



ANNUNCIATION WELCOMES YOU 2017-2018

Application Packet and Lists of Requirements

ALL Returning K-8 Students

- Active FACTS/RenWeb account** (to which all registration, resource, tuition, and extended day charges will be added)
- Admission Application (Family and individual student sections) **PRINTED LEGIBLY**
- Updated Documentation of Immunizations (if any) **~~AND~~** Catholic Sacraments (if any)
- Current Pastor Approval Form for parishioner tuition rate
- Scholarship (Step Up for Students, Gardiner/PLSA, McKay) Award Letter (if applicable)

ALL New K-8 Students

- Active FACTS/RenWeb account** (to which all registration, resource, tuition, and extended day charges will be added)
Register for secure online FACTS/RenWeb accounts by entering <https://online.factsmtg.com/signin/3CHFW> in your web browser and following the instructions through setting up your banking information. An annual fee of \$36 will be charged by FACTS Tuition Management.
- Admission Application (Family and individual student sections) **PRINTED LEGIBLY**
- Local Pastor Approval Form for parishioner tuition rate—Non-parish rate will be charged until school receives
- Documentation
 1. Birth certificate (legible copy of state issued document)
 2. Baptismal certificate (**if baptized in ANY faith tradition**)
 3. Social Security Card (legible copy for all VPK and Kindergarten students)
 4. Health Form/Physical: DH 3040 less than 1 year old from your Florida doctor
 5. Immunization Form: DH 680, showing complete, age/DOB-appropriate immunizations*
***(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)**
 6. Report Cards—2 immediately prior years (if entering grades 1-8)
 7. Standardized Test Results—2 immediately prior years (if entering grades 3-8)
 8. IEP/Psychological Testing Results (if applicable)
- Scholarships
 - a) **Step Up for Students** Award Letter, copy of driver license of parent who will sign voucher checks
 - b) **McKay**—copy of driver license of parent who will sign voucher checks, SSN for same parent

ALL VPK and PK-4 (self-pay) Students

VPK Website: www.ecs4kids.org

- Active FACTS/RenWeb account** (to which all extended day charges will be added; any self-pay tuition will be added)
Register for secure online FACTS accounts by entering <https://online.factsmtg.com/signin/3CHFW> in your web browser and following the instructions through setting up your banking information. An annual fee of \$36 will be charged by FACTS Tuition Management.
- Admission Application (Family and individual student sections) **PRINTED LEGIBLY**
- Documentation
 1. Birth certificate (legible copy of state issued document)
 2. Baptismal certificate (**if baptized in ANY faith tradition**)
 3. Social Security Card (legible copy)
 4. Health Form/Physical: DH 3040 less than 1 year old from child's Florida doctor
 5. Immunization Form: DH 680, showing complete, age/DOB-appropriate immunizations*
***(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)**
- VPK ONLY:** VPK Certificate issued by Episcopal Children's Services, signed by parent

ANNUNCIATION

WELCOMES YOU!

2017-2018 Family Registration Page 1 of 2

Family Page: Number of Students to be Registered _____ (individual student pages to be attached)		Returning Family _____	New Family _____
Last Name of Family _____		Other Last Names of Registered Students in this Family _____	
Residence or Mailing Address of Family _____		E-mail address of family (print legibly!) _____	
City _____ FL 32 _____	Zip _____	Main phone numbers (with area code, if not 904) of family _____	
<input type="checkbox"/> Sacred Heart/FI <input type="checkbox"/> St. Catherine <input type="checkbox"/> St. Luke <input type="checkbox"/> MQH		_____	
(Signed form for tuition rate discount) <input type="checkbox"/> Not Catholic		Other religious affiliation or practice in home _____	

Agreements by family, applicable to all students registered:

General Release of Liability: My/our signature(s) on this page hereby releases and forever discharges Annunciation Catholic School, its officers, agents, and employees from all claims and demands, rights and causes of action of any kind that the members of this family now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the signers of this agreement and property damage resulting from any occurrence which may happen to our child/ren (or legal ward), during his/her stay at Annunciation Catholic School.

Emergency Care: I/we understand that in case of accident or serious illness, if the school is unable to reach a parent or guardian, I/we hereby authorize Annunciation Catholic School at its discretion to contact emergency personnel and to allow these professionals to administer treatment and/or transport the child/ren for treatment. The school is further authorized to provide helpful medical and family contact information to these health care providers if it has been provided to the school.

Non-Urgent Care: I/we understand that in case of accident or serious illness for which the child does not require professional emergency care providers, every effort will be made to contact a parent/guardian. In the event the school is unable to reach a parent/guardian, I/we hereby authorize Annunciation Catholic School at its discretion to call in the order I/we have listed, an emergency contact to request that he/she remove the child from the school.

Internet Acceptable Use Policy: I/we understand that the Internet is a powerful tool that must be used with responsibility, that the school has the right and responsibility to make and enforce rules for acceptable use. Our family has discussed and agrees to support the rules of the school.

Diocese of St. Augustine Volunteer Policy: The school requires each family to provide service to the school equaling 12 hours per semester, with documentation of this service to be provided to the school by December 15 and May 18 of each academic year that the family has a child in the school. These hours are not the same as service hours required by the family's parish. The Diocese of St. Augustine requires without exception that each volunteer who will have contact with students on behalf of the school must submit to the school proof of having attended Virtus' "Protecting God's Children" class, be fingerprinted at an approved facility, submit background check paperwork, and await clearance through the Diocese's Safe Environment Department. Volunteers who will not have contact with students do not have to meet these diocesan requirements.

