



Grace Baptist Christian School

P. O. Box 578
Powder Springs, GA, 30127
(678) 384-6947

January 7, 2010

Dear Parents:

Enclosed is the re-enrollment information for the 2010-2011 school year.

We will begin accepting student re-enrollment forms on Monday, January 11, 2010. In order to receive the discounted re-enrollment rate, completed re-enrollment forms and payment must be turned in no later than end of day Friday, January 22, 2010. **In order for your child/children to be re-enrolled, all school accounts must be current.**

Please note that our classes will be filled on a first-come, first serve basis.

We are very excited about our upcoming year. Listed below are some changes you can expect for next year.

- There is no increase in weekly tuition cost.
- We have reduced our enrollment fees for Nursery-K4
- We will no longer require parents to pay through FACTS for students in Nursery –K4.
- Please note, wipes are no longer included in the material fee for Nursery students. Also, field trip costs are no longer included in the matriculation fee for K2-K4 students.
- We have changed our chapel uniform for all students to be dressed in khaki bottoms and their dark blue GBCS polo shirt.

As always, thank you for allowing us the opportunity to teach your children and for being a member of the GBCS family.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Bates".

Tammy Bates
Director, Nursery and Preschool



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Re-Enrollment Form 2010-2011 Nursery – K4

Enrollment Dates and Fees:

January 11–22, 2010	Re-Enrollment for Current GBCS Students	\$ 75.00 Per Student
After January 22, 2010	Re-Enrollment for Current GBCS Students	\$100.00 Per Student
February 1, 2010	Open Enrollment for New Students	\$100.00 Per Student
June 1, 2010	First Half of \$150.00 Material Fee (Nursery)	\$ 75.00 Per Student
	First Half of \$250.00* Matriculation Fee (K2-K4)	\$125.00 Per Student
August 1, 2010	Second Half of Material Fee (Nursery)	\$ 75.00 Per Student
	Second Half of Matriculation Fee (K2-K4)	\$125.00 Per Student

*Please note the \$100.00 per student reduction in Matriculation Fee vs. last year. Due to this reduction, parents will now be responsible for paying for student field trips. Matriculation Fee must be paid to Mrs. Karen Blalock, GBCS Financial Director.

Material Fee (Non Refundable Nursery- 6 weeks thru 23 months): Fee includes student accident insurance, ACSI membership dues and activity supplies.

Matriculation Fee (Non-Refundable K2-K4): Fee includes the following: Abeka workbooks, curriculum required supplies, ACSI membership dues, InfoDirect, student accident insurance, yearbook, Spanish, music, a GBCS identified book bag, etc.

Please review the attached student information sheet that is currently on file for your child/children. If this information is correct, please initial below. If changes need to be made, please note changes on the attached information sheet and return.

In order for re-enrollment to occur and space reserved for your child/children, all school accounts must be current. Please note: Completion of these documents does not complete your re-enrollment process. No student is re-enrolled until a meeting with Mrs. Karen Blalock, GBCS Financial Director, is held and you receive final notification from GBCS.

_____ Yes, the information GBCS currently has on file for our (my) child is correct. Therefore, no changes are necessary.

We (I) do wish to re-enroll our (my) child at GBCS for the 2010-2011 school year.

Student Name: _____

Grade Entering: _____

Parent/Guardian Signature

Parent/Guardian Signature

Re-Enrollment Steps for 2010 – 2011

Step 1

- Complete and return the following. All forms must be signed by both parents/guardians.
- 2010-2011 Re-enrollment Form
 - Attach **Non-Refundable Re-enrollment Fee** (cash or check made payable to GBCS)
 - Enclosed Student Information (if applicable)
 - Financial Information Agreement
 - Tuition Payment Preference
 - Front and back copy of student's insurance card (required on file by our insurance company)
 - Copy of each parent/guardian's state driver's license or state ID card (required on file)

Step 2

Once the completed forms listed above are received, GBCS Preschool Office Personnel will contact you to set up an appointment with our Financial Director to initial and complete the Tuition Payment Preference Form.

Step 3

GBCS Preschool Office Personnel receives notification from our Financial Director confirming your re-enrollment process is complete.

Step 4

GBCS will notify you via letter or e-mail that your child/children have been successfully re-enrolled for the 2010-2011 school year. After your final acceptance to GBCS, please be aware that you will be held responsible for the Early Withdrawal Fee if you choose for your child/children to not attend Grace Baptist Christian School for the 2010-2011 school year.



