

Dolores T. Richardson School

ELEMENTARY SCHOOL
ACCOUNTING DEPARTMENT

8420 CRENSHAW BLVD.
8418 CRENSHAW BLVD.

(323) 758-1187 (323) 758-1188
(323) 758-1960 FAX (323) 758- 2856

INGLEWOOD, CALIFORNIA 90305

Ver 5.4

FOR OFFICE USE ONLY

Received By _____ Date _____
Enrollment Fee Paid.....[YES] [NO]
Academic Fees Paid.....[YES] [NO]
Immunization Document Received.....[YES] [NO]
Pay Plan Selected.....[YES] [NO]
Number Students On This Account....[1] [2] [3] [4]

Print clearly...

Child's name _____

Candidate for grade _____

The enrollment fees and this form must be submitted when the child is accepted.

Open enrollment starts after July 17th, 2023

*A current immunization record must be on file with the school
or submitted with this form before the child can be accepted.*

Kindergarten and Grades 1st – 6th

APPLICATION FOR ENROLLMENT

2023- 2024

**You are liable for all information in this application.
Please read all pages before signing.**

Dolores T. Richardson School
APPLICATION FOR ENROLLMENT

Please print clearly...

Child's name _____ Date _____

Candidate for grade _____ D.O.B. _____ Age _____ Sex _____

Home address _____ City _____ Zip _____

Recommended By _____

Parent 1 OR GUARDIAN'S INFORMATION:

Parent name: _____	Relationship: _____
Home address: _____	City: _____ Zip: _____
Home telephone: _____	Cell phone# _____ E-mail _____
Employed by: _____	Occupation: _____
Business address: _____	City: _____ Zip: _____
Business hours: _____	Business telephone: _____ Ext: _____

Parent 2 OR GUARDIAN INFORMATION:

Parent name: _____	Relationship: _____
Home address: _____	City: _____ Zip: _____
Home telephone: _____	Cell phone# _____ E-mail _____
Employed by: _____	Occupation: _____
Business address: _____	City: _____ Zip: _____
Business hours: _____	Business telephone: _____ Ext: _____

CHILD'S NEAREST RELATIVE:

Name: _____	Relationship: _____
Home address: _____	City: _____
Home telephone: _____	Cell phone# _____
Business telephone: _____	Ext: _____

CHILD'S MEDICAL INFORMATION:

Has your child received a TB TEST in the past two (2) years?	[YES]	[NO]
If your answer is NO, the child must have a TB TEST and the results submitted with this application. Is there any additional medical information the school should know about your child?	[YES]	[NO]
<i>Does your child have allergies Please specify below.</i>		
<i>If your answer is YES, please explain:</i>		

Please print clearly...

AUTHORIZATION TO REMOVE CHILD FROM SCHOOL

_____ LAST NAME	_____ FIRST NAME	_____ HOME PHONE
_____ HOME ADDRESS	_____ CITY	_____ DRIVER LIC #
_____ LAST NAME	_____ FIRST NAME	_____ HOME PHONE
_____ HOME ADDRESS	_____ CITY	_____ DRIVER LIC #
_____ LAST NAME	_____ FIRST NAME	_____ HOME PHONE
_____ HOME ADDRESS	_____ CITY	_____ DRIVER LIC #
_____ LAST NAME	_____ FIRST NAME	_____ HOME PHONE
_____ HOME ADDRESS	_____ CITY	_____ DRIVER LIC #

EMERGENCY AUTHORIZATION

1. Dolores T. Richardson School staff will call the paramedics (911) to attend the child in case of an emergency.
** PLEASE SIGN ONE OF THE FOLLOWING AUTHORIZATIONS **

2. "In case of an emergency, when authorized people cannot be reached (as listed above), DOLORES T. RICHARDSON SCHOOL staff will take whatever action that is reasonable and appropriate under the circumstances for the welfare of the child."

SIGNATURE OF PARENT OR GUARDIAN

3. "In case of an emergency, when authorized people cannot be reached (as listed above), DOLORES T. RICHARDSON SCHOOL officials WILL NOT RENDER nor arrange for the medical treatment other than FIRST AID."

SIGNATURE OF PARENT OR GUARDIAN

DOCTOR'S INFORMATION

Doctor's Name: _____ Telephone Number: _____

Address: _____ City: _____ Zip Code: _____

Name of Insurance Provider: _____ Insurance # _____

PERSONS TO CALL IN CASE OF EMERGENCY IF PARENT OR GUARDIAN CANNOT BE REACHED

Name: _____ Telephone Number: _____

Name: _____ Telephone Number: _____

GENERAL INFORMATION

The school year consists of forty (40) weeks, from September 11th, 2023, through June 14th, 2024. Summer camp starts June 24th, 2024, and ends on September 6th, 2024. Your payment is for the regular school year, September 11th, 2023, through June 16th, 2024. **DOES NOT INCLUDE SUMMER CAMP. There are no pay plans during summer camp.**

- ***Do not combine monthly payment with any other payments, that is, enrollment fee, field trips, school fee, or additional day care payments. The only payments that can be combined are enrollment and school fee.***

