



# Summer 2022 Enrollment Packet

Please complete a separate enrollment packet for each student and submit with payment to The Guthrie School. Forms may be submitted via mail to 598 Old Custer Road, Allen, Texas 75013, emailed to [Summer@GuthrieSchool.com](mailto:Summer@GuthrieSchool.com) or dropped off at our office.

## STUDENT INFORMATION

TODAY'S DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Gender: Male/Female DOB: \_\_\_/\_\_\_/\_\_\_

Grade in Fall 2022: \_\_\_\_\_ School: \_\_\_\_\_

T-Shirt Size (circle one): Youth XS S M L Adult: S M L XL

## FAMILY INFORMATION

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_

Mother's Phone #: \_\_\_\_\_ Father's Phone #: \_\_\_\_\_

Mother's Email: \_\_\_\_\_ Father's Email #: \_\_\_\_\_

## EMERGENCY CONTACTS

In the event of an emergency, parents or guardians will be contacted first. Please list at least ONE alternate Emergency Contact for your student.

Emergency Contact 1: \_\_\_\_\_ Emergency Contact 2: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

## INDIVIDUALS AUTHORIZED TO PICK UP YOUR CHILD

Pick Up Person 1: \_\_\_\_\_ Phone #: \_\_\_\_\_

Pick Up Person 2: \_\_\_\_\_ Phone #: \_\_\_\_\_

**STUDENT CLASSES AND CAMP SCHEDULE** (Please write neatly in block letters)

WEEKS	CLASSES/CAMPS	TIME	FEE
1. May 31-June 3	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
2. June 6 - 10	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
3. June 13 - 17	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
4. June 20 - 24	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
5. June 27-July 1	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
6. July 5 - 8	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
7. July 11 - 15	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
8. July 18 - 22	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
9. July 25 - 29	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
10. Aug. 1 - 5	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$
11. Aug. 8 - 12	AM _____ PM _____ PM _____	8:30-11:30 AM 12:30-2:30 PM 2:30-4:30 PM	\$ \$ \$

**ENROLLMENT FEE**                   \$ 85.00  
**CAMP FEES:**                         \$  
**DISCOUNTS:**                     \$  
**TOTAL:**                               \$

The Guthrie School accepts checks, ACH and credit card payments. Credit cards are subject to a 3.5% processing fee. Please make checks payable to "The Guthrie School." Please call the school if you would like to complete an ACH or credit card form.

# STUDENT HEALTH INFORMATION

Was your child enrolled in a public school in Texas for the 2021-2022 school year? Yes/ No

*\*If no, current immunization records are required to attend The Guthrie School Summer Programs.*

Please list/describe any health conditions: (please write NA if none)

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## STUDENT ALLERGY INFORMATION

Please describe the allergy, severity of reaction, and treatment or EMERGENCY ACTION REQUIRED.

(please write NA if none)

Foods: \_\_\_\_\_

Insects: \_\_\_\_\_

Drugs: \_\_\_\_\_

Other: \_\_\_\_\_

Texas state law requires a letter signed and dated by a Healthcare Professional verifying a student's allergy to food.

## PERMISSION FOR ADMINISTRATION OF MEDICINE

The student may be administered the following non-prescription medication or the generic equivalent according to manufacturers' recommended dosages by The Guthrie School's Head of School, Assistant Head of School, Director of Enrichment or their designee:

**PLEASE CIRCLE ALL THAT APPLY: Acetaminophen Antibacterial Ointment Benadryl Ibuprofen**

*Other medications which may be required by the student must be supplied by the parents and brought to the school in the original container properly labeled with the name of the student, identification of the medicine, the dosage and the time to be administered by The Guthrie School.*

