

Back to School

Paddington British Private School



REGISTRATION PACKET SCHOOL YEAR 2024~2025

Student Name: _____ Birthdate: _____

Current Class: _____ (Current students only)

PADDINGTON BRITISH PRIVATE SCHOOL

IMPORTANT DATES AND INFORMATION

- Thursday, January 11th enrollment forms given out to all current Paddington students.
- Tuesday, January 16th ~ first day to turn in enrollment forms to reserve your child's spot for the 2024-2025 school year.
- Friday, January 19th ~ last day to turn in enrollment forms and fees to secure your child's spot for the 2024-2025 school year.
- Monday, January 22nd ~ processing request for adding day. You don't need to come in person.
 - Adding days is not a guarantee, and will be done on a first come, first served basis. When you turn in your enrollment form, we will number your request and adhere to the order. We will let you know by the evening of the 22nd if space is available.
- Tuesday, January 23rd ~ registration for siblings of current students.
 - Enrollment for siblings of current students will be done on a first come, first served basis. Enrollment forms and non-refundable registration fee must be submitted in person.
- Monday, January 29th ~ registration open to our private waitlist.
- Monday, February 5th ~ registration open to general public.
- Tuesday, February 20th ~ Nonrefundable registration fee due. If not paid, your child will lose their spot.
- May 1st ~ All August tuitions are due.
 - If all August tuitions, including, academic classes, clubs, lunch bunch, early start, and playtime, are not paid by May 1st, you risk losing your spot for the 2024-2025 school year.

Don't forget, according to our licensing, all students must have updated immunizations, health statement, and food allergy action plan, if applicable.

PADDINGTON BRITISH PRIVATE SCHOOL

ENROLLMENT INFORMATION

School Year: 2024-2025

CHILD'S NAME : _____
Last First M.I.

Male Female Date of Birth: _____ Age on Sep 1st: Years _____ Months _____

Nationality: _____ Languages Spoken: _____

Last School Attended: _____ Has your child been completely potty trained? _____

*(Please note that your child **MUST** be out of diapers and pull-ups before commencing school in the 3-year-old classes/clubs)*

HOME ADDRESS _____ City _____

State _____ Zip _____ Cell Phone _____ Home Phone _____

PARENT/GUARDIAN 1: _____ Relation: _____ Driver's License # _____ Firm/

Firm/Business Name _____ Occupation/Position _____

Business Phone (____) _____ Ext. _____ Cell (____) _____ Email _____

PARENT/GUARDIAN 2: _____ Relation: _____ Driver's License # _____

Firm/Business Name _____ Occupation/Position _____

Business Phone (____) _____ Ext. _____ Cell (____) _____ Email _____

In Case of an Emergency and Parents Cannot Be Reached, Please Call:

Name _____ Cell Phone (____) _____ Secondary Phone _____

I hereby authorize Paddington to allow my child to leave the school **ONLY** with the following persons: Please list names & phone numbers of all those authorized, include your spouse if applicable. Be sure your "emergency contact person's" name and number are also listed. **THIS SECTION MUST BE COMPLETED.**

- I hereby give I do **not** give my consent for my child to attend field trips occasionally throughout the year. (Ages 4+)
- I hereby give I do **not** give my consent for photos/videos of my child to be posted on Paddington's Social Media or Website.
- I hereby give I do **not** give my consent for photos/videos of my child to be posted on Shutterfly; only viewed by Paddington.

Which school will your child attend following Paddington? John Cooper The Christian Academy Public Other

Paddington reserves the right to:

- Request the withdrawal of a child from the school at any time, for any reason, at our discretion.
- Make any changes we deem necessary, cancel a class if it doesn't meet the minimum number, change the location of your child's class or the teacher they will have.
- If the tuition fee has not been paid by the due date, or continues to go unpaid, we reserve the right to ask you to withdraw your child immediately, unless prior arrangements have been made with the school office.
- If a family or child exhibits aggressive behavior towards the staff, teachers, children, parents, or a child puts themselves, their classmates, or staff in any danger, you will be asked to leave the school and withdraw your child immediately.
- We also reserve the right to cancel a day(s) due to inclement weather, acts of God or any unforeseen emergencies. No refunds, nor make up days will be made for these circumstances.
- Children who are not completely potty trained, will be UNABLE to attend the 3-year-old classes and clubs, until this milestone has been achieved.

