



Enrollment Form (Elementary)

(Kindly print legibly)

*To be filled out by the school's **Guidance Counselor**:*

Date today: _____

Is the child present during the interview? _____

Is/Are there test/s administered? If yes, please specify:

Test Result and Interpretation: _____

Any significant behavioral observation/s of the child:

Other comments and/or recommendations:

From whom/where did you learn about BOHOL CHILD HEAD START?

Student's Name: _____
Last Name First Name Middle Name

Nickname: _____

Birthdate: _____ Religion (if any): _____

Address: _____

Specify if:

School last attended: _____

Kindergarten Education: _____

Reason for transferring: _____

Is the student living with biological parents? _____ if not,
please specify Adoptive Parents/Guardian's name and Address:

Who is

financially supporting the student's education? _____

Contact Information

Mother's name: _____
Occupation: _____
Place of Employment: _____
Business (if any): _____
Nationality: _____
Religion (if any): _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
E-mail/FB: _____

Father's name: _____
Occupation: _____
Place of Employment: _____
Business (if any): _____
Nationality: _____
Religion (if any): _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
E-mail/FB : _____

Emergency Contact Person: _____

Contact's Phone: _____

Health Record

Doctor's name: _____ Doctor's Phone: _____

Does the student has any known allergies? _____

Are there any food restrictions? _____

Does the student have any medical condition which we should be made aware of?

Would there be any restrictions to play or activities? _____

What language(s) are spoken at home? _____

Please ensure the signatures of the following people as you go through the enrollment process.			
<u>ANALOU C. DELUSA, Rpm</u> Guidance Counselor (Testing for Level 4 to JHS/Observation and Interview for EHS-Level 3; accomplishment of Guidance Form 1)	<u>MARIA ELENA M. BALANE, MA</u> Principal (Placement Recommendation)	<u>KEZIAH D. BARILLO</u> Cashier (Upon Payment)	<u>ANNA CARLA C. JAYCO</u> School Registrar (Enrollment Form and Contract; Certificate of Enrolment)

To be filled-out by BCHS Cashier/Finance Officer

Program _____ Start Date _____

Estimated Completion _____

Tuition & Fees

Registration Fee P _____ (Non-refundable)

Tuition P _____

Miscellaneous P _____

Total Cost of Program P _____

Other fees like books, uniforms, etc. shall be paid separately in the school's business center.

To be filled-out by the School's Registrar

Credentials submitted (for new enrollees/Transferees only):

_____ NSO/PSA Birth Certificate

_____ Report Card

_____ Permanent Record

_____ Certificate of Good Moral Character

_____ Medical Certificate

_____ 2 copies of 2x2 picture of kid

_____ 1 copy of 2x2 picture of fetcher

_____ Kindergarten Diploma (for Gr. 1 only)

ENROLLMENT CONTRACT 2018-2019

Registration Fee: To reserve a slot for your child for the School Year 2018-2019, please return these forms with a non refundable registration fee of P 1, 500.00.

Tuition Payment Plan: Tuition is due in full by June 15, 2018 to avail the 5% discount. For your convenience, we offer the option to pay tuition and other fees in ten equal monthly installments beginning June 5, 2018, and ending March 5, 2019.

Payment options (please check one):

- I will pay tuition and other fees in full on or before June 15, 2018 and avail the 5% discount on tuition.
- I will pay tuition and other fees in monthly installments.

Late Payments: Should you choose the installment option, monthly payment should be made on or before the 5th of each month. **Should the parents fail to pay the due for the month, a 5% late payment fee shall be assessed on your due until paid.**

Lunch Service: Our lunch service is open to all students whose class schedule includes lunch time with the Teacher/s. Food options are available for you to choose from. Kindly inquire from the canteen attendant for more info. To continually avail of this service, payment should be made on time to the canteen in-charge (weekly or bi-monthly).

Early Withdrawal: If you withdraw your child at any time during the school year, you are responsible for all payments as stipulated herein:

Within the month of June-	30% of the Total cost of program assessed above
Within the month of July -	50% of the Total cost of program assessed above
August to March	100% of the Total cost of program assessed above

Date of withdrawal is based upon the school's receipt of written notification that your child is being withdrawn.

Parent Participation: We ask that parents also make a commitment to the school of their time by participating in enrichment programs (parenting session, reading, field trips, etc.), fund-raising activities, clean-up days, and other projects.

Publicity Permission: I allow my child's pictures (which may be taken during class or school activities) to be published in social media like Bohol Child Head Start's Facebook account and website for advertising and information dissemination purposes YES NO

I/We have read, understood, and agreed to the above terms.

Parent/Guardian Signature over printed name Date

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