PAYMENT PLANS

Absence during the Christmas vacation (two weeks), Easter vacation (one week), or any time lost during the school year for any reason, does not eliminate monthly payments

- Labor Day (School Closed) 9/4/23
- Veterans Day (School Closed) 11/10/23
- **Christmas Vacation (2 weeks, School Closed 12/18/23-12/29/23)**
- New Year's Day (School Closed Jan. 1 2024)
- Martin Luther King Jr. Birthday (School Closed) 1/15/2024
- Good Friday (School Closed at 12:00PM) 3/29/24
- Memorial Day (School Closed) 5/27/24
- Juneteenth (School Closed) 6/19/24
- Indigenous Day (School Closed) 10/9/23
- Thanksgiving Day and day after (School Closed) **11/23 thru 11-24**
- Presidents' Day (School Closed) 2/20/23
- Easter Vacation (1 week, attendance optional) 3/25 thru 3/29/2024
- Independence Day (School Closed) 7/4/2024

If payments are made by cash or check, please request a receipt which should contain your account number. Please retain all receipts or canceled checks for your records. These receipts are your only proof of payments and may be requested.

The accounting department must receive your enrollment fee by August 1st 2023 or when the child is accepted. SEPTEMBER payment or your advance payment is due the first week of AUGUST 2023 or five working days after your child is accepted. Accounts must pay each month from the schedule provided to remain a month ahead.

Agency Payments

- Registration fee must be paid when the school accepts the child for enrollment.
- If your child's before and after childcare is paid by a special agency, all forms must be submitted directly to the accounting department and approved by the school before a child is officially enrolled.
- All special agency accounts are under the monthly plan and are single accounts; this includes parent fee accounts.
- If you do not sign the appropriate form at the end of each month, you will be liable for fee for that month.
- If the agency requires you to pay a portion of the daycare, your portion must be current at all times or a late fee will be applied to your account, see page 7 (FEE AND CHARGES).

Past Due

If your account becomes past due for 1 week or more, your child is subject to dismissal. If you received a dismissal notice, you must pay the past due amount plus one month in advance payment before your child can return to school.

PAYMENTS

The accounting department will not accept:

- Post dated checks.

ACCOUNTING DEPARTMENT OFFICE HOURS

Monday thru Friday 9:00 A.M. – 5:00 P.M.

RULES AND REGULATIONS GOVERNING FINANCIAL OBLIGATIONS

REGISTRATION AND FEES:

1. Registration and school fees must be paid when your child is accepted. Otherwise, your child will be placed on the Waiting List.
2. Open enrollment is accepted on a first come, first serve basis.

ACCOUNT NUMBER:

1. All checks, money orders and receipts must have your account number. Please request this number from the accounting department.
2. **The accounting department will not combine any accounts with children not in the immediate family, (brother and sister). No partial payments will be accepted.**

PAYMENTS: All accounts must be kept current at all times to avoid penalties, confusion, and potential dismissal of your child from school.

1. The person who signs the enrollment form is solely responsible for all payments regarding that account.
2. All fees must be paid on or before August 1, 2023.
3. If your child’s payment is paid by a special agency, and the agency requires you to pay a portion of the daycare, your portion must be kept current at all times.

AFTER SCHOOL CARE:

1. **After school care starts at 3:30 P.M.**
2. After school care must be paid on or before the end of each week. If it is not paid by the end of the week, a late fee of five dollars (\$5.00) per week is automatically charged to your account.
3. If not paid when it is due, your child will be ineligible for after school care. This means that your child must be picked up from school by 3:30 P.M. If your child is not picked up by 3:30 P.M., there will be an additional charge of fifty dollars (\$50.00) each day per child after 3:30 P.M. This fee must be paid on the day of the occurrence.
4. Attendance sheets/records are kept by the teacher/aid on duty. If your child’s name is on the attendance sheet, the child is considered to be in after school care.
5. If you receive a notice to pay after care and you contest the charge, you must call the accounting department within 5 days of the date of the notice for any corrections to be made.
6. If your child is picked up after 6:00 P.M., you will be charged fifty dollars (\$50.00) per child for each ½ hr. If your child is picked up after 7:00 P.M., you will be charged (\$75.00) per child for each ½ hr. This charge must be paid when the child is picked up. The staff will not be allowed to take students home.

DISMISSAL – ACCOUNT PAST DUE:

1. If your account is not current (MONTHLY PAYMENT OR DAYCARE), your child is subject to dismissal. If you receive a dismissal notice, you must pay the past due amount plus one month in advance before your child can return to school.

RETURNED CHECKS:

1. Returned check fee is \$50.00.
2. The accounting department will accept no more than one (1) returned check per account.
3. If a check is returned, you must pay by cash or money order thereafter.

EARLY WITHDRAWAL:

1. A student withdrawal slip must be filled out ten (10) days prior to withdrawal to stop all charges.
2. No advance payment will be refunded at the time of withdrawal.