I have been given a copy of the tuition and refund policy as well as a copy of the parent handbook.

I HAVE READ, UNDERSTAND, AND ACCEPT ALL THESE TERMS.

Name of Parent/Guardian _____ Signature _____ Date _____

PADDINGTON BRITISH PRIVATE SCHOOL

HEALTH REQUIREMENTS

CHILD'S NAME _____

Date of Birth: _____

IMMUNIZATIONS

Please include a copy of all current immunizations for this child, it must be signed or stamped by a physician or health care professional. **Class placement is not guaranteed unless we receive all current immunizations.**

Note: If medical diagnosis and treatment and/or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this form. Please go to www.ImmunizeTexas.com to download this form and instructions. If immunization and/or TB testing would be injurious to your child or family, you must obtain a certificate (signed by a physician) to that effect and attach it to this form.

ADMISSION REQUIREMENTS

One of the following must be presented when your child is admitted to school.

Check the box to indicate the option that is most applicable.

- Parent's statement: My child has been examined within the past year by a licensed physician and is able to participate in the school program. I will provide the school with a copy of my child's current immunization record.

The name and address of physician: _____

- A form or written statement from a health care provider, doctor/pediatrician, or clinic is attached, stating my child is healthy and able to participate in the school program.

FOOD ALLERGY ACTION PLAN: **If your child has a Food Allergy, you must submit a Food Allergy Action Plan, available from your doctor, BEFORE your child attends class.** This Action Plan must be signed by both the parent and the physician. Failure to submit this form will result in a delay to your child attending Paddington School. List any allergies, existing illness, previous serious illness, injuries, medications prescribed for long term continuous use, and any other information that the staff should be aware of. Please do not include dietary restrictions that are not documented by your physician. These can be stated on the "Help Us Get to Know Your Child" form.

PLEASE WRITE "NONE" IF NONE APPLIES

Does your child need any special care or attention, that we should be aware of, while at school?

PLEASE WRITE "NONE" IF NONE APPLIES

Signature of parent/guardian: _____ Date: _____

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event that I cannot be reached to make arrangements for emergency/medical attention or Paddington needs to call an ambulance, I authorize the facility director or person in charge to take my child to:

Name of Licensed Physician/Pediatrician	Address	Phone No.
Name of hospital or clinic	Address	Phone No.

I give my consent for necessary emergency treatment while my child is in the care of this physician and/or hospital/clinic.

Signature of Parent/Guardian _____

Date _____

PADDINGTON BRITISH PRIVATE SCHOOL

REGISTRATION, TUITION, AND REFUND POLICIES

REGISTRATION FEE

Registration for the coming school year, along with Jr. Explorer Clubs, will be held in January and open to the private waiting list and public in early February. This fee is due each school year.

Registration/Enrollment Fee: (THESE FEES ARE NON-REFUNDABLE)

Baby Bunnies – Pre-K

\$450 Existing Students/Siblings

\$550 New Students

Kindergarten - 4th Grade

\$750.00 Existing Students

\$800.00 New Students

\$250.00 Evaluation Fee (New students only)

TUITION FEES ~ OUR SCHOOL YEAR BEGINS IN AUGUST

Our tuition fees are calculated and based on the school year and NOT on the number of days or weeks in the month. They are then, for your convenience, broken down into ten equal monthly payments. Payments are due in full on the 1st of the month and considered late after the 7th incurring a late penalty of \$80, if not paid in full. If your balance is still not paid by the 20th, you will be charged an additional \$80. No reduction is given for national holidays, Acts of God, or days your child is absent, or any family vacations no matter how long the duration. All payments can be done on Child Pilot or dropping a check in the Tuition Box located outside the door to the gazebo office. Tuition Fees are **NOT**

TRANSFERABLE to any other program, month, year, class, or child.

WE DO NOT send out tuition statements, however, we do remind you monthly in our Paddington Newsletter and on the outside bulletin board.

