

TAPION SCHOOL LIMITED

STUDENT REGISTRATION INFORMATION

Post Office Box 511

Castries

St. Lucia, W.I

Telephone: 758-452-2902 Email: tapionsch@gmail.com

Dear Parents/Guardians:

Thank you for considering **Tapion School Limited** for your child's educational needs.

1. Pupils entering Tapion School from another school must submit a report from their last school and also samples of their work. The school reserves the right to administer a test to determine the most suitable grade for your child's placement.
2. If space is not available, you may wish to put your child's name on a waiting list in which case you will be called as soon as a space is made available. Children with siblings already present at the school will be given priority. Placement on the waiting list does not guarantee a place at the school.
3. All new students and students who have been placed on the waiting list are required to pay a non-refundable *Registration Fee* of \$200.00.
4. School fees include the *tuition fee, facility fee, security fee* and *an annual supplies fee*, **all** of which are **mandatory** and **non-refundable**. A schedule of the school fees are attached for your information.
5. **Parents/Guardians are responsible for the timely payment of all school fees.** School fees are to be paid in advance, at the end of each term for the following term. The deadline for the payment of school fees is the end of the 1st week of the re-opening of school. Fees paid after the deadline will be subject to a late charge which must be paid together with the fees. Fees which remain unpaid for 4 weeks will become a debt owed to the school and will be passed to a debt collector for collection. A further fee of 20% will be added to the amount owed for collection of the debt.
6. A payment plan may be available to a limited number of parents wishing to pay **tuition fees** by monthly installments. **All other fees are not subject to payment by installments.** An application to pay by monthly installments must be completed and lodged with the school's Administrative Officer in advance of the term for which payment is due to be approved by the Board of Directors. Eligible parents will be required to pay the agreed monthly installment by no later than the 1st day of every month. If this date falls on a holiday or weekend, payment will be accepted on the next working day. Payments made after this date will be subjected to a late fee, which must be paid together with the monthly installment which is due. Parents on the plan will also be required to pay an additional Administrative Fee of \$50.00 per month, which must be made payable together with each monthly installment. Installments which remain unpaid for 4 weeks will become a debt owed to the

school and will be passed to a debt collector for collection. A further fee of 20% will be added to the amount owed for collection of the debt.

7. Fees may be paid either directly to the school or through the school's bank account. Parents who have paid through the bank must present the stamped deposit slip to the school as proof that payment has been made. The bank details are as follows:

Bank Name: First Caribbean International Bank

Account number: 1843989

Account Name: Tapion School Ltd

8. Discounts are applicable if a family has three or more children attending the school.
9. **The school demands a term's notice in writing if a child is to be withdrawn from the school. This letter MUST be sent to the Principal.** Failure to submit such a letter may result in a penalty of tuition fees for one school term or other lesser penalty as may be agreed to by the Board.
10. **The school does not refund any part of school fees whether the fees were paid in advance or on the specified registration dates.**
11. The school reserves the right to request the withdrawal from school of any child for non-payment of fees by the prescribed date or for any other reason on the recommendation of the Principal.
12. Parents are required to complete the attached registration form filling in all the necessary particulars, particularly their contact information. As the school records must be kept up to date, any changes to this information must be communicated to the school by the parents/guardians immediately. The School will request parents to provide an update on their particulars every term or other such period as may be necessary.
13. Parents/guardians are required to provide the names of two individuals, other than themselves, who can be contacted in the event of an emergency should they be unreachable.
14. Upon registration, parents/guardians are required to provide proof of identification.
15. Parents/Guardians **must** strictly adhere to the school's Dress Code Policy, a copy of which is attached for your information.
16. The ideology of Tapion School is such that we believe our strength lies in the collective resources of parents/guardians. As such, parents/guardians are asked to be active members of the School's community giving their time/resources whenever they can.

Yours faithfully,

Principal

I confirm that I have read the above and agree to the terms and conditions set out.

Signature of Parent / Guardian

Date

STUDENT REGISTRATION FORM

Please complete the following form for the school's records.

STUDENT INFORMATION

Students Name:
(State full legal name as appears on Birth Certificate)

Date of Birth:
Month / Date / Year

Gender:

Entry Date:

Postal Address:

Residential Address:

Home Telephone Number:

Proposed Class:

Previous School Attended.....

