(s):(Plea	se print)		
Date:	Signature		
	Athens Bible School 700 US Highway 31 North		

Athens, AL 35611



Charge Card Authorization Form

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Please list the name and grade of each child that will be on your account:

Student's Name	Grade
Student's Name	Grade
Student's Name	Grade
Student's Name	Grade
CHARGE CARD AUTHORIZATION FORM	
If you would like to use a credit card to automatically pay your Athens Bible School tuition and following information must be provided. Please note that you must sign the acknowledgme your awareness of the charge. The information will be used in the strictest of confidence and used for any other purpose. Please note that you will have to fill out a new form if your card ex your child's education has been completed. Once this authorization is on file, it will automatica monthly on the day selected below. Charges will be for the current month tuition, fees and any amounts. This form will remain in force until the card has expired, or you notify bookkeeping in days prior to the next scheduled charge.	nt indicating I will not be pires before Ily be charged past due
Cardholder Name as it appears on card:	
Cardholder Address (as it appears on credit card statement): Street:	
City: State: Zip:	
Student's Full Name:	
Card Number:	
Card Type: Visa Mastercard Discover	
Expiration Date:	
Item to be Charged (mark all that you want to be charged): ☐Current tuition ☐ Past due tui	tion \square
Date to be Charged (Circle One): 1st of each month 10 th of each month 20 th of each	month
Please mark the payment option that you would like: ☐ Ten Month Option — Your tuition will be due in 10 equal installments beginning on Au ☐ Twelve Month Option — Your tuition will be due in 12 equal installments beginning on	gust 1, 2020. June 1, 2020.
NOTE: If choosing this option, please have your completed form turned into the office no later 2020 to allow time to register your information with your financial institution.	than May 15 th
l acknowledge that Athens Bible School will be charging my credit card as indicated above and my permission.	does so with
Cardholder Signature Date	

Return form to:

Athens Bible School 700 US Highway 31 North Athens, AL 35611



Consent and Wavier Form

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Please complete this form for each student	
Student Name	Date:
Handbook Compliance Agreement Compliance by Student to the Student Handbook I have read, understand and agree to comply with the policies a Handbook that has been made available to me as a hard copy fully understand that I am responsible for adhering to these poli	and on the Athens Bible School website. I
Student Signature	Date
Compliance by Parent to the Student Handbook I have read and understand the policies as written in the Athens available to me as a hard copy and on the Athens Bible School my child and I fully understand that my child is responsible for a recognize my responsibility as a stakeholder in my child's educ standards of conduct.	website. I have reviewed this handbook with adhering to these policies as stated. I
Parent Signature	Date
Athens Bible School reserves the right as a private institution to However, we are determined to make every effort to consider some discipline. If the school feels that a child's behavior warrants conthe administration or faculty to administer punishment, the pare remainder of the day. This will result in an unexcused absence parents will be notified. Athens Bible School has my permission to administer of the Athens Bible School does NOT have my permission to contact me and I will pick up my child with the recognition that it missed classes which may impact my child's grades.	ome parents' opposition to this method of rporal punishment and parents do not wish ents must take the student home for the lf corporal punishment is administered, corporal punishment when necessary. administer corporal punishment. Please
Parent's Signature	Date
Model Release Form I hereby GIVE / DO NOT GIVE permission to Athens Bible related materials (including but not limited to printed materials, for use in the advertising of Athens Bible School. I expect no membrane photo/image.	social media, videos, DVD, ABS website, etc.) naterial compensation for the use of my child's
Parent's Signature	Date



Volunteer Form

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Volun	teer's Name		
Home	Phone		
Work	Phone		
Cell P	hone		
Emai_			
Stude	ent Names	Grade	
Pleas	e check areas of interest		
	First aid		
	Lunchroom substitute		
	Office assistance (when understaffed)		
	Special tutorial assistance (example: math, reading, etc	.)	
	Fundraising events		
	Room mother (specify grade)		
	Classroom substitute		
Do yo	u work outside the home? Yes 🗆 No 🗅		
Best a	available time to volunteer?		

We appreciate our families and their willingness to help the school function and be successful. Being active in your child's school can only help to make for a better environment. Thank you!



Student Prescription Form

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This form is to be used on a case by case basis and is only required if and/or when your child needs to take prescribed medication during the school day. This must be signed by the prescriber.

STUDENT INFORMATION

Student's Name					
DOB					
School		Grade	Teacher		
School Year					
Height (inches)	Weight (lbs)	List any known d	Irug allergies/reaction	ons	
		BER AUTHORIZATION	ıl		
Name of medication _		Reason			
Dosage	Route	Frequ	Frequency/Time(s) to be given		
Begin medication (dat	 te)	End medica	tion (date)	-	
	mitted and recommen , then please sign th	nded for this student: Ye "Self-Medication Au		below.	
Treatment order in this form if necessary		rse reaction (attach ad	ditional sheet or us	e the back of	
Prescriber (signature	 	Phone	Fax		



Expanded School Program

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The Athens Bible School Expanded School Program is for children, grades PK-6, who are currently enrolled as students in Athens Bible School. This program provides care and limited tutorial services for children who require oversight after school hours until parents are able to pick them up.

Students will be assembled in the ABS library. They will be provided a snack and a drink. Students will be strongly encouraged to do homework if applicable, read a book, or be provided an educational activity. Staff members will be on hand to help students complete their homework and give them guidance when needed.

To Register

- 1. Complete this form in its entirety (one form per family).
- 2. Sign and return this form with the \$15 non-refundable registration fee per child.

Fees

Parents will pay a daily or weekly fee according to attendance.

- Daily: \$7.50 (first child), \$6.50 (each additional child)
- Weekly: \$32.00 (first child), \$27.00 (each additional child)

Hours

The Expanded School Program is from 2:45-5:00 pm during school days, Monday – Friday. Expanded hours are offered on half school days (11:30am – 1:30pm). On days when school is dismissed early due to hazardous weather conditions, the Expanded School Program will not be available. All children must be picked up from school at the release time on such days.

Student Name				Grade
Payment will be provided by:				
Name				
Street Address				
City	State	Zip		
Parent/Guardian Signature			Date	
Who may we contact if you cannot be reached schedule?	during inclement	weather or o	changes in	the school
Emergency Contact Name:	Phone	e number:		
E-mail:				