ALL AUGUST TUITIONS are due by MAY 1st each year for academics, clubs, lunch bunch, early start, and playtime, to secure your child's place.

If we do not receive your child's tuition by the due date you will risk losing his/her place (see below past due accounts.)

Your final MAY TUITION is due in AUGUST, and will be considered late if not paid by August 7th.

PAST DUE ACCOUNTS/LATE FEE

Our tuition policy is as follows; unless payment arrangements have been made with the school office, we reserve the right to ask you to withdraw your child from their class, without further notification, if the tuition has not been paid by the due date or continues to go unpaid. Your account will also be sent to a collection agency. There is an \$80.00 late fee charged to your account if your payment is received after the 7th of each month. If there is still a balance on your account after the 20th of the month, you will be charged an additional \$80. **This fee will accrue for each month you are late.** There will be NO exceptions to these rules.

RETURNED CHECK FEES

If your check is returned by the bank, you will be required to pay your tuition and returned check fee of \$50.

CALENDAR HOLIDAYS

Our Fall semester starts in August, then follows a similar schedule to the Conroe Independent School District for holidays. Please see the Paddington School Calendar for more information

INCLEMENT WEATHER DAYS

We reserve the right to cancel a day(s) due to inclement weather, acts of God or any unforeseen emergencies and no refunds or make up days will be made under these circumstances.

FALL TUITION REFUND POLICY (Registration/Enrollment Fee is non-refundable)

If your circumstances change and you find you will not be attending Paddington in the **FALL**, please note the following refund policies:

1. A full refund will be given if we receive written notice prior to May 1st.
2. A 50% refund will be given if we receive written notice after May 1st, but prior to May 15th.
3. We regret no refunds will be given for notice received after May 15th.
4. Tuition Fees are **NOT TRANSFERABLE to any other program, month, year, class, or child.**

When you enroll in Paddington and pay your registration fee, you are making a commitment for the entire school year, August-May. If you leave the school **BEFORE** the end of the school year you must give the school office **30 DAYS WRITTEN AND PAID NOTICE**. If you fail to give the school the required 30 days' notice, you **WILL** forfeit this tuition.

We regret that no refund on May tuition will be given after March 1st, as it is too late in the school year to fill your child's spot especially in the Pre-K, Kindergarten and Grade classes. It CANNOT be applied to any other child, friend, or relative.

NO EXCEPTIONS WILL BE MADE TO THESE RULES.

I have read, understand, and agree to the terms as set out above.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Prices and staff are subject to change without notice.

PADDINGTON BRITISH PRIVATE SCHOOL

Jr. Explorer Clubs ~ Lunch Bunch

Ages: 3-5 years

Ages: 2-3 years

Registration for these clubs will take place the same time as your academic registration. Once registered, we will email/phone you to confirm your child's placement.

Our Jr. Explorer Clubs will be open during the week from 1pm-3 pm. Your child will attend a variety of these exciting clubs on the different days they attend each week. This will now expose them to all these wonderful programs without you having to choose.

**SCIENCE * YOGA * MUSIC/DANCE * ABC 123 * COMPUTER
ART * SPANISH**

Please complete this **VERY IMPORTANT FORM**. Enrollment in these classes will be on a first come, first served basis, therefore early registration is essential in order to secure placement in these clubs.

Child's Name: _____ D.O.B.: _____

Current Academic Class: _____

Parent's Email: _____ Parent's Cell: _____

NUMBER OF DAYS A WEEK YOUR CHILD WILL ATTEND CLUBS? 2 Days 3 Days 5 Days

OUT OF DIAPERS ~ MANDATORY FOR ALL CLUBS

In order to join any of our Jr. Explorer Clubs your child **must be out of diapers, pull-ups, and be completely potty trained.** NO EXCEPTIONS will be made to these rules, as there are no facilities to change diapers in the labs and club classrooms. If your club child has not reached this milestone, please keep them at home until accomplished. **If your child has three accidents, your child will be asked to stay home, for as long as necessary, to master potty training.** Thank you.

LUNCH BUNCH

Ages: 2-3 years old Monday through Friday 1 p.m. – 3 p.m.

