



St. John of San Francisco Orthodox Academy
 6210 Geary Blvd., San Francisco, CA, 94121
 Phone 415-221-3484 email: information@stjohnsacademysf.org
 www.stjohnsacademysf.org

Registration Request Form, 2015-2016 School Year

PLEASE READ FIRST: This form is used to request that your child, who has either recently been admitted or is currently at student at St. John’s Academy, be registered for the forthcoming 2015-2016 school year. Please complete all sections fully, and sign in the various places indicated, before returning this form and the annual registration fee to the school office.

Student’s Name:		
	<i>Last</i>	<i>First</i>
	<i>Middle</i>	<i>Patron Saint</i>

Grade in 2015-16 _____ Current Age: _____ Date of Birth: _____

UPDATED PARENTAL INFORMATION:

	Father’s Information	Mother’s Information
Full name		
Address		
Telephone		
Cell Phone		
E-mail		

With whom is student living?		Who is legal guardian?	
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Who will be financially responsible for payment of tuition and fees?

Have you read the *Tuition & Fees* section of our school handbook, available on our website, and are you able to pay the tuition and fees for your child?

Yes No

UPDATED MEDICAL INFORMATION:

Name of physician: _____	Date of last physical: _____
Physician phone: _____	
Insurance carrier: _____	Insurance card number: _____
Allergies: _____	Medications: _____
Additional medical notes: _____	

*****Full and current immunization records must be attached to this form, if not already provided.*****

UPDATED RELIGIOUS INFORMATION:

Parish attended by family: _____

Name of priest: _____ Priest's phone: _____

UPDATED EMERGENCY CONTACT INFORMATION:

Please provide the contact details of two people the Academy may contact in the case of an emergency, when the parents cannot be reached:

Name: _____	Relationship: _____	Phone: _____
Name: _____	Relationship: _____	Phone: _____

AUTHORIZATIONS:

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I/we hereby give permission to the administration and staff of St. John of San Francisco Orthodox Academy to call for medical care for my/our child. I/we understand that, should an emergency arise, St. John of San Francisco Orthodox Academy will make a reasonable effort to contact me/us before emergency action is taken. However, if contact cannot be made and if St. John of San Francisco Orthodox Academy is forced to call for medical care, we/I agree to accept the expenses of all such medical care and treatment.

Signature of Parent/Guardian(s): _____ Date: _____

AUTHORIZATION FOR FIELDTRIPS

I/we give permission for my/our child to go on organized field trips away from the campus of St. John of San Francisco Orthodox Academy supervised by staff members or faculty of St. John of San Francisco Orthodox Academy or other responsible adults, acting on behalf of aforementioned academy.

Signature of Parent/Guardian(s): _____

Date: _____

AUTHORIZATION OF DEDICATED PERSON(S) TO PICK UP CHILD

In the event of an emergency and/or previously authorized by me/us, I/we give our permission to the designated person(s) below to pick up my/our child from St. John of San Francisco Orthodox Academy.

	First Dedicated Person (optional)	Second Dedicated Person (optional)
Full name		
Address		
Telephone		
Cell Phone		
E-mail		
May this person regularly pick up your child after school without need for additional authorization?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**NOTE: This is important. St. John's Academy will not release a child into the custody of anyone other than the parents or those individuals indicated here, without advance permission in writing.*

PARENTAL ADMISSION AGREEMENT

Parents agree to embrace and support the mission and work of St. John's Academy and to abide by all the policies, procedures and expectations spelled out in the School Handbook in its current form and as it may be updated on the Academy's web site during the year (at www.stjohnsacademysf.org/students-and-parents/parent-information/school-handbook). Parents agree to cooperate fully with the Church, teachers and school administration in the running of the Academy and its community's Orthodox life, and agree that the standards and rules of the Orthodox Church will be upheld in all aspects of the lives of both the Academy and all its families.

Parents agree that their children will be educated in Orthodox religion, life, practice and conduct, and that they and their children will in all ways support the mission of the Academy. Parents in Orthodox families agree that, unless special alternative arrangements are made in advance, in writing, with the Academy administration, they will attend Divine Liturgy on Sundays; parents in non-Orthodox families agree that a pattern of regular attendance at their own services will be agreed with the Academy administration during the registration process, and will be adhered to. Parents of all students, of all backgrounds, agree to bring their children to Orthodox services on major and prescribed feast days, as noted on the school calendar or otherwise published/announced by the Academy; and to attend any evening education/catechism classes that may be prescribed as required.

Parents agree to attend all mandatory school meetings and conferences, as announced by the Academy. Parents also agree to read all correspondence from the school, including frequently visiting and reading the web site, which is the main avenue for regular communication; and to be subscribed to the Academy’s e-mail list and receive direct e-mail, telephone and postal contact from the Academy as required.

Parents agree to participate energetically in the work of the Parents Association, which aims to bring parents and teachers/staff of St. John’s into active dialogue and expand the Academy’s mission through parental education, activities and support. Parents also agree to engage fully in PA-led and personal fundraising, including parent volunteer hours. Parents also agree to enroll with Escrip, a program in which participating business partners contribute a percentage of expenditure on grocery loyalty cards, credit and debit/ATM card purchases, etc., to the Academy.

Parents agree to support the healthy, positive and cooperative environment of the Academy at all times, and affirm that at no time is verbal abuse, gossip, or other inappropriate behavior acceptable amongst students, parents or staff; and parents agree to play their role in ensuring that children show respect to teachers, to one another and to each other’s property. No physical or emotional violence will be tolerated, nor intentional or regular hostility towards Orthodox beliefs, life or practices. **All parents pledge to be active ambassadors for the life, reputation and future of the school, supporting it through prayer and positive discussions whenever possible.**

Parents agree to fulfill all the terms and conditions of their financial contract with the school, including prompt payment of all tuition, fees and contributions monthly by *SMARTtuition*. In addition to tuition, families agree to pay a \$2275.00 annual Per Family Fee at a rate agreed in the Academy’s Tuition and Fees schedule, and to donate \$1,000.00 annually to the Parents Association in support of its work (this amount is figured into the comprehensive Tuition, Fees & Donations figure. Parents explicitly agree to the policies spelled out in §2.2 and 3.4 of the School Handbook (‘Tuition and Fees’ and ‘Payments’), including the schedule and means of payment, the assessment of fees for late payments, and the three-month notice of financial liability for early withdrawals, together with all other policies.

REGISTRATION REQUEST CONFIRMATION

I/We confirm that the information provided in this Registration Request is accurate, and that I/we have read the above Parental Admission Agreement and agree to abide by it; and I/we understand that we are expected to read the School Handbook and abide by all policies and practices outlined therein, as it may be updated on the school web site throughout the year. We acknowledge that submission of this Registration Request does not guarantee a place at the Academy, and that we will be notified in writing at such a time as my/our child may be formally registered for the forthcoming school year.

Signature of Father/Guardian:		Date:
Signature of Mother / Guardian:		Date:
Printed names of both signatories:		

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The St. John of San Francisco Orthodox Academy, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The non-refundable annual registration fee of \$300.00 must be submitted with this form by March 20th, 2015. A \$25 late fee will be incurred after this date.

For office use only:					
Date received:		Fee included?		Check no.	
Determination:				Date:	
Office signature:					