

PARENT FILE CHECK LIST

(Documents must be turned in at the time of enrollment or no later than August 1st)

1. Admission Form (Signed and Dated)	ALL INFORMATION MUST BE FILLED OUT. At least one contact must be included on the “Emergency Consent” form. The “Hospital of Choice” cannot be anything but the name of a facility. Physician’s address and phone number must be filled out.
2. Current Immunizations	Must have current shot record; note from physician if on an alternate vaccine schedule; email/note from parent stating when next well-check appointment is if after 8/1; or Affidavit of Exemption from the State. To apply for exemption, go to the link below: https://co-request.dshs.texas.gov/
3. Health Form (Signed by Physician and Parent)	Either a note from the physician, or the “Medical Information” sheet given to you in the Enrollment Packet, must be signed by a physician. If your child has been seen by a physician in the past year, you may sign under “Parent Statement”.
4. Hearing & Vision Screening (only for 4-year-olds)	This only applies if your child is entering a class for 4-year-olds. This is a State Licensing requirement.
5. Allergy Information (Included within Admission Form)	N/A, if applicable; otherwise, only lists allergies that include a plan of action in the event of reaction. Must have plan of action from physician.
6. Signed Handbook Form	You will receive a Parent Handbook at the time you meet the teacher which occurs later in August.
7. Signed Tuition Contract (See School Office with any questions)	This is included in the Enrollment Packet. If not, you will be given one to sign at the time of meet the teacher.

ENROLLMENT FEES PAYMENT LIST

**DO NOT DOWNLOAD THE BRIGHTWHEEL APP
UNTIL YOU RECEIVE AN EMAIL OR TEXT INVITE**

<p style="text-align: center;">REGISTRATION FEE \$150.00 First Child \$75.00 for Second and Additional Child(ren)</p>	<p style="text-align: center;">Due at time of enrollment</p>
<p style="text-align: center;">AUGUST/SEPTEMBER TUITION (Annual tuition divided by 9 months equals monthly tuition amount)</p>	<p style="text-align: center;">Due at enrollment or billed 6/1 for August/September payment</p>
<p style="text-align: center;">EXTENDED CARE TUITION (See Extended Care Fee Schedule for amounts)</p> <p>Monthly amount is figured by the annual days attending total and divided by 9 months. This ensures the amount is the same each month.</p>	<p style="text-align: center;">Due 9/1 Confirm days and time attending (am/pm) by 9/1, if not before</p> <p>Registration for extended care can be done at any time during the year. Extended Care is not required for all class days attended and may be changed at any time.</p>
<p style="text-align: center;">ANNUAL SUPPLY/ACTIVITY FEES (See Class Tuition Fees for Class Amount)</p> <p>\$80 – Extended Care Supply/Activity Fee, where applicable</p>	<p style="text-align: center;">Due 9/1</p>
<p style="text-align: center;">OCTOBER – MAY TUITION Tuition is due on the first of each month and late after the 10th of each month</p> <p>If a different due date is required because of household income, please contact the office by phone or email Mrs. Loving at: danaloving@redappleschool.org</p>	<p>This amount will include your monthly tuition plus any extended care fees, if applicable.</p> <p>Cash and checks are accepted in the school office. Tuition may also be paid online with Brighwheel by ACH (free) or by credit card. Information is secure and only a parent may turn on/off the auto pay option.</p> <p>Credit card payments are charged a processing fee based on the type of credit card. The amount of the fee is given before processing payment.</p>