This class is for children going into Ducklings, Little Lambs, and Teddy Bear classes who need to stay until 3:00. Space is limited, sign up now to secure your child's spot. No need to be out of diapers to attend this class.

Number of days you wish to attend Lunch Bunch: 2 Days 3 Days 5 Days

EARLY START 8-9 * PLAYTIME 3-5 * Ages: Nursery – 4th Grade

Number of days you wish to attend Early Start: 2 Days 3 Days 5 Days

Number of days you wish to attend Playtime: 2 Days 3 Days 5 Days

Child's Name: _____ D.O.B.: _____

Current Academic Class: _____

Parent's Email: _____ Parent's Cell: _____

PADDINGTON BRITISH PRIVATE SCHOOL
ACKNOWLEDGEMENT OF UNDERSTANDING

Please initial each statement and sign at the bottom that you have read and understand the policies stated below.

_____ I understand that all children in the Baby Bunnies class must be one year by Sept 1st, AND walking.

_____ I understand that all children in preschool classes and older must be fully potty trained.
No diapers or pull-ups allowed. Three or more accidents during morning classes (9-1), they will be asked to stay home, for as long as necessary, to master potty training.

_____ I understand if my child has three accidents while attending clubs (1-3pm) they will be asked to stay home, for as long as necessary, to master potty training.

_____ I understand the Paddington British School sick policy is; a child cannot return to school until it has been 36 hours, with no fever, vomiting, or diarrhea, without medication.

_____ I understand my child must be in complete school uniform, at all times, including field trips, purchased from, Tinsley's Treasures, our uniform shop. If they are out of uniform three times, parents will be called to bring appropriate attire.

_____ I understand my registration fee is non-refundable or transferable, to another year, month, program, or child.

_____ I understand my child will not be able to start on the first day of school without all required documentation including: signed enrollment form, immunizations or affidavit, health statement, and allergy action plans (if your child has a food allergy).

_____ I understand Paddington British School reserves the right to cancel a day(s) due to inclement weather, Acts of God or any unforeseen emergencies. No refunds, nor make up days will be made for these circumstances.

_____ I understand Paddington British school reserves the right to make any changes we deem necessary, cancel a class if it doesn't meet the minimum number, change the location of your child's class or the teacher they will have.

_____ I understand if my tuition is not paid in full by the 7th of each month, I will be charged a late fee of \$80. If a balance remains unpaid by the 20th of the month, I will be charged an additional late fee of \$80, unless arrangements have been made with the office. This fee will continue each month until tuition is paid in full.

_____ I understand if my child's behavior is deemed inappropriate, including bad language, or unsafe for themselves or their peers, they must be withdrawn from school immediately.

Parent Signature

Date

PADDINGTON BRITISH PRIVATE SCHOOL
NEW STUDENTS

We add students based on a first come first served basis.

Official Use Only

Please submit this form stating the desired days and times you wish to attend Paddington. We will contact you to let you know if there is room for your child.

Thank you for your understanding.

Child's Name: _____ D.O.B.: _____

Number of days you wish to attend: 2 Days (Tues/Thurs) 3 Days (Mon, Wed, Fri) 5 Days (Mon-Fri)

Time of day you wish to attend: 9-1 9-3

Do you need before or after care? (Check all that apply) Early start (8-9) Playtime (3-5)

Parent's Email: _____ Parent's Cell: _____

ADDING DAYS (*CURRENT STUDENTS ONLY*)

Please note adding days is not a guarantee.

Official Use Only

We add days for students based on a first come first served basis.

Please submit this form along with your child's enrollment form ad fees. After we have registered all our inhouse students, based on their current enrollment, we will contact you to let you know if there is room for your child to add days. There is no need to come in person, we will be numbering forms as they come in, and will follow that order.

Thank you for your understanding.

ADDING DAYS

Child's Name: _____ D.O.B.: _____

Current Academic Class: _____ Current Days: 2 Days 3 Days

Number of days you wish to attend: 2 Days 3 Days 5 Days

Parent's Email: _____ Parent's Cell: _____

PADDINGTON BRITISH PRIVATE SCHOOL

REGISTRATION, TUITION, AND REFUND POLICIES – *parent copy*

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