



Excellence Christian School

“Soaring for Excellence Through Grace and Knowledge”

9010 Frank Tippet Road
Upper Marlboro, MD 20772
Tel: (301) 868-1873 Fax: (301) 868-1877
www.excellencechristianschool.org

NEW STUDENT REGISTRATION CHECKLIST 2012-2013

Thank you for considering Excellence Christian School (ECS) for your child's Christian Education. Please familiarize yourself with the contents of the application packet and be sure to complete all required forms and submit to the School Office.

For Students Entering K3, K4 or K5 from a Daycare Facility:

- Complete and submit **Registration Packet** along with the \$225 non-refundable Registration Fee to the School Office.
- Submit **Daycare Evaluation Report** to current Daycare Facility.
- Parents of K5 students will be contacted to schedule assessment testing.

For Students Entering K5-6th Grades from a Private or Public School:

- Complete and submit **Registration Packet** along with the \$225 non-refundable Registration Fee to the School Office.
- Submit **Records Release Form** to student's current school and arrange to have all academic records sent to the School Office at Excellence Christian School.
- Submit **Elementary Teacher Recommendation Form** to student's current teacher.
- ECS will contact parents to schedule **Assessment Testing and a Family Interview**. Parents must bring the \$75 Testing Fee on the day of assessment. *Parents are responsible for ensuring ECS receives all documentation prior to your scheduled interview date. Please bring your child with you to the interview.*

For Students Entering 7th-12th Grades from a Private or Public School:

- Complete and submit **Registration Packet** along with the \$225 non-refundable Registration Fee to the School Office.
- Submit **Records Release Form** to student's current school and arrange to have all academic records sent to the School Office at Excellence Christian School.
- Submit two **Teacher Recommendation Forms** to student's current Math and English teacher.
- ECS will contact parents to schedule **Assessment Testing and a Family Interview**. Parents must submit the \$75 Testing Fee on the day of assessment. *Parents are responsible for ensuring ECS receives all documentation prior to your scheduled interview date. Please bring your child with you to the interview.*

Acceptance Notification

- Upon receipt of applicant's test scores, transcripts, teacher recommendation forms, applicable fees and family interview, parents will be notified of school's decision within one week. Within one week of acceptance, all remaining registration fees and forms are due.



EXCELLENCE CHRISTIAN SCHOOL

Tuition & Fee Schedule 2012-2013 School Year

Tuition Payment Options (includes Breakfast & Lunch)

	Yearly	10 Payments (Aug-May)	11 Payments (July-May)	12 Payments (June-May)
Returning Students (K5-12 th)	\$7650	\$765.00	\$695.45	\$637.50
New Students (K3-12 th)	\$8150	\$815.00	\$740.90	\$679.17
FACTS Payment Deadlines		(August 1)	(July 1)	(June 10)

After-Care Payment Options

	Yearly	10 Payments (Aug-May)	11 Payments (July-May)	12 Payments (June-May)
All Students (K3-12 th)	\$2000	\$200.00	\$181.81	\$166.66

Registration Fees (All Fees are Non-Refundable)*

Re-Registration Fee for Returning Students* - \$150

Registration Fee for New Students* - \$225

Testing Fee for New Students* - \$75

Discounts

Pre-payment: A discount of \$100 will be given for tuition paid in full by August 1.

Multiple Family Discount: The following discount will be applied to tuition of enrolled siblings:
2nd child – 10% 3rd child – 15% Additional – 20%

Student Recruitment Incentive – A referral by an ECS parent that results in a new student enrolling and remaining enrolled for the entire school year will receive a 5% tuition rebate per referred child. (See Parent Handbook for further details.)

Annual Fees (All Fees are Non-Refundable)*

Field Trip/Activity Fee* - \$300 (*non-refundable*)

Technology Fee* - \$60 (covers maintenance of Smart Boards/Computer Lab) (*non-refundable*)

Book Fee* (Book Rental, Classroom materials) (*non-refundable*)

K3-K5.....\$200

1st-2nd Grades.....\$250

3rd-4th Grades.....\$285

5th-8th Grades.....\$300

9th-12th Grades.....\$350

Graduation Fees:* (*non-refundable*)

Kindergarten.....\$30

6th Grade.....\$45

8th Grade.....\$45

12th Grade.....\$150

Athletic Fees (Optional)- \$250; Cheerleading Fee - \$100 (*non-refundable*) See attached Athletic Enrollment Forms.

