

# Open Door School

## 2024-25 Registration Form

Please send this completed form to [enroll.opendoor@gmail.com](mailto:enroll.opendoor@gmail.com) or hand it into the office.

CHILD'S INFORMATION: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

CALLED/NICKNAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

*\*\* If your child has been diagnosed with any special needs or conditions or has an IEP or other early intervention plan, we must have a copy of it on file. Thank you! \*\**

**Priority enrollment factors. Please check all that apply:**

- |   |  |
|---|--|
| <input type="checkbox"/> Presently enrolled child                   | <input type="checkbox"/> Waitlisted last year                  |
| <input type="checkbox"/> Sibling of presently enrolled child        | <input type="checkbox"/> FCA member's child                    |
| <input type="checkbox"/> UUCG Members                               | <input type="checkbox"/> Teacher's child                       |
| <input type="checkbox"/> Diverse background (please specify): _____ | <input type="checkbox"/> Alumni family (please specify): _____ |

**Parent/Guardian A Name (first and last):** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Mobile Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

Email address: \_\_\_\_\_

**Parent/Guardian B Name (first and last):** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Mobile Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

Email address: \_\_\_\_\_

For Office use only.

Received Date	Reg Fee Paid	Class Assign	Placement Agreement	Tuition Dep	Wait List	In-House
/ /			/ /	\$		

**Please indicate the classroom you would prefer your child be placed in. Only check one UNLESS you'd like your child to be placed in two classrooms (i.e., an M/T option AND a W-F class), in which case check both.**

*If you would like to choose a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> preference, write numbers in the "First Choice" boxes. If you would like your child to be in two classes concurrently, just put checks in both boxes.*

Class	Age	Days	Time	Ratio	Annual Tuition	Monthly Payment	First Choice
MT 2s	2	Mon & Tue	9:00 – 12:00	1:6	\$3420	\$380	
W-F 2/3s	2	Wed – Fri	9:00 – 12:00 Sep-Dec 9:00 – 12:45 Jan-May	1:6	\$3924	\$436	
MT 3s	3	Mon & Tue	9:00 – 12:45	2:15	\$3789	\$421	
W-F 3/4s	3	Wed – Fri	9:00 – 12:45	2:15	\$4158	\$462	
Four Day 4s	4	Mon – Thu	9:00 – 1:00	1:8	\$4869	\$541	
Five Day 4/5s	4 or 5	Mon – Fri	9:00 – 1:00	1:9	\$5436	\$604	
Year Round Full Day	3, 4, or 5	Mon - Fri	7:15 – 5:30	2:17	\$15300	\$1275	

Do you have a child CURRENTLY enrolled at ODS? If so, what is their name?

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If you do not have a currently enrolled child, a tour, attending Open House, or same-generation alumni status is required before registration. Which of these reflects your circumstance? Please list the month/year or season/year of the tour if relevant.

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A non-refundable registration fee (amounts listed on p. 4) must be paid before this form will be processed. Please indicate how the fee has been/will be paid so we know where to look for it:

- Exact cash
  PayPal to [opendoorschool1966@gmail.com](mailto:opendoorschool1966@gmail.com)
- Check or money order
  ACH withdrawal

**Parent/Guardian Agreement** *(Please read carefully before signing.)*

**As a legal parent/guardian:**

1. I will submit emergency information and release permission before my child can remain at school.
2. I will fill out and return immunization forms, including a health form from my child's doctor and an immunization record or exemption.
3. I will provide the required information and authorization for the criminal background check for any adult volunteering on my child's behalf in the classroom.
4. I acknowledge that photographs of my child may be taken and used for promotional or educational purposes without compensation.
5. I will keep my child at home if an illness is developing or if s/he is extremely tired and until s/he has been fever-free and symptom-free without the aid of medicine for 24 hours.
6. I will refrain from discussing my (or another) child in any child's presence.
7. I will share information that may shed light on my child's needs or development with the school and provide the school with any written documentation, including early intervention plans or education plans related to my child's needs and development.
8. I will help with field trips and in the classroom whenever possible.
9. I will do my best to attend Parent Education forums, class parties/potlucks, and other special events.
10. I will attend parent-teacher conferences twice per year or more often as requested by the teachers.
11. I recognize that Open Door School is a small, non-profit organization whose budget depends on the monthly tuition payment. Therefore, it's vital that tuition is paid on time. Failure to do so will result in penalties or disenrollment as outlined in the Family Handbook.
12. I recognize that tuition is kept as low as possible while enabling the delivery of high-quality care. Monthly payments are due in full regardless of scheduled or unscheduled school closings and/or days that my child is absent.
13. I will sign my child in and out each day. I understand that drop-off and pick-up are important times of transition and transfer of responsibility.
14. I will follow the grievance procedure outlined in the Family Handbook if a situation arises.
15. **(Full Day)** I understand that while Open Door School will consider any medically diagnosed food allergies and meet state licensing nutrition guidelines, it's impossible to meet each parent's food preferences when serving Full Day snacks. If I'm uncomfortable with the snack options offered at school, I will provide my child's snack at my own expense.
16. I acknowledge that class placement is based on many factors, including those listed on the front of this form. While the ODS administration will make every effort to place children in their guardians' first choice of classroom, I accept that my child may not get my first or second choice but will be placed in an age-appropriate class.