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Tuition Payment Preference Form 2010-2011
Nursery - K4

This form must be completed by all parents/guardians with students attending Grace Baptist Christian School for the 2010-2011 school year before enrollment can be complete.

Father (Guardian) Mother (Guardian) or Person(s) Responsible for Financial Commitment

Address:

City State Zip

Name of Student:

Tuition for the 2010-2011 school year will be paid by: (choose only one payment option)

Option 1 Payment in Full

Single payment due on or before July 1, 2010. This option entitles the responsible party to a five percent (5%) discount. Discount will be voided if payment is not received by June 30, 2010. Must be paid directly to Grace Baptist Christian School.

Option 2 Monthly Payments

Monthly payments are allowed if paid in full before the first of each month.

Option 3 Weekly Payments

Weekly fee must be paid each Monday to retain the student's space. If payment is not received by Wednesday, a \$15.00 late fee will be assessed.

PLEASE NOTE: There is no reduction in tuition for absenteeism or holidays.

This section will be completed at your appointment with the Financial Director. Please initial the following: I agree to pay GBCS the amount of \$ tuition for the 2010-2011 school year. (Amount will be filled by Financial Director)

It is the expectation of Grace Baptist Christian School for every family to maintain a current financial balance. Accounts that are one week past due will result in the school administration placing the account on probation. Accounts that are over two weeks past due may result in Grace Baptist Christian School removing your child from enrollment. We (I) further agree to pay all costs of collection, including costs of a collection agency if the account is turned over to a collection agency, and including 15% attorney's fees in the event this balance is turned over to an attorney. It is agreed that this agreement will be governed under the law of the State of Georgia. Grace Baptist Christian School has the option of pursuing an action under this agreement in any court of competent jurisdiction in the State of Georgia and we (I) consent to jurisdiction in the State of Georgia. Re-enrollment of student would be determined by available space. Parent(s)/guardian(s) of any student who is withdrawn early from school will be required to pay an Early Withdrawal Fee per student. The only exceptions considered must be submitted in writing by student's parent/guardian and then approved by the administration. After a student(s) final acceptance for re-enrollment to Grace Baptist Christian School, you will be responsible for the Early Withdrawal Fee if you choose for your child/children to not attend Grace Baptist Christian School for 2010-2011 school year. We (I) understand the Application, Material and Matriculation Fees are non-refundable when paid.

Therefore, we (I) the undersigned, being the parent(s)/guardian(s) or responsible person(s) responsible for financial commitment of a student/students enrolled at Grace Baptist Christian School do hereby agree to the above-stipulated Financial Agreement.

Father (Guardian) Date Mother (Guardian) Date or Person(s) Responsible for Financial Commitment Date



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Financial Information Agreement 2010-2011 Nursery – K4

Please initial applicable section listed below, indicating your agreement to pay the specified amount.

			<u>Weekly Tuition</u>
_____	Nursery	First Child	\$160.00
		Each Add'l Child*	\$152.00

			<u>Weekly Tuition (Aug-May)</u>
_____	K2-K4	First Child	\$160.00
		Each Add'l Child*	\$152.00

*Five percent (5%) multiple child discount applies to tuition only.

We (I) understand the Application, Material and Matriculation Fees are non-refundable when paid.

Please initial below to indicate your compliance.

_____ The above weekly tuition fee includes: Childcare 6:30am – 6:30pm, Monday through Friday, morning snack, afternoon snack and a hot daily lunch (as applicable).

_____ There is no reduction in tuition for absenteeism or holidays. See calendar for school closings.

_____ In case of inclement weather, announcements will be made on local TV and radio stations.

_____ Students enrolled are also eligible for one free vacation week per year. Notification of requested free week must be submitted in writing one week in advance.

_____ Accounts that are one week past due will result in the school administration placing the account on probation.

_____ Accounts that are over two weeks past due may result in Grace Baptist Christian School removing your child from enrollment.

_____ **Additional Fees:**

Late Tuition Payment	\$15.00 (after Wednesday of each week)
Returned Check	\$40.00
Nursery Early Withdrawal Fee	\$300.00 per student (if no two week notice is given)
K2 – K4 Early Withdrawal Fee	\$500.00 per student
Late Pick-up Fee	\$25.00 for any child not picked up by 6:30pm. (Due at time of pick up). \$5.00 for every additional minute after the first 15 minutes. (Due at time of pick up).

Options of payment are: Check, credit card, or cash. If you pay using a credit card (American Express, Discover, VISA or MasterCard), you will be charged a fee of 3% of the amount charged.

Father (Guardian) Date Mother (Guardian) Date or Person(s) Responsible for Financial Commitment Date