

**Banner Elementary School**  
**2626 E. Pacific Street,**  
**Highland, CA 92346**  
**(909) 864-1794**  
[www.bannerbears.com](http://www.bannerbears.com)

RE: REGISTRATION INFORMATION FOR NEW BANNER FAMILIES

Dear Parents;

Welcome to Banner! What a privilege to share with you the tasks of training and educating your wonderful children. This packet includes all the required information and forms to enroll your student(s) for the 2009-2010 school year. Please read the materials carefully and return the necessary forms on time.

Tuition payments include student insurance, activity fees, most field trips, student handbook, and a yearbook. This fee package continues to be available to pay in one payment or to be paid on a 12 month (June – May) or on a 10 month (August – May) payment plan.

We will provide all academic and major arts and crafts supplies. However, students will need to provide personal desk supplies. A supply list will be made available in the August mailer and online.

Please fill out the enclosed forms according to the instructions. The registration fee for *each* new student is \$150.00. Please return your registration fee and papers to the school office within 10 business days of your assessment test. Students will not be registered unless registration fees have been paid and all forms are on file in the office.

The enclosed Emergency Form should be filled out carefully and completely with current information and returned promptly. Please note that this information will not be used until the school year, 2009 -2010. However, if you need to update information at any time, please contact the office and we will be happy to revise your Emergency Form.

If any of your friends are interested in having their children attend Banner, please advise them that now is the time to call our office in order to be enrolled.

If you have any questions, please do not hesitate to contact our office. It is our sincere desire to serve you in any way we can.

Sincerely,

Mrs. Linn  
Principal

## Instructions for Completing Registration Forms for New Students

1. Fill out the enclosed **Emergency Form** carefully and completely with current information and return. **Both parents must sign and date the form.**
2. Read the Fee Schedule with the new information.
3. Read and complete the **Financial Agreement** in the following manner;
  - A. Print the information requested in the spaces provided.
  - B. From the Fee Schedule, determine what your annual tuition, and if applicable, annual daycare payments will be. Add these figures and place the total in the space indicated. For example, if you have one child in the first grade, your annual tuition rate will be \$3,850.00. For daycare, Option B, your annual rate will be \$1,500.00. These two figures combined equal \$5,350.00.
  - C. Select and check a payment plan listed on the Agreement. After you have determined the plan which suits your needs best, find your monthly payment amount on the fee sheet. For example, on a twelve month plan, a first – sixth grader would pay \$320.00 for tuition and Option B daycare would be \$125.00 for a total of \$445.00 per month.
  - D. **Both parents/legal guardians** need to sign and date the forms.
4. **The Admission/Registration Form needs to be completed for new students only.**
5. After making sure that you have fully completed the forms, return them along with a check or money order for the annual registration fee in the amount of \$150. You also have the option to stop by the office and pay using cash, Visa, MasterCard, or Discover. For your safety, please **DO NOT** mail cash or credit card information. Remember that we cannot guarantee placement for a child until the registration fee has been paid and all of the forms are completed and returned.
6. Return the forms and the check to the school office within two weeks of your testing appointment.
7. Please make all checks or money orders payable to Banner Elementary School.

**ADMISSION AND REGISTRATION FORM – New Students Only**

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

**AGREEMENT AND REQUIREMENTS FOR ADMISSION**

1. In making application for my child, it is my desire to have him/her attend Banner Elementary. It is also my understanding that the following remains applicable as long as my child is enrolled in Banner Elementary School. \_\_\_\_\_

2. Medical Release: I hereby authorize Banner Elementary and/or a responsible adult (listed on the Emergency Information Sheet) to call an emergency ambulance in case of accident or acute illness, and to arrange for necessary emergency medical and surgical care, in case I am not immediately available. Any qualified physician, called by Banner Elementary and/or the before named adult, may treat and do whatever is necessary for the health and well-being of my child. It is understood that a conscientious effort must be made to notify the parents before such action will be taken. I also agree to accept responsibility for the cost of above medical services. I am also aware that it is my sole responsibility to provide coverage for any or all medical expenses resulting from any or all injuries while my child is under the care of Banner Elementary. (Please initial that you have read and understand the provisions of this Medical Release.) \_\_\_\_\_

3. Statement of Consent: I give Banner Elementary, a school non-discriminatory with regard to race, color, or national origin, permission for my child to take part in all school activities, including bus trips, sports activities, and school-sponsored trips away from the school premises. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. I understand that Banner Elementary does not use corporal punishment. I further agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Banner Elementary, or any employee or agent thereof, on my child's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Banner Elementary or its agents incur to defend itself against such action. Enrollment at Banner Elementary is a privilege and this privilege may be withdrawn by Banner Elementary at any time at the sole discretion of Banner Elementary. Likewise, a parent or guardian may withdraw their child at any time at their sole discretion. (Please initial that you have read, understand and agree to abide by the terms of this statement of consent.) \_\_\_\_\_

4. In the event of an emergency or disaster (such as, but not limited to, earthquake, fire, or flood), I give permission for my child to be released to any of those persons I list on my child's Emergency Form.

