

Enclosed is an Enrollment Packet for the 2021-2022 school year. Thank you for your interest in Epworth Christian School.

Upon receiving the completed packet and required registration fee (see financial sheet) we will contact you to set up the family interview.

Be advised at this time some of our grades are full and new students may be on a waiting list. Contact the school prior to sending in your enrollment packet.

Please feel free contact me if you have any questions concerning this packet or the waiting list.

You may also visit the school website at [www.epworthcs.com](http://www.epworthcs.com) and our facebook page [www.facebook.com/epworthcs](http://www.facebook.com/epworthcs)

Dana Holston  
ECS Registrar  
302-875-4488 ext. 316  
[dana.holston@epworthcs.com](mailto:dana.holston@epworthcs.com)

**NEW STUDENT FINANCIAL INFORMATION 2021-2022**  
**6th – 8TH GRADE**

Registration Fee per student (K-8) fee must accompany paperwork at time of enrollment and is non- refundable	\$100
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**BASE TUITION**

Multiple student discounts only apply to full-time students	First Child	Second Child	Third Child
Kindergarten through 8 <sup>th</sup>	\$6,300	\$5,600	\$5,200
Payments made through FACTS will be done over 12 months Approximate monthly payment rates	\$525.00	\$466.66	\$433.33

**DIFFERENTIATED LEARNING PROGRAM**  
**Additional Services above base tuition**

<b>NILD</b> National Institute of Learning Development	\$2,800
<b>WINGS MATH</b>	\$1,000
<b>WINGS LANGUAGE ARTS</b>	\$1,800

**OTHER FEES**

**PER STUDENT**

<b>Extended Care per student</b> – available before (7:00AM) and after school (until 5:30PM)	\$5/hr \$10/day Payment due upon receipt of Invoice
<b>Sports Fees (per sport, per student)</b> – due at time of sports registration	\$65

**OVER**  
**ADDITIONAL INFORMATION ON REVERSE SIDE**

### **FACTS Tuition Payment Plan** (Online Payment Services and secure Financial Aid Assessment)

- This option allows the responsible party to budget payments over 10 or 12 months through FACTS Management beginning **August 2021**. (Option 2 & 3 on Tuition Payment Preference Form)
- To setup a FACTS account, go to <https://online.factsmgmt.com/signin.aspx>. You will need to create a username and password.
- If you are already enrolled in FACTS, you do not need to enroll again. The enrollment carries over from year to year.

### **FACTS Financial Aid Assessment (Deadline May 14, 2021)**

- You will use the same FACTS username and password.
- Go to the "Grant & Aid" section to complete your information for assessment. This must apply each academic year for Financial Aid.
- All information must be completed before you are considered for Financial Aid.
- Also, your child must be enrolled to be considered for Financial Aid.

### **Late Fees / Returned Checks / Past Due Tuition**

- Any missed payments to the school, to include tuition, fees and extended care, will incur a \$25 late fee for each month it is late.
- Returned Checks: \$40 fee for each returned check.
- Insufficient Funds with FACTS: If you are enrolled in FACTS and they are unable to obtain your payment due to insufficient funds, a grace period will be offered. FACTS does charge a \$30 charge for insufficient funds.

### **Refund Policy**

- Registration fee is always non-refundable.
- You will be responsible for the first 2 months of tuition if withdrawing after August 15<sup>th</sup>. Records will not be forwarded to another school until your financial obligation to ECS is fulfilled.
- When withdrawing, the bookkeeper will determine the amount due. That amount will be pro-rated based on your payment arrangements and withdraw date. Early withdraw will result in full payment for the current month.

### **Financial Agreement**

**I agree to make tuition payments for the 2021-2022 school year. I have read the financial information provided in this document and understand and agree to abide to all financial requirements contained plus any late fees. If there is a default on payment, I will also be responsible for court costs, collection agency fees and/or any additional fees incurred as a result.**

**Direct all financial questions to the Accounting office at 302.875.4488 ext 311.**

### **TUITION DISCOUNTS:**

**Pastor's Discount:** Must be a full-time active ordained minister of the gospel ~ official document from your place of employment must be on file with the accounting office. You will receive a 10% discount off your 2021-2022 Tuition only.

