

## TUITION AGREEMENT FORM

**CHILD'S LAST NAME** \_\_\_\_\_, **FIRST NAME** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_ Please Choose One:  
☐ MALE  
☐ FEMALE  
**AGE ON SEPT 30, 2023** \_\_\_\_\_ **T-SHIRT SIZE** \_\_\_\_\_ **START DATE** \_\_\_\_\_ **ARE YOU RETURNING STUDENT?**  
☐ YES ☐ NO

**MAILING ADDRESS** \_\_\_\_\_ **CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**MOTHER/GUARDIAN responsible for child** \_\_\_\_\_ **MOTHER/GUARDIAN CELL PHONE** \_\_\_\_\_

**FATHER/GUARDIAN responsible for child** \_\_\_\_\_ **FATHER/GUARDIAN CELL PHONE** \_\_\_\_\_

**MOTHER/GUARDIAN E-MAIL ADDRESS** \_\_\_\_\_ **FATHER/GUARDIAN E-MAIL ADDRESS** \_\_\_\_\_

Are you a member of St. Patrick's Episcopal Church? ☐ YES ☐ NO

Would you like to be added to St. Patrick's Episcopal Church's Weekly Newsletter? ☐ YES ☐ NO

### PLEASE CHECK PROGRAM SELECTION:

#### PART-TIME PROGRAM (6:30AM—3:00PM)

- ☐ **Infant Classroom:** 5 months - 15 months of age \$895 /MONTH
- ☐ **Toddler Classroom:** 16 months - 2 years of age \$860 /MONTH
- ☐ **Pre-K-3 Classroom:** 3 years of age \$810 /MONTH
- ☐ **Pre-K-4 Classroom:** 4 years of age \$785 /MONTH

#### FULL-TIME PROGRAM (6:30AM—6:00PM)

- ☐ **Infant Classroom:** 5 months - 15 months of age \$950 /MONTH
- ☐ **Toddler Classroom:** 16 months - 2 years of age \$915 /MONTH
- ☐ **Pre-K-3 Classroom:** 3 years of age \$860 /MONTH
- ☐ **Pre-K-4 Classroom:** 4 years of age \$835 /MONTH

### ANNUAL REGISTRATION FEE \$150 PER CHILD

Registration Fee is due with registration form. \*\*Registration fee is NON-REFUNDABLE

**PARENT/GUARDIAN TUITION AGREEMENT** I have read and understand the Tuition Policy in the St. Patrick's Episcopal Day School Parent Handbook. I understand the policies, times, and cost. I agree to pay the marked, above fees and understand payment is due the Monday of each session, before check-in.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*If parents/guardians split tuition payments, please list additional payers here:*

\_\_\_\_\_

FOR OFFICE USE ONLY	
Registration Date:	
<input type="checkbox"/> New Stu <input type="checkbox"/> Returning Stu	
Notified Sandy?	
ProCare Access?	

## EMERGENCY MASTER CARD

STUDENT:

LAST NAME

FIRST NAME

DATE OF BIRTH

☐

BOY

☐

GIRL

## PRIMARY GUARDIAN INFORMATION

FULL NAME:		
RELATIONSHIP TO CHILD:		
MARITAL STATUS:		
MAILING ADDRESS:		
CITY, STATE, ZIP:		
HOME ADDRESS OF CHILD?		
EMAIL ADDRESS:		
ACCESS TO PARENT APP?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
CELL PHONE #:		
WORK PHONE #:		
EMPLOYER/OCCUPATION:		

Name of parent who has legal custody of child (if applicable): \_\_\_\_\_

Custody/access restrictions (if applicable): \_\_\_\_\_

If there is a Custody Order, Restraining Order or any other Order in place that pertains to the custody and/or access of the child.

A copy of the Order(s) is to be attached to the registration paperwork.

## MEDICAL/ALLERGY INFORMATION

Pediatrician Name: \_\_\_\_\_ Pediatrician's Phone#: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Dentist's Phone#: \_\_\_\_\_

List any special concerns, including but not limited to: existing medical conditions, chronic illness, medications, and/or any special needs of your child: \_\_\_\_\_

☐ My Child has no allergies. ☐ My child's allergies are NOT life threatening: He/she is allergic to: \_\_\_\_\_☐ My child's allergies ARE LIFE THREATENING\*: He/she is allergic to: \_\_\_\_\_Do we have your authorization to post your child's name and allergy information in public view (kitchen & classroom)? ☐ No ☐ Yes

\*If your child suffers from life threatening allergies, it is essential that you complete the school's Emergency Medication Authorization Form, provide a copy of his/her emergency plan, and personally inform your child's teacher. It is the parent's responsibility to provide guidance to the school with respect to the prevention of and treatment of allergic reactions prior to your child starting St. Patrick's.