Handbook: I/we understand that rules and discipline are important to the safety of my/our child/ren and all others who learn, work, visit, and volunteer at Annunciation Catholic school. This family agrees to abide by those rules and those published additionally when necessary.

Confidentiality: I/we understand that the information provided here is kept confidential unless the school finds it necessary to provide it to medical, law enforcement, or special education providers.



Agreement Signature(s)

Parent/Guardian 1

Parent/Guardian 2

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My/our signature(s) above signify my/our acceptance of the policies set forth at left as conditions of registration at Annunciation Catholic School.

Continue on reverse

ANNUNCIATION

2017-2018 Image Release Form—Family



Many events at our school and parishes involve taking photographs or filming students and family members participating in the life of the church and school. We have prayer services and liturgies, musical programs and sports, art and science expositions, field trips and class programs, fundraisers and diocesan competitions, and awards, in addition to school sponsored and non-school sponsored gatherings off campus. The images that are collected are sometimes used to promote school and parish life in the wider community of print and television journalism and advertising, as well as social media outlets. These images will never be used deliberately by diocesan personnel or volunteers to endanger or embarrass or exploit any persons or groups who appear in them.

Images include, but are not limited to, photographs, films, recordings which may appear in promotional materials or viewing via any audio or visual newsletters, *yearbooks, bulletins, calendars, PowerPoint (or other visual presentation software), videos, websites, blogs, social network pages or posts, framed remembrances, teaching/coaching tools, safety demonstrations, and other wholesome instances.

*Yearbooks often include school sports teams, clubs, altar servers, awards, and candid images.

Therefore,

- Yes No Without compensation, I/we hereby grant permission to the Catholic Diocese of St. Augustine, its affiliated entities, agents, and employees (hereinafter referred to as "the Diocese"), the right to photograph me/us and my/our child/ren listed on this form and to use and reproduce these photographs as described above.
- Yes No I further give the Diocese copyrights to all images, works, acts, plays, and appearances made by or with us and the right to alter the same without restriction.
- Yes No I/we hereby release the photographer, the journalists, and the publications or media outlets they represent, as well as the parish/church/school involved, the Bishop of the Diocese of St. Augustine, a corporation sole, and all of its employees and agents, from all claims of liability or damages that we might assert under Florida Statute 540.08, or any other statutory or common law claims relating to the use of said images or the reproduction of our names, voices, likenesses or other identifying characteristics.
- Yes No I/we hereby certify that I/we have read the foregoing and fully understand its contents and intend for this document to be legally binding.
- Yes No This permission shall remain in effect unless revoked by me/us and communicated in writing to Annunciation Catholic School.
- Yes No Our/my child/ren's photograph may be in the school *yearbook.
- Yes No Our/my child/ren may appear in the Grade 8 class photograph, graduation photograph, and other events specific to Grade 8. Not applicable
- Yes No Our/my child/ren may be filmed for any of the *Angel News* shows.
- Yes No Our/my child/ren's photograph may be included in such remembrances as a class auction project, and the school's newsletter, Facebook page, apps, and other social media.

Print Parent Name for child/ren listed below

Parent Signature

____/____/20____
Date

Print Student Name

Print Student Name

Print Student Name

Print Student Name

Print Student Name

Print Student Name

ANNUNCIATION

Registration for 2017-2018 School Year



Student(s) live(s) with:

- Both parents
 Mother only
 Father only
 Mother and Stepfather
 Father and Stepmother
 Guardian(s)/Other _____ Any deceased parent(s)?
 Mother
 Father

Is there a custody situation of which the school should be aware?
 No
 Yes (If yes, complete Custody Order required at school)

Parent/Guardian with legal right to enroll student(s)

Parent/Guardian with legal right to enroll student(s)

Primary Email (frequently checked for school messages)

Primary Email (frequently checked for school messages)

Occupation

Occupation

(_____) _____
Cell Phone Work Phone

(_____) _____
Cell Phone Work Phone

Non-Custodial Parent/Guardian-

Non-Custodial Parent/Guardian-

Is this ↑ person allowed to pick up child?
 Yes
 No

Is this ↑ person allowed to pick up child?
 Yes
 No

Non-Custodial Parent/Guardian Primary Email

Non-Custodial Parent/Guardian Primary Email

Non-Custodial Parent/Guardian Occupation

Non-Custodial Parent/Guardian Occupation

(_____) _____
Non-Custodial Parent/Guardian Cell Phone & Work Phone

(_____) _____
Non-Custodial Parent/Guardian Cell Phone & Work Phone

When the school is unable to reach a parent/guardian listed above, I/we authorize the school to call the persons listed below to assume temporary care of my child, to pick up/leave campus for rest or medical attention, or to transport my child to an off-campus student activity in the event other arrangements have not been made known to the school.

- Name _____ Relationship to Student _____
Cell Phone _____ Other Phone _____
- Name _____ Relationship to Student _____
Cell Phone _____ Other Phone _____
- Name _____ Relationship to Student _____
Cell Phone _____ Other Phone _____
- Name _____ Relationship to Student _____
Cell Phone _____ Other Phone _____

Reverse side completed?

Office Use:

On File (OF) or Provided (P): Birth Cert. ____ SSN ____ DH3040 ____ DH680 ____ Baptismal Cert. (if Catholic) ____ IEP ____

New to ACS provided from immediately prior 2 years: report cards (grades 1-8) ____ and standardized test results (grades 3-8) ____

Family Page ____ # of Student Page(s) ____ Custody documents ____ RW-1 ____ RW-2 ____ QB ____ FACTS/RW ____

Parish Discount Form ____ Circle Scholarship Documents: SUFS ____ Award Letter FDL

VPK/ECS Certificate ____ McK ____ Affidavit FDL SSN ____