



Leesburg Christian School

A ministry of Believers Baptist Church

"The Christian School with a Heart for the Home School Minded Parent"

ANNUAL RE-ENROLLMENT FORM 2012-2013

(\$150 fee applicable only until March 1)

(Note that registration will open to outside enrollees on March 1. Only those who have re-enrolled for the new year will have a space reserved.)

Student's Name _____ Date _____

Grade Entering _____ Date of Birth _____ SS# _____ - _____ - _____

If PreK or JrK, please check: Full-time ___ 3 full days ___ 2 full days ___ AfterCare needed ___

Address _____

City _____ State _____ Zip _____ Home Phone _____

Mother's Email _____ Father's E-mail _____

Mother's Name _____ Cell Phone _____ Work _____

Father's Name _____ Cell Phone _____ Work _____

Third Person in case of Emergency _____ Phone _____

Person(s) NOT AUTHORIZED to pick up child _____

Person(s) AUTHORIZED to pick up child: _____

My child WILL _____ WILL NOT _____ be using bus transportation next year.
(Bus service is limited and available only in mornings and certain parts of Leesburg.)

I can provide a car pool _____, AM ___ PM ___. I need a car pool _____, AM ___ PM ___.

(Please fill out the medical form on the back of this form. Add and update any important medical information you deem important for our school files, including updated immunizations required.)

By signing below, I promise to read the LCS handbook on the LCS web site and agree to have my child abide by these policies. (Those who do not have access to internet must let the office know so the handbook can be mailed to them.) I also agree to continue to have my child educated according to the Biblical philosophy of education as stated in the handbook. In signing, I also promise to pay all tuition payments in a timely manner.

Signature of parent or guardian _____ Print Name _____ Date _____

Application fee of \$150 MUST accompany this form or application will not be processed or space reserved. New students who are siblings MUST pay the charges listed on the 2012-2013 LCS tuition sheet. After March 1, registration for PRESENT students will increase to \$250.



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AUTHORIZATION TO GIVE MEDICATION

www.leesburgchristianschool.org

Student's Name: _____ Date: _____

Leesburg Christian School has my permission to administer the following drugs and medications:

Drug Name and/or Prescription Number: _____

Dosage Amounts: _____

Times to be given: _____

Special instructions, if any: _____

MAY LCS ADMINISTER ROUTINE MEDICAL TREATMENTS (TYLENOL, IBUPROFEN, AND BANDAGES)?

_____ YES _____ NO (The office will **attempt to contact Parent/Guardian before administering.**)

LEESBURG CHRISTIAN SCHOOL AGREES TO NOTIFY THE PARENT/GUARDIAN WHEN HIS/HER CHILD BECOMES ILL, AND THE PARENT/GUARDIAN AGREES TO PICK UP THE CHILD AS SOON THEREAFTER AS POSSIBLE.

The parent(s)/guardian authorizes **Leesburg Christian School** to obtain immediate medical care and/or hospitalization of, the performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of drugs to, his/her child or ward if any emergency occurs when he/she cannot be located immediately. It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. Otherwise he/she expects to be notified immediately.

This authorization is effective until _____ Signature of Parent/Guardian _____

MEDICAL INFORMATION

Child's Allergies (if any) _____

Child's Doctor _____ Telephone Number _____

Family Doctor _____ Telephone Number _____

Medicine Child is taking: _____ Date of last Tetanus Shot: _____

Outstanding Medical History (ex. Diabetes, Heart Disease, etc.) _____

INSURANCE INFORMATION (LCS not responsible if student has no coverage from personal insurance)

Insurance Company _____ Id No./Policy No. _____ Group# _____

Insurance Company Address _____

Subscriber's Name _____ Subscriber's Place of Employment _____

Subscriber's Telephone Number _____

If your child needs to be sent home from school due to a local emergency (snow, tornado, etc.), and you should not be home, to whom may he/she be sent? (If more than one, please state)

Name _____ Address _____ Phone _____

If you do not have access to a radio during one of these emergencies, please note:

Where we can reach you _____ or guardian _____

I AUTHORIZE LCS TO ALLOW MY CHILD(REN) TO PARTICIPATE IN ALL FIELD TRIPS.(THIS INCLUDES PARTICIPATION IN JV OR VARSITY SPORTS EVENTS, IF MY CHILD IS A TEAM MEMBER).

Parent Signature _____ Date: _____

Payment Methods and Volunteer Hours

(Must accompany application)

Name: _____ Date: _____

_____ I prefer to pay monthly (enclosed \$50 toward Direct Deposit, otherwise \$150)

_____ I prefer to pay in full (due August 1—will receive a \$100 discount if paid by Aug 10)

_____ I prefer to pay by the semester (due August 1 and January 1, \$50 fee)

_____ I prefer to pay in four quarterly installments (August 1, November 1, January 1, March 1, \$100 fee)

_____ I prefer to pay on my Visa or MasterCard (call Kim Beall at 703.777.4220 for instructions—2% fee)

VOLUNTEER SECTION (Please check areas below where you can help)