## EMERGENCY CONTACTS/AUTHORIZED PICK UP PERSONS

My child has permission to be released to the following individuals, childcare facilities, or transportation services in addition to the parents/guardians listed above. Please notify the below individuals that they will be required to show proof of identity at lobby window.

FIRST & LAST NAME	RELATIONSHIP TO STUDENT	CONTACT IN CASE OF EMERGENCY? <i>circle one</i>	EMERGENCY PHONE NUMBER
		Y or N	
		Y or N	
		Y or N	
		Y or N	

I authorize St. Patrick's Episcopal Church &amp; Day School to secure emergency medical treatment for my child.

Signature of Parent or Guardian

Date

### AUTHORIZATION TO PROVIDE MEDICAL TREATMENT & RELEASE OF MEDICAL RECORDS AND REPORTS

\_\_\_\_\_  
Student's Name

I \_\_\_\_\_ give permission for St. Patrick's  
**Parent/Guardian name, please print**  
Episcopal Day School personnel and after care personnel to seek medical attention for my child  
when parents or emergency contacts cannot be reached.

Legal Relationship: ☐ Natural Parent ☐ Adoptive Parent ☐ Foster Parent

\_\_\_\_\_  
Name of Doctor

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

### TO BE COMPLETED BY PHYSICIAN IN THE EVENT OF AN INJURY

\_\_\_\_\_  
Date of Injury

\_\_\_\_\_  
Initial Diagnosis

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

\_\_\_\_\_  
Signature of Physician or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and address and phone number of Medical Facility

### PHOTO CONSENT FORM

-----  
Student's Name

I, -----  
**Parent/Guardian name, please print**----- the parent or legal guardian of the above-named student, give permission for my child to be photographed while attending St. Patrick's Episcopal Day School. The photograph may be used for display at school related meetings, publications, or publicity for the school. This includes uploading photos to our school's password protected website. This consent releases from liability all personnel of the school and any others who have received permission by the staff to take photos at the school or school related activities.

-----  
PARENT/GUARDIAN SIGNATURE

-----  
DATE

### PARENTAL AWARENESS OF RECORDINGS

I am aware that St. Patrick's Episcopal Day School utilizes recordings and/or taping of my child named above (such as digital recordings, videotaping, audio recordings, web cam) while in the center for observation/security purposes.

-----  
PARENT/GUARDIAN SIGNATURE

-----  
DATE

### IF NOT GIVING PHOTO CONSENT, please read & sign below:

☐ I DO NOT give consent for my child to be photographed for any reason other than to send daily parent updates through ProCare, the parent engagement app.

-----  
PARENT/GUARDIAN SIGNATURE

-----  
DATE

### AUTHORIZATION FOR THE APPLICATION OF TOPICAL PRODUCTS

\_\_\_\_\_  
Student's Name

I \_\_\_\_\_ give permission for St. Patrick's  
Parent/Guardian name, please print

Episcopal Day School staff to apply the following topical products to my child whether center provided or parent provided:

YES NO

☐ ☐ Sunscreen

☐ ☐ Insect Repellant

☐ ☐ Other: \_\_\_\_\_  
(Please list)

*This one time authorization will remain in effect until a new authorization is signed.*

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

### HANDBOOK ACKNOWLEDGEMENT PLEASE SIGN AND RETURN

-----  
STUDENT'S NAME

I, ----- hereby confirm that I have read  
Parent/Guardian name, please print  
and understand the St. Patrick's Episcopal Day School Parent Handbook. I also understand that  
a copy of our current Parent Handbook can be viewed, saved, and printed from our website:  
[www.StPatsLA.org/Admissions](http://www.StPatsLA.org/Admissions)

-----  
PARENT/GUARDIAN SIGNATURE

-----  
DATE

**\*Please sign up with the front desk if you are interested in volunteering for special events.**

# ST. PATRICK'S

EPISCOPAL CHURCH & DAY SCHOOL

Dear Parents,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Solutions' best-in-class parent app.



## What can I see on the App?

Once you download the Procure app on your smartphone, we can update you on your child's daily activities, milestones, and more. We can send you photos and videos of your child, as well as keep you in the loop on upcoming events with newsletters and time-sensitive information with messaging.

## How do I get the app?

You will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the app.

## Portfolio

We can now create a portfolio containing daily activities along with pictures taken throughout the day. These pictures will be available for you to download, share, print or link to Facebook.

## Can I make tuition payments to St. Patrick's through Procure?

Yes. However not through the app. The ProCare app engineers are still working to enable payments through the Procure app.

To make payments online, visit: [MyProCare.com](https://MyProCare.com)

- ⇒ Log-in using your ProCare credentials (same as app).
- ⇒ Choose the Pay button.
- ⇒ Fill in the credit card information and amount.
- ⇒ Choose whether you want to save the card for future payments.
- ⇒ Select Pay Now.

## Can I print receipts and Tuition Statement through Procure?

Yes. To print receipts or Tuition Statements online through Procure, Visit: [MyProCare.com](https://MyProCare.com) and log-in using your ProCare credentials (same as app).