Miscellaneous Fees

Transcript Fee – One Free; additional transcripts \$5.00 each

Early Withdrawal Fee – \$1,000.00

***Registration and Annual Fees are due upon re-enrollment for all returning students. For all new students, the Registration Fee and Testing Fee is due upon enrollment and the Annual Fees are due upon notification of acceptance.**

Fees are not included in the tuition payments and are not refundable. Tuition may be paid annually, by semester, quarterly or monthly through FACTS.

Regardless of the tuition payment plan selected, the parents or guardians are obligated to pay the full tuition for the entire school year and will not receive any refund of tuition or other fees paid to Excellence Christian School in the event the child withdraws, transfers or is dismissed.

Birthday Policy for Pre-K Classes:

Students entering Pre-K3 must turn 3 by October 1.

Students entering Pre-K4 must turn 4 by October 1.

Students entering K-5 must turn 5 by October 1.

EXCELLENCE CHRISTIAN SCHOOL

Please complete separate enrollment forms for each child.

1. STUDENT DATA

Student Name: Last _____ First _____ M.I. _____ Sex: _____

Birth Date: _____ Birth Place: _____

Student's Social Security Number: _____

Home Phone: _____

Home Street Address: _____
City _____ State _____ Zip Code _____

Expected Grade Level: _____ Expected Start Date: _____

Name(s) of siblings(s): _____ Age: _____

Name(s) of siblings(s): _____ Age: _____

2. FAMILY DATA:

Father/Guardian Name: _____ Mother/Guardian Name: _____

Father's Home Address (if different from student) _____
Mother's Home Address (if different from student) _____

Name and Address of Employer: _____
Name and Address of Employer: _____

Daytime Email Address: _____
Daytime Email Address: _____

Work Telephone: () _____
Work Telephone: () _____

Cellular Phone: () _____
Cellular Phone: () _____

Student lives with (check all that apply):
 Father Mother Guardian Stepmother Stepfather Other Specify: _____

3. EMERGENCY INFORMATION :

Does the school have your permission to transport your child to a nearby hospital for emergency purposes?

Yes or No If yes, please provide signature _____ date _____

ACADEMIC INFORMATION

List all schools previously attended **with complete addresses**:

Name of School	Complete Address	Phone No.	Grade
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Last grade completed: _____

Has your child ever repeated a grade? Yes or No (Circle One)

If yes, which grade(s)? _____

Has your child ever been suspended or dismissed from a school?

Yes or No (Circle One) If yes, please explain _____

Does your child have any special challenges? (i.e. Learning, behavior, discipline, etc.)

Yes or No (Circle One) If yes, please be specific. _____

Does your child have an *Individual Education Plan (IEP)*? Yes or No (Circle One) (If yes, provide a copy to Excellence Christian School)

Will the student need any special accommodations to perform day to day school activities? Yes or No

(Circle One) If yes, please explain. _____

Has your child ever been enrolled in any special education classes? Yes or No (Circle One)

Does your child *currently* receive special education services? Yes or No (Circle One) If yes, please explain: _____

What are some of his/her special skills or interests? _____

***Please attach copy of most recent report card.**

Parent Signature

Parent Signature

Date

Date

Excellence Christian School

Parent Contractual Agreement

This agreement is made between (parent name) _____,
parent of (student name) _____ and Excellence Christian School
(ECS) for the 2012-2013 school year. I/we request that the above named student be enrolled at
Excellence Christian School for the 2012-2013 school year.

The following agreement sets forth the guidelines that will be administered at ECS.

I. School Mission

To assist parents with their child's pursuit of academic excellence while cultivating a biblical perspective that will intrinsically motivate them to make positive contributions to society.

II. Hours of Operation

Breakfast Hours: 7:00 am until 7:50 am
School Hours: 8:00 am until 3:15 pm
After Care Hours: 3:30 pm until 6:00 pm

III. Dress Code

All students are required to wear the appropriate school uniform (Dress or P.E.) everyday, as described on the Uniform Requirements Sheet, except on the designated days as announced. If students fail to wear the required uniforms, parents will be contacted to bring in their child's uniform or pick him/her up from school.

IV. Inclement Weather/Holiday Policy

In the event of inclement weather, delayed openings or early dismissal, please see the Parent-Student Handbook for further details. In the event ECS closes early, after-care will not be offered. ECS will be closed for most Federal Government holidays.

V. Tardiness/Absences

Students arriving after 8:05 will be marked tardy. Parents should contact the school office no later than 8:30 am if the student will be absent. In the case of an absence, the parent must write a dated note to the teacher with an explanation for the absence and the note must be sent on the day the student returns to school. Excused absences will be permitted for student illness, doctor's appointment or death in the immediate family. Excessive unexcused absences may result in dismissal from school.