5. In case unusual circumstances prevail, I would like the privilege of designating a responsible adult, other than those listed on the Emergency Form, over the telephone, to transport my child from the school premises. Realizing that a means of positive identification will be required by school personnel over the phone on such occasions, my driver's license number will suffice for such identification purposes.

Father's Driver's License # \_\_\_\_\_ Mother's Driver's License# \_\_\_\_\_

If parents are separated or divorced, with whom does the child live? \_\_\_\_\_

Is there joint custody  Yes  No

**This form must have two signatures.**

\_\_\_\_\_  
Father/Guardian Signature                      Date

\_\_\_\_\_  
Mother/Guardian Signature                      Date

## Fee Schedule 2009 – 2010

(909) 864-1794

(909) 425-5267 (fax)

2626 Pacific Street, Highland, CA 92346

Mail – P.O. Box 678, Patton, CA 92369

www.bannerbears.com

REGISTRATION OF ALL STUDENTS – All new students must be tested and interviewed prior to their acceptance. There is a one-time, non-refundable testing fee of \$30.00. In addition, all new students pay a \$150.00 registration fee. This annual fee must be paid before a place is reserved for the student. Students that are returning for the next school year must re-register to ensure placement. A \$100.00 re-registration fee should be returned with registration forms by March 10<sup>th</sup>. After that date, the re-registration fee is \$150.00.

No child shall be considered enrolled until all fees have been paid and all applications and financial agreements are completed and returned to Banner Elementary. Only when a child is completely enrolled will he/she be placed on the student roster.

### Tuition Rates for 2009-2010\*

	<b>Annual</b>	<b>12 Month</b>	<b>10 Month</b>
<b><u>Kindergarten</u></b>			
1 Child	\$ 3,300.00	275.00	330.00
2 Children (K)	6,300.00	525.00	630.00
1 Kinder/ 1 Elementary	6,850.00	570.00	685.00
1 Kinder/ 2 Elementary	10,100.00	842.00	1,010.00
<b><u>Elementary (1<sup>st</sup> – 6<sup>th</sup>)</u></b>			
1 Child	\$ 3,850.00	320.00	385.00
2 Children	7,400.00	617.00	740.00
3 Children	10,650.00	888.00	1065.00
<b><u>Daycare**</u></b>			
Option “A” (7:00 – 8:00 am)	\$ 600.00	50.00	60.00
Option “B” (2:55 – 6:00 pm)	1,500.00	125.00	150.00
Option “C” (11:15 – 2:55 pm)	1,500.00	125.00	150.00
Option “D” (11:15 – 6:00 pm)	2,000.00	166.00	200.00

\*\* Options “B”, “C”, and “D” include the “A” option at no additional charge. Occasional daycare is **\$4.00** per hour *or any portion of an hour*.

\* Book fees are not included in tuition payments. A book fee of \$170 (Kindergarten) or \$190 (1<sup>st</sup> – 6<sup>th</sup>) must be paid for each student with the first month’s tuition payment.

## **TUITION PAYMENT SCHEDULE**

Tuition may be paid in the following ways:

1. A single payment for the full year's tuition may be paid through the school office prior to July 1<sup>st</sup>, unless by previous agreement.
2. Payments may be divided into twelve equal payments, the first being due June 1<sup>st</sup> and the remaining installments being due the first of each month through May. Payments may be divided into ten equal payments, the first being due August 1<sup>st</sup> and the remaining installments being due the first of each month through May.
3. Book fees are to be paid in full with first month's tuition payment.

All accounts on the monthly payment plan will be handled by mailing your payments to:

Banner Elementary School  
P. O. Box 678  
Patton, CA 92369 – 0678

A payment coupon booklet will be mailed to you before your first payment is due. Payments may be made by personal check, cashier's check or money order. Also, you may check with your bank if they provide on-line transactions. For your convenience, you may also stop by the office and pay using cash, Visa, MasterCard, Discover, or debit card. In the interest of safety, **DO NOT** mail cash or credit card information.

Payment plans are for your convenience and are not specifically related to a particular school month.

**DELINQUENT ACCOUNTS** – A student will not be permitted to attend class with a delinquent account. We are, however, always willing to work with you should an emergency arise. If such arrangements should become necessary, please contact us as soon as possible. We appreciate your cooperation and your understanding of our need to pay our obligations promptly.

