



Hanson Place School
Nursery & Preschool

2019-2020

REGISTRATION APPLICATION



Hanson Place School
Nursery & Preschool

ENROLLMENT CHECKLIST 2019-2020

- Application Fee:**
 - \$30.00 – Preschool/Nursery
- Parent/Guardian Demographic Information**
- Birth Certificate**
- Social Security Card**
- Medical Records**
- Completed Health Forms**
- Copy of Immunization Record**
- Current Photo of Prospective Student**
- Emergency Consent**
- Fundraising Contract**
- Financial Responsibility Statement**
- Smart Tuition Application**
- Extra-Curricular Activities**
- Lunch Application**
- Completed Application --- ALL FORMS MUST BE COMPLETED**

- Registration Fee**
 - \$500.00 (Pre-K)

- Physical Education Uniforms - Prices Vary**

PAYMENT RESPONSIBILITY STATEMENT

I, the undersigned, hereby accept the responsibility for full and timely payment of tuition amounts incurred during the 2019 – 2020 school year for _____
(Student's Name)

I understand that monthly tuition payments of \$600.00 Pre-K and Nursery \$650.00 are due on the **First School Day of Each Month**. **Registration fee for Pre-K is \$500.00 due at registration.**

Please choose your method of payment for this coming school year:

_____ Semi-Annual Payments due August 1st & January 1st
_____ Annual Payments due August 1st

Payment Description

August 1 st	Registration fee
August 1 st	1 st Tuition Payment
September 1 st	2 nd Tuition Payment
October 1 st	3 rd Tuition Payment
November 1 st	4 th Tuition Payment
December 1 st	5 th Tuition Payment
January 1 st	6 th Tuition Payment
February 1 st	7 th Tuition Payment
March 1 st	8 th Tuition Payment
April 1 st	9 th Tuition Payment
May 1 st	10 th Tuition Payment

Pre-K and Nursery – Classes continue during the summer. Payments are due on the first of every month. Payments must be made on time as per schedule for the above semi-annual and annual discounts to apply. Your signature below validates your choice above.

Please read and initial the following:

_____ If your monthly Tuition is not received within 10 days after the due date of any given month, the account will be considered delinquent and a late fee of \$25.00 will be imposed fifteen (15) days after the due date.

_____ Late payments of 30 days or more will result in the withdrawal of your child from class.

_____ All seriously delinquent accounts will be referred to a collection agency.

I will abide by the policies of the school and pay all fees charged to the above applicant's account as stipulated. In understanding of the above, I affix my signature.

Parent's or Guardian's Signature

Date

Address

Contact Number

Affiliation (Check one):

SDA [] Protestant [] Catholic [] other _____

If your church affiliation is SDA, kindly indicate below where your membership is held

Name of Church: _____

Pastor's Name: _____

Address of Church: _____
Street/Ave City State Zip

Emergency Contact

Name: _____
Last First MI

Tel: #1 _____ Tel. #2 _____

Relation to parent _____

Name: _____
Last First MI

Tel: #1 _____ Tel. #2 _____

Relation to parent _____

Referred By: _____

***Other names and their contact information can be added on the other side of this form.
A Photo ID must be on file for all persons listed.***



Hanson Place S.D.A. School

38 LAFAYETTE AVENUE
Telephone : (718) 625-3030

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BROOKLYN, N.Y. 11217
Fax : (718) 625-1727

Fundraising Contract

Fund-raising is a very important activity here at Hanson Place Elementary School. It helps to defray the cost of the educational supplies needed for the school. Fund-raising projects are conducted at least twice per year and parents are required to participate in this activity.

I, _____ the parents/guardian of _____ do hereby state that I will participate in the fund-raising program of the school twice per year, and will make sales in the amount of three hundred dollars (\$300.00) or more on the products used for the project.

Parent/Guardian's Signature

Date



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Dear Parent:

Hanson Place SDA. School is dedicated to developing young minds in a caring Christian environment where character development and academic excellence are strongly emphasized. It is our goal to help and challenge students to reach their fullest potential spiritually, mentally, physically, socially, and morally. This will prepare them to meet the upcoming challenges in their lives. To achieve this, the staff at Hanson Place SDA School places high value on the infinite worth of each student. We seek to provide a climate in which a positive self-image may be developed.

The CODE OF CONDUCT is for you to review with your child. It contains important information pertaining to school policy and procedures regarding student behavior, expurgation, discipline and dress code.

If you have questions that remain unanswered after reading the Code of Conduct, please feel free to call the school's office. We believe that open communication between the school and home is important for the success of educational programs.

I _____ have reviewed the Code of Conduct with my child
(Parent/ Guardian's Name)

_____ and I understand that my child **must** abide by
(Child's Name)
the rules in order to contribute to his/her academic achievement as well as the success of his/her classmates.

I agree the school's Code of Conduct, and I understand if he/she chooses to disobey the rules he/she will face the necessary consequences.

Student's Signature (students K-8)

____/____/____
Date

Parent's Signature

____/____/____
Date



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ACTIVITIES AND TRANSPORTATION CONSENT

I consent that my child _____ shall engage in all school related activities of the Hanson Place School, including but not limited to educational field trips to activities and places selected by the school.

I consent also to the transportation of my child by such means of transportation as are deemed necessary by the school or duly authorized member of the staff.

Signed: _____

Date: _____

EMERGENCY MEDICAL TREATMENT CONSENT

I hereby agree to have my child _____ taken to the hospital in case of extreme illness or accident, and to receive the necessary treatment until I arrive.