VI. School Conferences

ECS will hold three parent-teacher conferences throughout the school year, one at the end of each quarter. However, if parents would like to request additional conferences, parents must contact the school office. All conferences outside of the scheduled parent-teacher conferences are by appointment only.

VII. Book Policy

Parents are responsible for ensuring student books are kept in good condition. In the event a book is lost or damaged, parents will need to purchase an additional book from the school.

VIII. Homework

Students are required to complete and return homework assignments on time. Failure to complete homework will affect the student's daily grade and repeated delinquent assignments could result in suspension of the student.

IX. Discipline

To promote a positive school climate for students and staff at ECS, we have a uniform, school-wide assertive discipline program. The purpose of the program is to teach children to make appropriate choices, accept responsibility for their behavior, and understand their behavior has consequences for themselves and others. Our overall goal is to promote Christian character in the daily lives of our students.

The ECS staff believes that appropriate behavior is promoted through positive reinforcement. Negative reinforcement is a temporary solution to most problems. Only positive reinforcement will bring about a permanent change in student behavior. Therefore, we have established rules for the school, and these will be taught to all students.

Students will be expected to:

- Be respectful of the rights, safety, and property of others.
- Be courteous and cooperative with all students and adults.
- Be safe in all school areas.
- Be on time and ready to learn.
- Be responsible with your words and actions.

Please refer to the ECS Family Handbook for specific infractions and corresponding disciplinary actions

X. Student Information Disclosure

Upon enrollment, parents are required to disclose any background information regarding the student's medical history, school records, etc. that would prevent ECS from being able to appropriately meet the needs of its students. If at any time ECS becomes aware of such information and the parent has failed to disclose this information upon enrollment, this may result in dismissal of the student.

XI. Illness

If a student is experiencing feverish symptoms, upset stomach, severe coughing, constant sneezing or runny nose, the student should not report to school. Medication will not be administered by the school, unless a Medical Administration Authorization Form is on file for the student.

XII. Medical Forms/School Records

All students are required to have a physical examination every year and up-to-date immunization records on file.

XIII. Financial Policies

All monthly payments are processed through FACTS, an automated direct debit service. An annual processing fee is required. There will be a \$25.00 for all returned payments. If a tuition account becomes delinquent and is not paid within 10 business days of the due date, the student will not be able to attend class until the account is up to date. School records will not be released for any student with an unpaid tuition balance. Students who attend one or more school days in a month will owe the full month tuition.

I/we plan to use the following payment plan – Please check one:

_____ Pre-payment: Full payment of all tuition and fees at the time of enrollment. A special prepayment discount of \$100 per child will be given if full tuition is paid by August 1.

_____ Semester Payment: Two equal installment payments payable on August 1 and February 1.

_____ Quarterly Payment: Four equal installment payments payable: August 1, November 1, February 1 and May 1.

_____ Monthly Installment Plan: Please check payment plan below:

_____ 10-payments (August 2012-May 2013) - Deadline: August 1

_____ 11-payments (July 2012-May 2013) - Deadline: July 1

_____ 12-payments (June 2012-May 2013) - Deadline: June 10

All monthly payments are processed through FACTS Tuition Management Company. An annual processing fee is required. All monthly payments end May 2013.

Regardless of the tuition payment plan selected, the parents or guardians are obligated to pay the full tuition for the entire school year and will not receive any refund of tuition or other fees paid to Excellence Christian School in the event the child withdraws, transfers or is dismissed. I/we, the signer(s) of this contract, assume responsibility for the payment of all charges and agree to the rules and regulations of Excellence Christian School.

Excellence Christian School reserves the right to deny continued enrollment to a student whose yearly grades, conduct, attendance or payment practices do not satisfy school requirements.

I understand that should my marital status change, it is my responsibility to have a corrected Enrollment Contract signed, updated and delivered to Excellence Christian School.

This agreement is binding upon the parties hereto named and their respective heirs, personal representatives, successors and assigns. The parties hereto named agree that proper venue for any litigation concerning this contract shall be in Prince George's County, Maryland. Should legal action, for any reason, be taken against Excellence Christian School or any employee or agent thereof, on your child's behalf and the school or its agent not be found at fault, the parent/guardian will be responsible for paying any attorney fees, court fees, damages, or other costs that Excellence Christian School or its agent should incur to defend itself against such action.

By signing below, I agree to the terms and conditions set forth in the above contractual agreement.