**Church Member Discount:** This discount is available to members of Central Worship Center. \$200 off per child

**Full Tuition Payment Discount:** This discount (Option 1 on Tuition Payment Preference form) is available if tuition is paid in full by **June 25, 2021**. **Full Tuition Payment without discount** (after June 25, 2021) must be made by July 30, 2021. **With all credit card payments, a 3% service fee will be added to cover bank fees**

**STUDENT APPLICATION**

The following is needed for enrollment to be complete – Please use this as your checklist:

Student and Family Application

Registration fee (see Financial Information sheet) This fee must accompany application prior to interview

Copy of child's Birth Certificate and Immunizations

Parent Guardian Agreement

Tuition Payment Preference Form

Pastor Recommendation Form

Aftercare Agreement

School Honor Code (Grades 6-8 only)

Student Name \_\_\_\_\_

Sex \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

State and Zipcode \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Entering into Grade \_\_\_\_\_ Has this child repeated a grade?  Yes  No

If yes, what grade and for what reason. \_\_\_\_\_

Name and address of church where student/ family fellowships: \_\_\_\_\_

List all previous schools attended:

Name of School \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

Complete Address \_\_\_\_\_

Name of School \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

Complete Address \_\_\_\_\_

Does the student currently have or have they ever had an Individual Education Plan or Profile (IEP)?

Yes  No

What is his/her attitude toward school and teachers? \_\_\_\_\_

What is his/her attitude toward discipline? \_\_\_\_\_

Has your child ever been expelled, dismissed, suspended, or refused admission to another school?

Yes  No (If yes, Explain below)

Has your child ever had disciplinary difficulties:  Yes  No (If yes, Explain below)

Has your child ever been in trouble with the law, arrested, etc? Yes or No (If yes, explain below)

Has your child ever used tobacco or drugs of any kind? Yes or No (If yes, explain below)

Has the applicant any history of unusual physical or emotional condition, or learning disability which has required professional attention or which might require special attention at Epworth Christian School?  Yes  No If yes, please explain and include copies of all reports.

Has the applicant ever been enrolled in a special class or received tutoring?  Yes  No (If yes, explain below)

How did you hear about Epworth Christian School? \_\_\_\_\_

**FAMILY APPLICATION**

**Biological Father ( Mr. Dr. Rev. )** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_

Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**Biological Mother ( Mrs. Dr. Miss )** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**Biological Parents' Relationship ( married, divorced, deceased, never married )**

**Does the student live with the biological parents? ( Yes or No ) (If No, please explain below)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*OVER\*\*\*\***

**Alternative Family Information (Step-parent, Adoptive Parent, or Guardians)**

Name: ( Mr. Mrs. Miss Dr. Rev. ) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**Personal References (list two):**

1. \_\_\_\_\_  
(Name) (Address) (Phone Number)

2. \_\_\_\_\_  
(Name) (Address) (Phone Number)

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

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

## PARENT-GUARDIAN AGREEMENT

Epworth Christian School is a non-profit organization representing Jesus Christ throughout our community. Epworth Christian School requires its employees and at least one parent/guardian of each student to be a born-again Christian, *living their lives as Christian role models* (I Timothy 4:12). Employees and parents will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior.

**As partner of Epworth Christian School (*initial and sign below*),**

\_\_\_\_\_ I agree to provide godly instruction in the home.

\_\_\_\_\_ I commit to protecting my child from inappropriate materials by partnering together to monitor all audio (iPod, CD, etc.) and video (internet, TV, games) materials.

\_\_\_\_\_ I understand that display of ungodly and unrighteous attitudes, practices, or lifestyles will not be tolerated.

\_\_\_\_\_ I believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give my permission for my child's teacher and/or other agent of the school to make and enforce regulations and policies in a manner consistent with Christian principles of discipline as set forth in the Scriptures.

\_\_\_\_\_ I release Epworth Christian School and its representatives from liability in the event of an accident or injury except to the extent of any insurance coverage available.

\_\_\_\_\_ I understand that school lockers and desks are the property of the school and that the school has a right to open and search lockers and desks. Where there is reasonable and justifiable suspicion, students' possessions, (book bags, gym bags and clothing) may be searched and items that are in violation of laws (federal, state, or local) or school policy will be seized.

\_\_\_\_\_ My child and I have read the Dress Code and we agree to support it and abide by it in every way. (See Dress Code online at [www.epworthcs.com](http://www.epworthcs.com)) If you need a printed copy from office, please request.