- ⇒ At the top of your homepage, click "Reports".
- ⇒ Use the drop down feature to choose which report you'd like to run.
- ⇒ Click "RUN REPORT".
- ⇒ The .pdf will auto populate and you will be able to save and/or print your receipt or tuition statement.

## What other Payment Methods are accepted by St. Patrick's Episcopal Day School?

- Auto Draft. Using a credit card or bank account, you may enroll in auto-draft. *Please see attached form.*
- Cash. *Exact change only.*
- Check. Please make checks payable to St. Patrick's Episcopal Day School and place in envelope with student's name & amount. Place envelope with check in our "Tuition Payments Box" located in the lobby.

We think you'll really enjoy this new way for us to stay connected!

Sincerely,

St. Patrick's Episcopal Day School Administration



# Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) St. Patrick's Episcopal Day School to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

STUDENT'S FIRST AND LAST NAME HERE

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

0001

DATE \_\_\_\_\_

PAY TO THE ORDER OF **ATTACH VOIDED CHECK HERE** \$ \_\_\_\_\_

**DEPOSIT SLIPS NOT ACCEPTED** 100 DOLLARS

**Savings Bank**  
Any Street, Anytown  
Tel: (001) 555-5555

RE \_\_\_\_\_ MP

**123456789** **000123456789** **0001**

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

#### FOR OFFICIAL USE ONLY

Date Received
Employee Signature

800.338.3884 • [procaresoftware.com](http://procaresoftware.com)

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<div>7First Day of School for St. Patrick's</div> <div>7-8Elementary Holiday Care</div> <div>9Zachary Schools Begin</div> <div>21-25Fall Book Fair</div>	<div>AUGUST 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<div>9Preschool Mardi Gras Parade</div> <div>12Staff Development Day, Closed</div> <div>13Mardi Gras Holiday, Closed</div> <div>14Elementary Holiday Care</div> <div>16Valentine's Day Class Parties</div> <div>26Summer Camp Registration Begins</div>							
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<div>4Labor Day Holiday, Closed</div> <div>15St. Jude Trike-a-Thon</div> <div>18Elementary Holiday Care</div>	<div>SEPTEMBER 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<div>1Elementary Holiday Care, In-service</div> <div>8Muffins with Mom Event</div> <div>11In-House Re-Registration for 2023/24</div> <div>15St. Patrick's Day Parties</div> <div>18Preschool Open Registration 2023/24</div> <div>25-28Spring Bookfair</div> <div>29Good Friday, Closed</div> <div>31Easter Sunday</div>							
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<div>TBAPreschool Open House (Tentative)</div> <div>2Blessing of the Pets</div> <div>9-11Elementary Holiday Care, Fall Break</div> <div>24Christmas Pictures, Infants-2's</div> <div>25Christmas Pictures, 3's &amp; 4's</div> <div>27Fall Carnival</div>	<div>OCTOBER 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<div>1Classroom Easter Egg Hunt &amp; Parties</div> <div>1-5Elementary Holiday Care</div> <div>16Spring Pictures Infant-2's</div> <div>17Spring/Graduation Pictures 3's &amp; 4's</div> <div>19Donuts with Dad</div>							
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<div>10Preschool Thanksgiving Feast</div> <div>20-22Elementary Holiday Care, Fall Break</div> <div>23-24Thanksgiving Holiday, Closed</div>	<div>NOVEMBER 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<div>6-10Teacher Appreciation Week</div> <div>9Preschool Graduation Day</div> <div>21-23Elementary Early Dismissal</div> <div>23Last Day for Zachary Schools</div> <div>24Elementary Holiday Care</div> <div>27Memorial Day Holiday, Closed</div> <div>28First Day of Elem Summer Camp</div>							
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<div>15Pre-K Christmas Sing-a-long &amp; Classroom Christmas Parties</div> <div>18-20Elementary Early Dismissal, Elementary Holiday Care</div> <div>21-22Full Days, Elementary Holiday Care</div> <div>25-26Christmas Holiday, Closed</div> <div>26-28Elementary Holiday Care, Winter Break</div> <div>29New Year Holiday, Closed</div>	<div>DECEMBER 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div>19Juneteenth</div>
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KEY:   Elementary Holiday Care   Elementary Early Release   Elementary Special Day   Special Event Day   St. Patrick's Closed



## STUDENT REGISTRATION CHECKLIST

- ☐ Tuition Agreement Form
- ☐ Emergency Master Card (front & back)
- ☐ Authorization for Medical Treatment Form
- ☐ Photo Consent/Parental Awareness of Recordings
- ☐ Media Permission Form (Elementary Only)
- ☐ Authorization of Topical Products
- ☐ Signed Handbook Acknowledgement
- ☐ Copy of Birth Certificate
- ☐ Copy of Current Immunizations Annual
- ☐ Registration Fee