Dates Attended:

PARENT / GUARDIAN INFORMATION

Child Lives with: Both Parents Grandparent Guardian Mother Father Other
(Check one)

Father's Name:.....

E-mail address

Occupation:

Place of work

Telephone Number Work: Mobile: Home

Mother's Name:

E-mail address

Occupation:

Place of work

E-mail address

Telephone Number Work: Mobile: Home

Guardian's Name:

E-mail address

Occupation:

Place of work

E-mail address

Telephone Number Work: Mobile: Home.....

EMERGENCY CONTACT

Name:

E-mail address

Occupation:

E-mail address

Telephone Number at work: Mobile:

Name:

E-mail address

Occupation:

E-mail address

Telephone Number at work: Mobile:

MEDICAL INFORMATION

Doctor's name.....

Phone Number:

Preferred Hospital.....

Health Insurance carrier.....

Any Current Medical issues:

Allergies.....

Any Medications to be taken at School:

SIBLING(S)

Name of Brother (s) / Sister (s) already attending Tapion:

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AUTHORIZATIONS

Please read the following information carefully and sign below each authorization.

- 1. I understand that Tapion School will not administer any medicine to my child without my consent. I agree to keep my child away from school till complete recovery from any illness. In the case of an emergency, I understand that the school will attempt to contact me or one of the persons named to act in my place. If I cannot be reached, I authorize the school to contact the doctor listed and to follow that doctor’s advice and direction. If the doctor cannot be reached, I authorize the school to take whatever steps necessary for the well-being of my child.

Signature of Parent / Guardian

- 2. I understand that student photos are commonly used in newsletters, on the school’s website and other school related publication and or promotional material for the school. I therefore authorize the school’s use of my child’s / ward’s photograph for any of the stated purposes.

Signature of Parent / Guardian

PICK-UP & DROP-OFF POLICY

The school has a strict drop off and pick up policy. Students from Grades Pre-K up to Grade 1 are to be dropped in their classrooms at all times. Other students may be dropped at the school gate and parents/guardians/persons responsible for dropping off are to ensure that the child enters the school compound before leaving. Parents/Guardians/persons responsible for dropping off are responsible for ensuring that there is school on any given day that a student is dropped off. Parents/Guardians must give authorization if they require any other person to pick up their child/ward. This permission must be communicated to the school and must indicate the full name of the authorized person. The authorized person must present proper identification before leaving the compound with the student.

I confirm that I have read the above and agree to the terms and conditions set out.

Signature of Parent / Guardian

TAPION SCHOOL DRESS CODE POLICY

SCHOOL UNIFORMS

BOYS

Boys are to wear navy blue shirts with short khaki trousers on normal school days, along with all black hard-soled shoes or sneakers with navy blue or black socks. For Physical Education classes, boys must wear white polo shirts with the Tapion School logo embossed on the left breast, along with navy blue shorts, white sneakers and white socks.

GIRLS

Girls are to wear navy blue, double-breasted drop waist overalls with six white buttons on the front and a pleated skirt at the bottom on normal school days, along with all black hard-soled shoes or sneakers with white socks. For Physical Education classes girls must wear a white polo shirt with the Tapion School logo embossed on the left breast, along with a blue pleated skirt, white sneakers and white socks.

GROOMING

All students must be properly groomed at all times. This includes wearing the uniform as stipulated and maintaining appropriate hair styles and cuts.

TAPION SCHOOL FEES

TERMLY TUITION FEES

PRE-KINDERGARTEN	\$1,500.00
KINDERGARTEN	\$1,800.00
GRADE 1	\$2,100.00
GRADE 2	\$2,100.00
GRADE 3	\$2,100.00
GRADE 4	\$2,100.00
GRADE 5	\$2,100.00
GRADE 6	\$2,100.00

ANNUAL SCHOOL SUPPLIES FEES

PRE-KINDERGARTEN.....	\$300.00
KINDERGARTEN.....	\$300.00
GRADE 1.....	\$400.00
GRADE 2.....	\$400.00
GRADE 3.....	\$400.00
GRADE 4.....	\$500.00
GRADE 5.....	\$500.00
GRADE 6.....	\$500.00

TERMLY FACILITY FEE \$50.00

TERMLY SECURITY FEE \$50.00

REGISTRATION FEE \$ 200.00

FOR OFFICE USE ONLY

Date completed /returned:

Date paid (Registration)

Date paid (Deposit):

Receipt No.:

Proof of Identification provided