\_\_\_\_\_ We agree to support the School discipline policy and abide by it in every way. If you need a printed copy from office, please request.

**OVER**



**As partner of Epworth Christian School** *(initial and sign below),*

\_\_\_\_\_ I agree to make tuition payments, extended care payments and any and all fees incurred throughout the school year. I understand and agree to abide to all financial requirements contained, to include late fees. (See Financial Information sheet)

\_\_\_\_\_ I agree to conduct myself in accordance with the Bible and its commandments to make every effort to live at peace and to resolve disputes with each other in private or within the church. (I Corinthians 6:1-8; Matthew 18:15-20)

\_\_\_\_\_ I give permission for my child's photo to be included on the home page for Epworth Christian School and the Epworth Christian School face book page. I understand that this is located on the World Wide Web (www) and can be seen throughout the world by people with access to the www through the Internet.

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Parent Signature and Date

Epworth Christian School Honor Code  
(Grades 6 – 8 only)

Honor Code Covenant

- At Epworth Christian School, we strive to create an environment wherein all act honorably. It is our attempt to establish a code which reflects the true nature of our Savior, Jesus Christ, and, without reserve, it is our desire to follow this code wholeheartedly so that we may honor God, each other, and ourselves.

Commitment to God (Psalm 37:5)

- We commit to praying and apply His Word daily.
- We commit to worshiping God in Spirit and in Truth.
- We commit to devoting our entire lives to the Word of Christ and sharing the Gospel with others.

Commitment to Honesty (Luke 16:10)

- We commit to being truthful in all of our actions.
- We commit to abstaining from harmful dishonest gossip.
- We commit to academic integrity.

Commitment to Classmates (Matt. 5:16)

- We commit to encouraging one another and building each other up in the faith.
- We commit to greeting one another with a welcoming spirit.
- We commit to making ourselves available to others when they need us most.

Commitment to Authority (Romans 13:1)

- We commit to being respectful and obedient to those God has placed in our lives to guide, teach, and instruct us.
- We commit to being attentive and self-disciplined in our classes.
- We commit to participating and following directions without complaining.

Student's Pledge

- I hereby agree to uphold the honor of our school in the fear of the Lord.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TUITION PAYMENT PREFERENCE FORM 2021-2022**

Student Name:	Entering Grade:
Student Name:	Entering Grade:
Student Name:	Entering Grade:
<b>IF ENROLLING IN PRESCHOOL PLEASE FILL OUT ACCORDINGLY</b>	3 year old <input type="checkbox"/> 5 Half Day <input type="checkbox"/> 5 Full Day 4 year old <input type="checkbox"/> 5 Half Day <input type="checkbox"/> 5 Full Day
Responsible Party: <b>(Must be same as FACTS info)</b>	
Relationship to student/s	
Guardian        YES        NO <b>(Please circle)</b>	
Phone:	
Mailing Address	
City/St/Zip:	
Email Address	
Billing Address (if different from above):	
<b>Responsible Party #2 - Splitting tuition with/(Must be same as FACTS info)</b> <b>(If applicable)</b>	
Relationship to student/s	
Guardian        YES        NO <b>(Please circle)</b>	
Phone:	
Mailing Address:	
City/St/Zip:	
Email Address:	
Billing Address (if different from above):	

For the 2021/2022 school year, I will pay my student's tuition by the payment option checked below

**OPTION 1 Full Tuition Payment** –This option indicates you will be paying your tuition bill in full. If you want to receive a 2% discount payment must be made NO LATER than 6/25/21. **Payments must be cash or check only (no credit cards)**

If the responsible party pays in full after **6/25/21** the full tuition payment MUST be received NO LATER than **7/30/21**. Payment can be made by check, cash or credit card. If using a credit card there will be a 3% service fee added to cover bank fees.