(Parent's Printed Name)

(Parent's Signature)

(Date)



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301-868-1873

Day Care Evaluation Report (To be completed for students entering K3, K4 or K5 from a Day Care Facility)

Applicant's Name:	Last	First
Daycare Provider Name:	Last	First
Phone	Street Address	City, State, Zip

I have known this student _____ years.

Please fill in the appropriate code for each skill listed.

CODE: 1-Beginning Skill Level 2-Developing Skill Level 3-Acquired Skill Level 4-Not Yet Introduced N/A-Not Applicable

PHYSICAL GROWTH

- _____ 1. Demonstrates large muscle skills (i.e. throwing, catching, running)
- _____ 2. Demonstrates small muscle skills (i.e. buttoning, zipping, snapping)
- _____ 3. Manipulates scissors correctly
- _____ 4. Puzzle assembly

COGNITIVE SKILLS

- _____ 1. Knows first and last name
- _____ 2. Can identify parts of body (arms, legs, head)
- _____ 3. Understands and verbalizes routines
- _____ 4. Repeats finger plays, songs
- _____ 5. Recognizes colors
- _____ 6. Understands opposites: Big/Little, Day/Night, Happy/Sad

READING/LANGUAGE SKILLS

- _____ 1. Listens to stories
- _____ 2. Selects and looks at books
- _____ 3. Recalls events, experiences or information
- _____ 4. Creates a story from pictures and/or experiences
- _____ 5. Recognizes letters
- _____ 6. Beginning sounds
- _____ 7. Ending sounds

MATH SKILLS

- _____ 1. Counts orally from 1 to _____
- _____ 2. Counts objects from 1 to _____
- _____ 3. Recognizes numerals from 1 to _____
- _____ 4. Basic addition
- _____ 5. Basic subtraction
- _____ 6. Identifies basic shapes

ART/FINE MOTOR SKILLS

- _____ 1. Coloring/painting
- _____ 2. Pasting/gluing
- _____ 3. Drawing pictures

WRITING

- _____ 1. Holding/using crayons
- _____ 2. Holding/using pencils
- _____ 3. Shows an interest in pre-writing
- _____ 4. Writes letters
- _____ 5. Traces shapes, patterns, letters and numerals

SOCIAL/EMOTIONAL GROWTH

Please use the following codes for this section:
O-Outstanding; G-Good; S-Satisfactory; P-Poor

- _____ 1. Cooperates in class routines and directions
- _____ 2. Displays good listening skills
- _____ 3. Respects authority
- _____ 4. Displays self-control
- _____ 5. Works well independently
- _____ 6. Works well with peers
- _____ 7. Responds well to correction

What are the first words that come to your mind that best describe this student?

What do you consider to be the student's greatest strengths academically and personally?

What frustrates this student?

Please comment on any emotional, social, behavioral or learning problems of which we should be aware.

Additional Comments: Please provide any additional comments and observations concerning this student's abilities, personal qualities and special interests that would help us assess this student.

Overall recommendation of this student to Excellence Christian School:

_____ Highly recommend _____ Recommend _____ Recommend with reservation

School Name: _____

School Address: _____

Printed Name of Evaluator: _____ Date: _____

Title: _____ Signature: _____

Phone Number: _____ Email: _____



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REQUEST FOR RELEASE OF RECORDS

To The Parent/Guardian: Please submit one copy to your child’s current school. All supporting documentation must be received in order for an application to be reviewed. Parents are responsible for insuring all pertinent records are sent to ECS in a timely manner.

I give my permission for copies of my child’s academic, behavior and health records to be sent to Excellence Christian School.

Student’s Name: _____ Current Grade: _____

Current School: _____ School Phone: _____

Child’s Date of Birth: _____

Parent Name: _____
(Printed Name)

Signature of Parent/Guardian

Date

To the School: The above-named student has applied for admission to Excellence Christian School. Please forward the following official school records:

- Report cards/transcripts for the current and prior academic years
- All standardized test scores
- Physical health information –medical and immunization records
- Results of testing for any learning disabilities and related issues
- Behavior records

Please forward a copy of these records as soon as possible to:

Excellence Christian School
9010 Frank Tippet Road
Upper Marlboro, MD 20772
Attn: School Office

Thank you for your assistance.



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CONFIDENTIAL PERSONAL RECOMMENDATION

For Applicants Entering Grades Kindergarten – 6th

Name of Applicant: _____

Give this form to the current Elementary teacher from whom you are requesting a recommendation.

TO: ELEMENTARY TEACHER

Current Grade Level: _____ Grade Applying For: _____

Current School: _____ I have known this student for _____ months/years.