**LATE FEES AND SERVICE CHARGES** – Tuition is due on the first of each month, beginning June 1<sup>st</sup>. Late fees apply on the 11<sup>th</sup>. There will be a \$20.00 late fee per child on each late installment. If a check is returned, for any reason, there will be a service charge of \$30.00 in addition to the late fee of \$20.00 per child and all future payments are to be only in the form of a cashier's check, money order or cash.

**EXTENDED DAY CARE** – Students must be picked up no later than 15 minutes after school dismissal time. Any student on campus after that time will be put on daycare at the minimum rate of \$4.00 per hour or portion thereof. There will be a \$20.00 late fee when a child is not picked up by the 6:00 p.m. closing hour of daycare. After 6:15 p.m., \$10.00 will be added to the late fee for each and every five minutes or portion thereof.

## Financial Agreement and Contract

Family Name \_\_\_\_\_

Student's Name	Grade Entering	Circle Daycare Option
1. _____	_____	A B C D
2. _____	_____	A B C D
3. _____	_____	A B C D
4. _____	_____	A B C D

Tuition Fees	\$ _____
Book Fees	\$ _____
Annual Daycare Fees	\$ _____
Total Annual Payment	\$ _____

**PAYMENTS** – Payments can be made in full for the year or monthly. The two options for monthly payments are: 1) ten equal payments starting August 1<sup>st</sup> or 2) twelve equal payments starting June 1<sup>st</sup>. Remaining installments are due the first of each month through May. Book fees are due in full with the first month's tuition payment. At the bottom of this page, please indicate the schedule by which you will be making payments.

**Payment schedules cannot be changed after signing this financial agreement.**

**PAYMENT POLICY**

1. All accounts are due as specified in this agreement.
2. Billing notices will not be mailed.
3. If a child attends school for any period of time, the registration fee will not be refunded. Registration fees are non-refundable after April 15<sup>th</sup>.
4. All accounts are payable on or before the first day of each month.
5. Payments received at Banner Elementary postmarked the 11<sup>th</sup> of each month (or later) will be considered late and a late charge will be assessed. This late charge will amount to \$20.00 *per student*. These late charges are to be paid along with your monthly payment.
6. All returned checks will have a \$30 service charge as well as a late fee charge of \$20.00 *per student*.
7. No report cards, etc. will be released, nor may the student participate in promotion or graduation exercises until the account is current.
8. If an emergency arises, please feel free to contact the school office concerning your account.
9. Enrollment at Banner is a privilege and this privilege may be withdrawn.
10. In case of mid-year withdrawal - tuition, daycare charges, books, or registration fees will be non-refundable.
11. No child will be allowed to attend Banner Elementary if his account is more than one month in arrears unless other financial arrangements have been made and said agreement is in writing and signed by the undersigned.
12. Students will not be considered for re-enrollment if past accounts are not current.

Please note mailing address: **P.O. Box 678, Patton, CA 92369-0678**

It is with all due respect to the parents that these financial policies are established. We appreciate your cooperation and understanding of our need to pay our obligations promptly.

**AGREEMENT – I have read and agree to the stated policies. I agree to pay accordingly:**

- In full for the year \$ \_\_\_\_\_ plus \$ \_\_\_\_\_ for books.**
- Monthly, in ten equal payments of \$ \_\_\_\_\_ plus \$ \_\_\_\_\_ in August for books**
- Monthly, in twelve equal payments of \$ \_\_\_\_\_ plus \$ \_\_\_\_\_ in June for books.**

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Family Name \_\_\_\_\_

Home Phone # \_\_\_\_\_

e-mail Address: \_\_\_\_\_

## Banner Elementary School Emergency Information Form

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Birth date \_\_\_\_\_ Student lives with \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone #s: Dad \_\_\_\_\_ Mom \_\_\_\_\_

Marital Status of Parents: Dad- \_\_\_\_\_ Mom- \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Special Medical Concerns: \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Ins. Carrier \_\_\_\_\_ Ins. # \_\_\_\_\_

List names of three alternates to whom your child may be released if unable to contact parents. They should be locally available and able to transport student.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

### MEDICAL AUTHORIZATION

If parent or family doctor cannot be contacted and an emergency exists, the undersigned parent or guardian authorizes a representative of Banner Elementary to consent to any X-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care deemed advisable and rendered by any licensed physician or surgeon, whether in his office or in a licensed hospital. This authorization is given in advance of any required care to empower a representative or official of the school to give consent for such treatment as the physician may deem necessary.

### Signatures of both parents needed:

\_\_\_\_\_  
Mother or female guardian's signature

\_\_\_\_\_  
Father or male guardian's signature

\_\_\_\_\_  
Date