I have read and understand all of the above rules and regulations. I have made a copy for my record.

DATE

SIGNATURE OF PARENT OR GUARDIAN

RELATION

DOLORES T. RICHARDSON SCHOOL

FINANCIAL AGREEMENT STATEMENT

Parents:

Please read and sign this financial agreement statement.

I hereby agree to comply with the rules and regulations of Dolores T. Richardson School regarding fees and other regulations. I understand that I am enrolling my child/children for the complete school term, ***forty (40) weeks***. I agree to notify the school two weeks in advance in writing of the withdrawal of my child from school. If I fail to do so, I am liable for the school fee(s) and payments until a written notice is given. I also acknowledge that no refund can be provided upon withdrawal of my child. All debts must be paid prior to/or at the time I withdraw my child.

By signing this Financial Agreement Statement, I understand and agree to the terms set forth in the attached Fee Statement and the Application for Enrollment Form.

CHILD’S NAME

PLEASE PRINT – PARENT OR GUARDIAN

SIGNATURE OF PARENT OR GUARDIAN	RELATION	DATE
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PLEASE PRINT – PARENT OR GUARDIAN

SIGNATURE OF PARENT OR GUARDIAN	RELATION	DATE
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PAYMENT SCHEDULE 2023-2024

Dolores T. Richardson School

Kindergarten & Grades 1-6

MONTHLY PAYMENTS			
1 CHILD	\$770.00	A MONTH -	\$7,700/YEAR
2 CHILDREN	\$1,116.50	A MONTH -	\$11,165/YEAR
3 CHILDREN	\$1,375.00	A MONTH -	\$13,750/YEAR

If before and/or after school care is used, there is a **\$192.50** charge added to your account per week. Rates are chargeable weekly if 1 day or more is used.

I PAYMENTS

PAYMENTS divided into ten (10) equal monthly payments. **Advance monthly payment is required.** The due dates are listed below for each month, and the grace period for the payment ends on Friday of that week. If payment is not received during this time period, a **FIFTY dollar** (\$50.00) penalty is automatically charged to your account. **The first payment is due on August 7, 2023.** To aid you with the payment schedule for monthly payments, see the following payment due date list.

Payment Schedule

Aug. 7th	Sep. 4th	Oct. 2nd	Nov. 6th	Dec. 4th	Jan. 2nd	Feb. 5th	Mar. 4th	Apr. 6th	May 1st
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II FEES AND CHARGES:

Registration or Enrollment:	\$225.00 each student (non-refundable).
School Fees:	Kindergarten and first grade - fee is \$125.00 per child.
Non-Refundable	Second and third - fee is \$175.00 per child.
	Fourth through sixth grade - fee is \$200.00 per child.
Earthquake Kit Fee:	Parents are responsible. Must be purchased the 1 st week of school.
Advance Fee Payments:	Advance payments are non-refundable.
Fundraiser	\$500.00 annually per student (Parents must pay if they choose not to participate in school's fundraising activities)
Technology	\$175.00 Chromebook/ I-Pad computer device purchase

If your child is picked up after \$192.50 per student, (**per week**) before and after care

3:30 PM:

Before school hours 6:30AM to 8:30 AM

After School Hours 3:30PM to 6:00PM

School Hours: **School opens at 6:30 A.M. - 6:00 P.M.**

Kindergarten: 8:30AM - 12:30 PM

Before School Care 6:30AM - 8:30 AM

After school care: 12:30PM - 6:00PM

(Before and after care \$250 per student)

First Grade: 8:30AM - 1:30PM

Before School Care 6:30AM - 8:30AM

After School Care 1:30PM - 6:00PM

(Before and after care \$250 per student)

Second Grade– Sixth Grade 8:30AM - 3:00PM
Before school care 6:30AM - 8:30 AM
After school care 3:30PM - 6:00PM
(Before and Aftercare \$192.50 per student)

Late Pick Up: **After 6PM to 6:59 P.M. \$50.00 each ½ hr.**
After 7:00 P.M. \$75.00 each ½ hr.

Late Charge Day Care: \$5.00 charged for each week your day care account is delinquent.

Late Charge Payment Fee: \$50.00 charge for each month an account is delinquent cannot exceed 1 month.

Late Charge Registration Fee: \$50.00 charge if registration is not paid within five days after the child is accepted.

Late Charge Book Fee: \$25.00 charge if book fee is not paid within five days after the child is accepted.

Returned Checks: \$50.00 for each occurrence, and must be paid at the time it is returned.
One (1) return check maximum, see RULES AND REGULATIONS.

I hereby acknowledge Fee charges by Dolores T. Richardson School. I understand that in default of Fee, I am liable for such, and in the event of withdrawal or dismissal of my child/children from school, I must pay all debts owed to the school. If this indebtedness is not solved upon removal or dismissal, Dolores T. Richardson School will resort to legal action at my expense. I am also aware that if my child is transferred, neither health records nor a cumulative record will be forwarded to the new school unless all debts are cleared.

DATE

SIGNATURE OF PARENT OR GUARDIAN

RELATION