***I agree with the above. The typed name below constitutes a legally binding signature.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Financial Agreement**

### Registration Fees:

Half-day Program: UUCM Members - \$85 Non-Member - \$105

Full-day Program: UUCM Member - \$105 Non-Member - \$125

- Non-refundable registration fees are required for every child. **Registration fees are due with the registration forms.** Registration fees are payable via check, money order, exact cash, or PayPal (send to [opendoorschool1966@gmail.com](mailto:opendoorschool1966@gmail.com)). **Forms will not be processed with the fee. Any registration form that has an unpaid fee on March 1<sup>st</sup>, 2024, will be removed from the enrollment process.**
- **In-house registration** (for currently enrolled families) **begins January 12<sup>th</sup> and ends January 31<sup>st</sup>.** Forms turned in after this date will be processed during General Registration.
- **General registration begins February 1<sup>st</sup> and ends February 23<sup>rd</sup>.**
- Class placements will be finalized, and families will be notified between March 1 – 8.
- **All registration fees are non-refundable.**

### Half-Day Tuition:

**By March 8, you will receive a placement agreement. The signed placement agreement is due April 19<sup>th</sup>, with the tuition deposit.** Your child is officially enrolled once the placement letter and tuition deposit are received. For your convenience, annual tuition is divided into nine equal payments. The first tuition payment is due on the first day your child attends school in September, and payments are due on the first of every month from October – April. The tuition deposit will be used to pay May 2024 tuition. If your child is withdrawn before the end of the term, you will forfeit your tuition deposit, be responsible for the regular tuition payment for the month that included your child's last day of attendance, and subsequent payments will be waived only if the slot is filled by another child. There will be no refunds.

### Full-Day Tuition:

For your convenience, annual tuition is divided into 12 equal payments. The first tuition payment is due on the first day your child attends school in September, and payments are due on the first of every month from October-July. The tuition deposit will be used to pay August 2024 tuition. If your child is withdrawn before the end of the school year, tuition deposits will be forfeited unless the space is immediately filled by another child. Written notice of your intention to withdraw your child early (before August 31) is required 30 days prior to the planned withdrawal date, and you will be responsible for the regular tuition payment for the month that includes your child's last day of attendance. \*If summer enrollment is granted, modified terms for June-August will be given at that time.

**For new families: By March 8, you will receive a placement agreement. The signed placement agreement is due April 19<sup>th</sup> with the tuition deposit.** Your child is officially enrolled once the placement letter and tuition deposit are received.

**For returning families: By March 8, you will receive a placement agreement. The signed placement agreement is due back on March 31<sup>st</sup>.** Your child is officially enrolled once the placement letter is received. Your signature on the placement agreement is an agreement for a 1-year term. **The tuition deposit is due in full by July 1<sup>st</sup>, 2024.**

**You will forfeit your child's placement if payment is not received within the guidelines listed above.**

***I understand and agree with the policies listed above. The typed name constitutes a legally binding signature.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Orientation/Curriculum Night Advance Notice & Agreement**

Parent Orientation is an important event that provides parents and guardians with crucial information regarding financial requirements, school policies, classroom expectations, and more. Parents/guardians who miss Parent Orientation start off the school year with a handicap, as you will be expected to abide by policies and procedures of which you may not be aware.

Similarly, Curriculum Night allows parents and guardians to see how the ODS philosophy manifests in the classrooms and ask for clarification about anything they may be uncomfortable with or confused by. Progressive philosophy is uncommon, and our traditions are unique, and by October, most parents have at least one or two questions.

In years past, we've had many parents skip these events, only to bring questions and concerns to us after the fact, which were covered at the events. **As a result, it is our policy that attendance at both Parent Orientation and Curriculum Night is mandatory for new ODS families, and failure to attend is considered a breach of your agreement with ODS.** If this is not your family's first year at ODS and your child is not moving between Half Day and Full Day, attendance at both events is strongly encouraged but optional. If your child is transferring from Half Day to Full Day or vice versa, Parent Orientation is mandatory.

**Parent Orientation will be on August 29<sup>th</sup>, 2024, from 6:30 – 8:30 p.m.**

**Curriculum Night will be October 3<sup>rd</sup>, 2024, from 6:30 – 8:30 p.m.**

Please put these events on your calendar and plan for them.

These are both adults-only events.

*I acknowledge that I have read and understand the importance of parent/guardian attendance at Parent Orientation and Curriculum Night, and if this is my family's first year at ODS, I will make sure at least one parent/guardian from our family attends both events.*

*The typed name below constitutes a legally binding signature.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

## **Twos & Two/Threes Classroom Assistant Agreement**

*(This page is only required for parents/guardians of children enrolling in MT2s or WF 2/3s.)*

Our Twos and Two/Threes classes are designed to always have two teachers and one additional adult. An adult serves as a classroom assistant on a rotating basis. This is usually a parent or guardian, but another family member or friend over age 17 is also welcome. The schedule will be set up during the first two weeks of school. The total number of required assisting days is the #class days / #families.

- Any adult serving in this capacity must turn in to the office a completed background screening form at least 48 hours prior to assisting.
- Classroom assistants are in charge of bringing snacks for the entire class. Check with your child's teacher regarding food allergies and licensing requirements. We encourage healthy, environmentally friendly snacks. We do not allow sweets or candy at Open Door School.
- Classroom assistants must attend Parent Orientation or sign off that they have read and understood the guidelines regarding the role. This is very important for maintaining philosophical consistency in the classroom, and classroom assistants will be expected to abide by these guidelines while serving in this capacity.
- The classroom assistant arrangement is crucial for the Twos program to run as it has been designed. If it's your family's day to provide a classroom assistant, please make sure someone is there for the full three hours with a snack. If you absolutely must cancel, you must find a replacement. For this purpose, classroom contact lists with phone numbers and email addresses will be distributed at the start of the school year.
- Not fulfilling the Twos classroom assistant requirement is grounds for dismissal from Open Door School.

*I have read and understand the above information. The typed name below constitutes a legally binding signature.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_