This student is applying for admission to Excellence Christian School. Please complete this evaluation and return it to the School Office at the address listed above. Please provide a candid assessment of the applicant’s abilities. Thank you for your thoughtful attention to this request.

CHARACTER/ ACADEMIC TRAITS	Outstanding	Above Average	Average	Below Average	Comments
Shows appropriate maturity for age					
Self-confidence					
Respect for adults					
Interaction with peers					
Responds to discipline					
Follows directions					
Shows responsibility					
Self-motivation					
Study habits/organization of work					
Attention span					
Completes homework on time					
Ability to work independently					
Ability to work in a group					
Ability to express ideas orally					
Ability to express ideas in writing					
Participates in class					
Responds well to correction					
Participation in life of the school					
Interaction with teachers/ adults					
Character/personal integrity					



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CONFIDENTIAL PERSONAL RECOMMENDATION

For Applicants Entering Grades 7-12

Name of Applicant: _____

Give this form to the current Math Teacher from whom you are requesting a recommendation. Two recommendations are required from the current Math and English teacher.

MATH TEACHER

Current Grade Level: _____ Grade Applying For: _____

Current School: _____ I have known this student for _____ months/years.

Texts Used: _____

This student is applying for admission to Excellence Christian School. Please complete this evaluation and return it to the School Office at the address listed above. Please provide a candid assessment of the applicant’s abilities. Thank you for your thoughtful attention to this request.

CHARACTER/ ACADEMIC TRAITS	Outstanding	Above Average	Average	Below Average	Comments
Shows appropriate maturity for age					
Self-confidence					
Respect for adults					
Interaction with peers					
Responds to discipline					
Follows directions					
Shows responsibility					
Self-motivation					
Study habits/organization of work					
Attention span					
Completes homework on time					
Ability to work independently					
Ability to work in a group					
Ability to express ideas orally					
Ability to express ideas in writing					
Participates in class					
Responds well to correction					
Participation in life of the school					
Interaction with teachers/adults					
Character/personal integrity					

What are the first words that come to your mind that best describe this student?

How would you assess this student's mathematics skills and general interest in mathematics beyond assigned work?

What are the strengths and weaknesses of this student's mathematics work?

What frustrates this student?

What are the student's overall academic strengths and weaknesses?

Please provide any additional comments and observations concerning this student's abilities, personal qualities and special interests that would help us assess this student.

Overall recommendation of this student to Excellence Christian School:

_____ Highly recommend _____ Recommend _____ Recommend with reservation

School Name: _____

School Address: _____

Printed Name of Evaluator: _____ Date: _____

Title: _____ Signature: _____

Phone Number: _____ Email: _____



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CONFIDENTIAL PERSONAL RECOMMENDATION

For Applicants Entering Grades 7-12

Name of Applicant: _____

Give this form to the current English Teacher from whom you are requesting a recommendation. Two recommendations are required from the current Math and English teacher.

ENGLISH TEACHER

Current Grade Level: _____ Grade Applying For: _____

Current School: _____ I have known this student for _____ months/years.

Texts Used: _____

This student is applying for admission to Excellence Christian School. Please complete this evaluation and return it to the School Office at the address listed above. Please provide a candid assessment of the applicant’s abilities. Thank you for your thoughtful attention to this request.

CHARACTER/ ACADEMIC TRAITS	Outstanding	Above Average	Average	Below Average	Comments
Shows appropriate maturity for age					
Self-confidence					
Respect for adults					
Interaction with peers					
Responds to discipline					
Follows directions					
Shows responsibility					
Self-motivation					
Study habits/organization of work					
Attention span					
Completes homework on time					
Ability to work independently					
Ability to work in a group					
Ability to express ideas orally					
Ability to express ideas in writing					
Participates in class					
Responds well to correction					
Participation in life of the school					
Interaction with teachers/adults					
Character/personal integrity					

What are the first words that come to your mind that best describe this student?

How would you assess this student's skills in English class and general interest in English beyond assigned work?

What are the strengths and weaknesses of this student's English work?

What frustrates this student?

What are the student's overall academic strengths and weaknesses?

Please provide any additional comments and observations concerning this student's abilities, personal qualities and special interests that would help us assess this student.

Overall recommendation of this student to Excellence Christian School:

_____ Highly recommend _____ Recommend _____ Recommend with reservation

School Name: _____

School Address: _____

Printed Name of Evaluator: _____ Date: _____

Title: _____ Signature: _____

Phone Number: _____ Email: _____