Full payment must be received by **7/30/21** or responsible party will need to enroll in the **FACTS Tuition Payment Plan**

**OPTION 2 Monthly Payments through FACTS. ALL FAMILIES** - This option entitles the responsible party to budget payments over 12 months through FACTS Management Company beginning August 1, 2021. **This option requires that you enroll in the FACTS Tuition Payment Plan**

**OPTION 3 Monthly Payments through FACTS. ALL FAMILIES** - This option entitles the responsible party to budget payments over 10 months through FACTS Management Company beginning August 1, 2021. **This option is good for families who require summer care and want to complete their tuition payments before starting summer care payments and requires that you enroll in the FACTS Tuition Payment Plan**

**I am changing payment option from original choice. Updated form is required (Please check this box and new option) DATE \_\_\_\_\_ INITIAL \_\_\_\_\_**

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- To setup a FACTS account, go to <https://online.factsmgmt.com/signin.aspx>. You will need to create a username and password.
- If you are already enrolled in FACTS, you do not need to enroll again. The enrollment carries over from year to year.

**FACTS Financial Aid Assessment available for Grades Kindergarten – 8<sup>th</sup> (Deadline May 14, 2021)**

- You will use the same FACTS username and password.
- Go to the "Grant & Aid" section to complete your information for assessment. This must apply each academic year for Financial Aid.
- All information must be completed before you are considered for Financial Aid.
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- **Full Tuition Payment Discount:** This discount (Option 1) is available if tuition is paid in full by *June 25, 2021*. If paying to receive the 2% discount, payments must be cash or check only (no credit cards). **Full Tuition Payment without discount (after June 25, 2021) must be made by July 30, 2021. (Payment by check, cash or credit card)**
- **With all credit card payments, a 3% service fee will be added to cover bank fees**

**Responsible Party’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**2<sup>nd</sup> Responsible Party’s Signature:** \_\_\_\_\_  
(If splitting tuition 2<sup>nd</sup> party signature is required)

**Date:** \_\_\_\_\_

### PASTOR RECOMMENDATION FORM

#### PART I

**To be filled in by the family.** After you have filled in Part I, please give this to your Pastor to complete and mail directly to the school.

Family Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Address: \_\_\_\_\_

Father/ Mother Occupation: \_\_\_\_\_

Home Church: \_\_\_\_\_

Names of children applying to ECS:

1.
2.
3.
4.
5.

#### PART II

**To be filled in by your Pastor.**

Does the above family worship in your church?  Yes  No How long? \_\_\_\_\_

Describe their worship attendance: Regular \_\_\_\_\_ Occasional \_\_\_\_\_  
(Epworth Christian School defines regular attendance as 9 times within a 3 month period at any a.m., p.m., weeknight or women's/men's service.)

Have any members of the family held a leadership position in the church?  Yes  No  
If yes, please explain:

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Are the children active in the youth or children's programs of the church?  Yes  No

Do you consider the children open to spiritual instruction?  Yes  No

**OVER**

*partnering with parents to equip students both academically  
God's purpose for the lives while reflecting the character*

What is your understanding of this family's relationship to God?

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Are there any concerns that should be known by the school that could either positively or negatively influence the decision of the Admissions Committee?

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Do you recommend the family for admission to Epworth Christian School?  Yes  No

Pastor's Signature: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Church Name: \_\_\_\_\_ Church Address: \_\_\_\_\_

Church Phone: \_\_\_\_\_

**Please return to:**

Registrar, Epworth Christian School  
14511 Sycamore Road, Laurel, Delaware 19956  
Phone: 302-875-4488 Fax: 302-875-7207

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**Probationary Pastor Recommendation:** If you are not currently fellowshiping with a local body of believers (attending a local church) on a regular basis, as home to the ECS ministry, Pastor Tim Dukes, Senior Pastor of Central Worship Center, would like to invite you to become a part of the fellowship here. Please call the church office at 302.875.7995 to set up an appointment to meet with Pastor Tim to have your form signed.

## Epworth Christian School Extended Care Program 2021/2022

ECS offers extended care for grades Kindergarten through 8<sup>th</sup>. Families that need care before and/or after school can use the extended care program at an additional charge. (The tuition that you pay does not cover extended care)

The hours of extended care are Monday through Friday from 7:00am – 7:45am and 3:30pm - 5:30pm

**Before care will open every day at 7:00am (EXCEPTIONS MAY OCCUR WHEN DELAYS OR CLOSINGS ARE POSTED ON FACEBOOK, WBOC-16 AND WMDT-47)**

**No charge for students coming in after 7:45am**

When using morning care please do not drop your child off earlier than 7:00am. Staff is not on duty and ready to accept children before that time and we do not want children left on the sidewalk waiting for the doors to open.