_____ Enclosed is my \$150 donation for the school year.

_____ I prefer to volunteer 10 hours throughout the year.

(There will be a \$15 per hour assessment at year's end for any incomplete volunteer hours)

___Lawn work ___Painting ___Vacuuming ___Dust/Wipe ___Shoveling snow/Mulch
Substitute ___Lunch aide ___Phone calls ___Room mother/father _____ Other

Sign up for BeforeCare and/or AfterCare

BeforeCare

Name of child(ren): _____ Grade _____
_____ Grade _____
_____ Grade _____

AfterCare

Name of child(ren): _____ Grade _____
_____ Grade _____
_____ Grade _____

I am registering for AfterCare up to 4:30 _____ After 4:30 _____

Name of parent (print): _____ Cell Phone: _____

Email: _____

I understand that I will be paying \$100 that will be applied toward my child's After Care hours. Enclosed is \$ _____ toward the cost of After Care. (Parents are asked to pay in advance of school starting.)

Children must be picked up by 6:30 pm.

Parents will be charged \$10 for every 5 minutes after 6:30 pm.



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Tuition Schedule for 2012 – 2013

www.leesburgchristianschool.org

Admission Fees (non-refundable)

Application Fee	\$50 (due with application, non-refundable)
Parent/Student Interview	\$25 (due at time of interview)
Registration Fee	\$250 (all registration fees non-refundable)
Re-enrollment Fee	\$125 (non-refundable) beginning February 1, (increase to \$225 after March 15)

Payment Methods and Information

- Ten monthly installments (due 1st of month beginning August 1, \$50 fee for Direct Deposit, otherwise \$150 fee)
- Four installments due August 1, November 1, January 1, and March 1 (\$100 fee)
- Two installments due August 1, January 1 (\$50 fee)
- Payment in full due August 1 (\$100 discount if paid by August 10)
- Book/Tech fee due July 1 (increases \$50 after July 10th with no refunds)
- Early Pay Plan—Tuition paid in full by March 1 for following year will incur no tuition increases for current students
- Late fee for tuition is \$25 or 1½ %, whichever is larger, after 10th of each month
- There is a 1½ % late fee each month on all other charges and a \$30 charge for each returned check

Grades

Book/Tech Fees

Tuition (disc 10% 2nd child, 20% 3rd)

*Pre-School (8:15-3:15, school day)	\$230	\$6750
*Pre-School (8:15-4:30, partial AfterCare)	\$240	\$7650
*Pre-School (8:15-6:00, full day AfterCare)	\$250	\$8650
**Kindergarten	\$285	\$6750
Elementary (1 st -6 th)	\$385	\$6750
Junior High (7 th -8 th)	\$440	\$6900
High School (9 th -12 th)	\$490	\$7750
High School Retreat	\$175	
High School Graduation Fee	\$200	

*Pre-Schoolers must be 2½, 3, or 4 years of age before Sept 30 **Kindergarteners must be 5 before Sept 30

BeforeCare (must register for special rates)

7:30-8:05 am (Pre-School and Elementary)	\$400 annual
7:30-7:50 am (Jr/Sr High)	\$200 annual
Drop-in rate	\$5 per day

AfterCare (must register for special rates)

3:30-4:30	\$1080 annual
3:30-6:00	\$2880 annual
Drop-in rate	\$10 per day by 4:30 \$20 per day after 4:30
Late pick-up	\$10 per quarter hour after 6 pm
Special Days (TBA)	\$50 per day (8-4 for days LCS not in session)



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Tuition Schedule (continued)

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Athletics/PE

PE uniform	Ordered through uniform company (required for grades 3 through 10 PEs)
Varsity Sport	\$200 per sport per season (third season, \$100)
Junior Varsity Sport	\$175 per sport per season (third season, \$50)
Middle School Sport	\$125 per season (third season \$50)
Track/Field	\$25 per participant

(Parents of team members must commit to help raise funds for uniforms, refs, and field charges as needed.)

Foreign Students

LCS has been issued an I-17 and has authorization to accept I-20 students. If interested, please access www.leesburgchristianschool.org/foreignstudentadmission.html and download the applications and handbook. *I-20 students have a separate tuition schedule.*

Miscellaneous Opportunities and Policies

- Ask about parent-supported private music and band lessons
- There are funds available for low-income families from the House Grant. Applications available upon request.
- There is a 10% tuition discount for all members of Believers Baptist Church
- There are no refunds for students who withdraw for the entire quarter enrolled. Withdrawal fee is \$250.

Busing

LCS reserves the right at any time to raise busing rates or to discontinue a bus run. Not all locations in the town of Leesburg will qualify for a bus pick-up. Private car pools may be available. There is a \$8 charge for occasional bus riders. **LCS determines the boundaries that cover the Leesburg town route.**

(Parents must provide proper car seats for children eight (8) and under. These will also be used for field trips.)

	Leesburg Town AM Only
First Child Door to Door	\$1,500
Second Child	\$850
Third Child (and on)	\$850

Volunteer Policy

LCS relies on parental cooperation and involvement. We will be asking all parents to either help in an area of their expertise for approximately 1 hour per month (10 hours per year) or donate \$100. We will require a donation equal to \$10 per hour for hours not volunteered.