Signed: _____

Date: _____



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HANSON PLACE SDA ELEMENTARY SCHOOL'S CODE OF CONDUCT

General Behavior

In general, all students are entitled to enjoy the basic rights of citizenship recognized by law for persons of age and maturity. The Hanson Place SDA School will foster a climate of mutual respect for the rights of others. **Each student is expected to respect the rights and privileges of other students, teachers and staff, at all times.**

All members of the Hanson Place SDA School share in the responsibility for the supervision of student behavior. Parents and guardians must also assume the responsibility for the conduct of their child.

The student's responsibility for achieving a positive learning environment at school and/or school-related activities shall include the following:

1. Attend all classes daily and **be on time.**
2. Prepare for each class with appropriate materials and completed assignments.
3. Dress according to the school's dress code. Hats are not to be worn in any part of the building.
4. Know that the use and possession of illegal or unauthorized drugs, alcohol and weapons are unlawful and prohibited.
5. Have respect for others. Bullying is not tolerated.
6. Conduct one's self in a responsible manner.
7. Know and obey all school and classroom rules.
8. Cooperate with school staff always. Should there be the need for an investigation and disciplinary measures, you are expected to respectfully comply.
9. Eating is done in the Cafeteria only.
10. Gum chewing and candy eating are prohibited in the school.
11. Radios, walkmans, beepers, cellular phones and games are not to be brought to school. If confiscated they will not be returned.
12. Keep your desk area clean at all times.
13. Homework is to be done daily. There is homework detention.
14. Enter the classroom quietly, take your assigned seat and follow your teacher's instruction.

REASONS FOR DISMISSAL

Some practices are not permitted in Christian schools. Since the Hanson Place SDA School would not knowingly accept students who offend in these practices, the first offense in any of the following makes a student subject to disciplinary action: ***immediate suspension, expulsion or dismissal*** from Hanson Place SDA School.

Students attending the Hanson Place SDA School are prohibited from the following engaging in any of the following behaviors:

NON-NEGOTIABLE BEHAVIOR THAT MAY LEAD TO EXPULSION

1. Using narcotics, tobacco, illegal drugs or having possession of such drugs.
2. Drinking, handling or possessing alcoholic beverages, or furnishing alcohol beverages to others.
3. Betting or gambling.
4. Using profane language or displaying lewd or suggestive conducts.
5. Possessing on school grounds any weapons/articles with the intention to harm or incapacitate another.
6. Dishonesty, including theft.
7. Possessing paging devices (beepers), radios or video games, cellular phones.
8. Willful destruction of any school property (this includes text books) or vandalism.
9. Cheating on examination or classroom.
10. Willful deception regarding violation of rules.
11. Improper sexual conduct, i.e. sexual harassment or implications of sexual nature, including the use of words, gestures, or possession of obscene literature/pictures, sexting or pornography of any sort.
12. Leaving school grounds without proper permission.
13. Insubordination by constant violations of school and classroom rules.
14. Consistent failure to complete assignments.
15. Displaying any unacceptable physical acts such as hitting, kicking and punching or inciting a fight.
16. Harassing or bullying other students.
17. Engaging in any conduct that disrupts the school environment or education process.
18. Disruption or unsafe behaviors on school trips.

DISCIPLINE

The self-government of the student is the object of discipline. Directing this development without hindering it by control is the continued study of the Hanson Place S.D.A. School. Students are expected to conduct themselves in an exemplary manner, both on and off school grounds.

When imposing discipline, the staff at Hanson Place S.D.A. School will adhere to the following general guidelines:

1. Discipline will be administered, when necessary, to protect students, school staff or property and to maintain essential order and discipline.
2. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case:
 - a. Seriousness of the offense
 - b. Student's age
 - c. Frequency of misconduct
 - d. Students attitude
 - e. Potential effect of the misconduct on the school environment.

Disciplinary action may include, but not limited to:

1. Teacher/Parent/Student/Principal conferences
2. Restitution or restoration, as applicable, for destruction or vandalism of property.
3. Exclusion from extracurricular activities, such as field trips.
4. Suspension for up to three days.
5. Expulsion/dismissal from school.
6. Any other disciplinary action as determined by the principal, such as detention. **There is no corporal punishment.**

DRESS CODE/STANDARD

Neat and attractive clothing promote a good self-image and a better environment for learning. Students are therefore encouraged to dress in harmony with the basic principles of health, modesty and appropriateness. The following will not be allowed to be worn at school:

1. Jewelry: bracelets, non-medical I.D. bracelets, rings, earrings and necklaces. *(If confiscated the item will not be returned).*
2. Extreme styles or coloring of hair.
3. Heavy make-up.
4. Immodest hemlines (above the knees)

5. Sheer, low-cut sleeveless, tight fitting or frayed clothing. **Students are not to wear lipstick, long false nails, colored nail polish, rouge, eye shadow, mascara or such items to school.**

Hanson Place SDA School
2019-2020 Tuition Summary

Nursery

TUITION: \$650 per month

Pre K

REGISTRATION: \$500 – Due August 1st

TUITION: \$600 per month

K-1

REGISTRATION: 500 – Due August 1st

MONTHLY (**Aug- May**) TUITION: SDA -\$400 (Yearly- \$4,000)
Non-SDA -\$445 (Yearly- \$4,450)

2-8

REGISTRATION: \$590 –Due August 1st

MONTHLY (**Aug- May**) TUITION: SDA -\$400 (Yearly- \$4,000)
Non-SDA -\$445 (Yearly- \$ 4,450)

Note: Hanson Place Church members \$335 per month K-8 (Yearly – \$3,350)

Additional Information

1. Monthly Billing will be done by SmartTuition.
2. Tuition Discount- 10% off if full tuition is paid by Aug 1. 5% off if ½ tuition paid Aug 1 and Jan 1.
3. Family Discount- 10%- 2nd child, 20% - 3rd Child, etc
4. If interested in Afterschool, See Registration Packet or Office for more details.