

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**

**PRESCHOOL**

<b>Registration fee per student (Preschool) – fee must accompany paperwork at time of enrollment and is non-refundable</b>	<b>\$100</b>
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**\*\*\*TUITION COSTS ARE BASED ON THE SCHOOL CALENDAR YEAR\*\*\***

**(SUMMER CARE COSTS ARE NOT INCLUDED BELOW)**

**FOR SUMMER CARE INFORMATION CONTACT**

**DANA HOLSTON OR EARLY CHILDHOOD ADMINISTRATION**

**BASE TUITION**

<b>Multiple student discounts only apply to full-time students</b>	<b>First Child</b>	<b>Second Child</b>	<b>Third Child</b>
<b>Preschool 5 day K3 or K4 (Half)</b>	<b>\$4500</b>		
<b>Monthly payment</b>	<b>\$375.00</b>		
<b>Preschool 5 day K3 or K4 (Full)</b>	<b>\$6,300</b>	<b>\$5,600</b>	<b>\$5,200</b>
<b>Monthly payment</b>	<b>\$525.00</b>	<b>\$466.66</b>	<b>\$433.33</b>

**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.factsmgt.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.

### **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 will 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 credit card payments, a 3% service fee will be added to cover bank fees.**

## PRESCHOOL STUDENT APPLICATION

Please check the appropriate boxes for your child's enrollment

- 3 year old
- Monday through Friday Half Day – **DROP OFF NO EARLIER THAN 8:00 A.M. AND PICKUP NO LATER THAN 11:00 P.M.**
- Monday through Friday Full Day – **DROP OFF 7:00 A.M. PICK UP NO LATER THAN 5:30 P.M.**
- School year only** – August to June (based on school calendar)
- Year round care** – Includes summer care for an additional fee
- 4 year old (K-4)
- Monday through Friday Half Day – **DROP OFF NO EARLIER THAN 8:00 A.M. AND PICKUP NO LATER THAN 11:00 P.M.**
- Monday through Friday Full Day – **DROP OFF 7:00 A.M. PICK UP NO LATER THAN 5:30 P.M.**
- School year only** – August to June (based on school calendar)
- Year round care** – Includes summer care for an additional fee

**IF YOU ARE CHOOSING YEAR ROUND CARE PLEASE CONTACT DANA HOLSTON OR PAMELA SWAIN FOR DETAILS**

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

State and zipcode \_\_\_\_\_

Social Security \_\_\_\_\_ Sex \_\_\_\_\_ Birthdate \_\_\_\_\_

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

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

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

The following items in this checklist are needed for enrollment to be complete:

Preschool Application

Family Application

Registration fee must accompany enrollment packet prior to interview (see New Student Preschool Financial Requirements)

Parent Guardian Agreement

Copy of child's Birth Certificate

Copy of child's Immunizations

Pastor Recommendation Form (Pastor can mail directly to school)

Tuition Payment Preference Form

**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* (1 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

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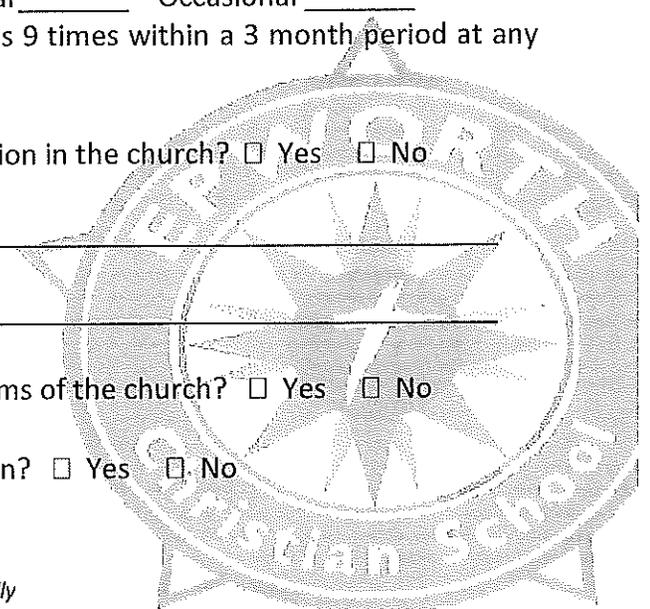
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Are the children active in the youth or children's programs of the church?  Yes  No

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 fellowshipping 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.

**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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- 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.
- Also, you child must be enrolled to be 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:** \_\_\_\_\_

# **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