The minimum fee up to 1 hour is \$5.00 per day for each child and 1 hour or more is \$10.00 per day for each child. There is a late pickup fee of \$3.00 per minute for any child being picked up after 5:30pm.

Each month families that have used extended care will be billed and will receive an invoice. That invoice will be dated and payment should be made within 15 days of the due date. Failure to pay the invoice within that 15 days will result in a \$25.00 late fee

When using aftercare parents or others designated for pickup must come into the building and sign the student out and sign their name. **(no signatures like “mom”, “dad” etc. The signature must be the persons’ name)**

Each day, when picking up your child(ren), please check the sign posted near the main office doors for the location of the aftercare students.

If students are inside, please ring the bell located on the SINGLE GLASS DOOR. Look for the fluorescent colored sign saying AFTERCARE.

If students are outside on the playground, please do the following:

1. Drive to the next parking lot
2. Park your car and walk to the playground to pick up your child(ren)
3. **VERY IMPORTANT:** Please **DO NOT** park in either of the 2 horseshoe driveways. They are designated for Preschool and Daycare parents **ONLY**



Extended Care Form/Agreement 2021-2022

Every family must fill out the Extended Care Agreement form even if you do not plan to use it. The reason for this is because we need to have proper information and signatures in case there is ever an emergency and you have no other recourse other than leaving your child to be placed in aftercare.

Please fill out this form for the extended care program

The form requires the name, address, email address and signature of the party responsible for payment.

List all names of students who will need extended care(Grades K-8 only):

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Mother's

Name: \_\_\_\_\_

Work Phone (include cell, beeper, pager) \_\_\_\_\_

Father's

Name: \_\_\_\_\_

Work Phone: (include cell, beeper, pager) \_\_\_\_\_

Emergency

contact: \_\_\_\_\_

Emergency contact

number: \_\_\_\_\_

Student/s may not be picked up by the following: (Please provide the school with legal documentation supporting this)

\_\_\_\_\_

\_\_\_\_\_

List any allergies or special needs: \_\_\_\_\_

\_\_\_\_\_

Check the days extended care is needed:

\_\_\_\_ Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday

\_\_\_\_ Occasional/drop in

\_\_\_\_ Before School \_\_\_\_ After School \_\_\_\_ Both

**HOURS AND FEES (BILLED ON A MONTHLY BASIS AFTER USAGE)**

Hours: Monday through Friday 7:00 a.m. – 7:45 a.m. / 3:30 p.m. – 5:30 p.m.

Fees: Minimum fee up to 1 hour \$5.00 per day (each child)

1 hour or more \$10.00 per day (each child)

LATE PICKUP FEE \$3.00 per minute after 5:30pm

I agree to pay extended care charges (including any late fees incurred). Not paying before/aftercare charges within 15 days of being invoiced will result in a \$25 late fee being added. If there is a default on payment, I will also be responsible for court costs, collection agency fees and or any additional fees incurred as a result.

Responsible

party: \_\_\_\_\_

Mailing

address: \_\_\_\_\_

Email

address: \_\_\_\_\_

Signature of responsible

party: \_\_\_\_\_ Date \_\_\_\_\_

# **FACTS TUITION PAYMENT PLAN ENROLLMENT**

FACTS Management is the company used to handle monthly payments. Families that pay monthly will need to enroll in FACTS. Payments are automated each month from that account of your choice.

Complete the online process by logging into [www.factsmgt.com/signin.aspx](http://www.factsmgt.com/signin.aspx). You may also access the link via the school website at [www.epworthcs.com](http://www.epworthcs.com) Click on the Parent Document tab at the top. Click on the "FACTS" link.

**First time users and new families** will need to create a username and password using the link.

**If you are already enrolled for the current year you do not need to enroll again. FACTS will rollover to the new school year.**

**DEADLINE FOR ENROLLMENT IS JULY 30TH.** There is a 10 and 12 month payment plan option that both begin in August. New families enrolling in August need to complete this process quickly.

The 12 month plan begins August 2021 and ends July 2022. Families can choose the 10 month plan which begins August 2021 and ends May 2022. This option is great for families who need summer care and want to complete school tuition payments early.

In order to be on schedule for August payment you must be enrolled in the plan no later than August 15, 2021. Failure to meet this deadline will result in higher monthly payments.

**If you need assistance in the enrollment process please contact the Accounting office – Maurica Kinnikin at 302-875-4488 ext. 311**