

# TAPION SCHOOL LIMITED

## STUDENT REGISTRATION FORM

Post Office Box 511  
Castries  
St. Lucia, W.I  
Telephone: 758-452-2902 Email: [tapionsch@gmail.com](mailto:tapionsch@gmail.com)

### Dear Parents:

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

Please note the following which apply to the registration process at the school:

**Kindly initial each page of this registration form to confirm that you have read same and that you agree with the terms and conditions set out below.**

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.
3. A non-refundable Registration Fee of \$200.00 secures a place on the waiting list but does not guarantee a place at school. Once the school is able to confirm a place for your child, you will be asked for a Non-Refundable fee of \$50.00 per term for Facility Fees.
4. School Fees are paid in advance at the end of each term for the following term. A payment plan is available for parents wishing to pay the fees by monthly 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. You will be required to pay an additional \$50.00 per month Administrative Fee on the payment plan.
5. Discounts are applicable if a family has three or more children attending the school.
6. **The school demands a term's notice in writing if a child is to be withdrawn from the school.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.**
7. **The school does not refund any part of school fees whether the fees were paid in advance or on the specified registration dates.**
8. The school reserves the right to request the withdrawal from school of any child for non-payment of fees or for any other reason on the recommendation of the Principal.
9. The ideology of Tapion School is such that we believe our strength lies in the collective resources of parents/guardians. As such, we expect parents/guardians to be active members of the School's community giving their time/resources whenever they can.

Yours faithfully

Arlette Cenac (Mrs)  
Principal

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

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: .....

Telephone Number at Work: ..... Mobile: .....

Mother's Name: .....

E-mail address .....

Occupation: .....

E-mail address .....

Telephone Number at work: ..... Mobile: .....

**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:

.....  
.....

**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 seem necessary for the well-being of my child.

\_\_\_\_\_  
Signature of Parent / Guardian

- 2. Student photos are commonly used in newsletters, on the school website and other school related publication and or promotional material for the school. Please sign below if you agree to your child’s / ward’s photograph appearing in any of the listed mediums.

\_\_\_\_\_  
Signature of Parent / Guardian

**FOR OFFICE USE ONLY**

Date completed /returned: .....

Date paid (Registration) .....

Date paid (Deposit): .....

Receipt No.: .....

## **TAPION SCHOOL UNIFORMS**

### ***BOYS***

Navy blue shirt with short khaki trousers are worn on normal school days, along with black hard-soled shoes or sneakers with navy blue socks. Also, the boys are supposed to wear white t-shirt with Tapion School logo and blue shorts for Physical Education classes.

### ***GIRLS***

Navy blue, Double-breasted drop waist with six white buttons on the front and pleated skirt overalls are worn on normal school days, along with black hard-soled shoes or sneakers with white socks. Also white t-shirt with Tapion School logo on it and blue pleated skirt for Physical Education classes.

## **SCHOOL FEES**

PRE-KINDERGARTEN .....	\$1,000.00
KINDERGARTEN .....	\$1,500.00
GRADE 1 .....	\$1,800.00
GRADE 2 .....	\$1,800.00
GRADE 3 .....	\$1,800.00
GRADE 4 .....	\$1,800.00
GRADE 5 .....	\$1,800.00
GRADE 6 .....	\$1,800.00

## **ANNUAL SCHOOL SUPPLIES FEES**

PRE-KINDERGARTEN	\$200.00
KINDERGARTEN	\$300.00
GRADE 1	\$300.00
GRADE 2	\$300.00
GRADE 3	\$400.00
GRADE 4	\$500.00
GRADE 5	\$500.00
GRADE 6	\$500.00

**SECURITY FEE .....** \$50.00