## RELEASE & AUTHORIZATIONS TO PARTICIPATE

I understand that The Guthrie School does not assume any responsibility in case an accident occurs. In consideration of the above named student being permitted to take part in activities and programs, I hereby agree to waive all claims, release, indemnify, defend, and hold harmless The Guthrie School, JMSB Group, LLC, its Head of School, Assistant Head of School, Director of Enrichment, faculty, agents, employees, and invitees together with all persons, including parents of students of The Guthrie School, assisting with any phase of such trips and activities and programs, including all expenses of litigation and/or settlement, which may arise in connection with such trips and activities and programs and all liability by reason of any accident or injury suffered by the above named student while on such trips and activities and programs or participation in such trips and activities and programs. I HEREBY FURTHER EXPRESSLY AGREE THAT SUCH INDEMNITY WILL APPLY WHETHER THE CLAIMS, SUITS, LOSSES, DAMAGES, CAUSES OF ACTION OR OTHER LIABILITIES ARISE IN WHOLE OR IN PART FROM ANY FORM OF NEGLIGENCE OF SAID PARTIES.

## CONSENT FOR MEDICAL TREATMENT

In the event I cannot be contacted to give my consent, I hereby authorize The Guthrie School, its officers, agents and employees my consent to:

1. The administration of any treatment deemed necessary by a licensed physician or dentist, and
2. The transfer of the minor to any hospital reasonably accessible.

I understand that this authorization is given to provide authority and power on the part of The Guthrie School, its officers, agents and employees to give specific consent to any examination, diagnosis, treatment of hospital care, which, in the judgment of a licensed physician or dentist, is deemed necessary.

## AUTHORIZATION & ACKNOWLEDGEMENT

**I state that I have financial and legal responsibility for the student named in this Enrollment Form.. By signing below, I agree to all consents, authorization and permissions described in this Enrollment Form. I UNDERSTAND THAT TUITION IS PREPAID AND NON-REFUNDABLE AND NON-TRANSFERRABLE.**

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

# THE GUTHRIE SCHOOL

HEALTH RECORDS  
REQUIRED FOR ALL GRADES  
2022 2023

The state of Texas requires each student attending a Guthrie program to submit three health documents to be on file at the Guthrie School in Allen, Texas. This includes students enrolled in the Guthrie School, Guthrie Extend, Guthrie Enrichment, and/or Summer at Guthrie.

- Students Who Attend a Private School: Required to have numbers 1, 2, and 3 on file at the Guthrie School  
*This does not include students who are currently enrolled in a public school (See #4 below.)*

1. **PHYSICAL EXAMINATION** - The physical examination form is to be signed and dated by the physician and dated from January 1, 2022 and prior to the start of the school year.

Last Name	First Name	Grade/Fall 2022	Gender (MIF)
_____	_____	_____	_____

Exam Date \_\_\_\_\_

I certify that my examination of the above student has revealed that he/she is physically able to participate in the following activities: physical education and recess.

Printed Name of Physician \_\_\_\_\_

Signature of Examining Physician \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## 2. CURRENT IMMUNIZATION RECORD -

### 3. HEARING and VISION SCREENING -

- Private School Students: If the document is not on file by date of admission, parents are required to pay for Hearing & Vision Screening provided by the Guthrie School unless a student's age prohibits it. The screening will be done at the Guthrie School.
- Public School Students: SEE #4 BELOW.

4. My student is currently enrolled in a Texas state public school, and the required health records are on file at his/her school.

Yes No (CIRCLE ONE)

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

School Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Please Note:** Medications needed by a student during school hours require parental permission. These medications must be supplied by the parent and brought to school in the original container properly labeled with the student's name, identification of the dosage, and time to be administered.

# ENROLLMENT AND TUITION CONTRACT

## SUMMER 2022

**Today's Date:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**This is a legally binding contract. Read it carefully.**

This Enrollment and Tuition Contract ("Agreement") is made between the Guthrie School ("School") and the parents/guardians ("Parent," which term includes the singular or plural, as applicable) of the Student named above ("Student"). Parent understands that all persons responsible for paying any of the amounts due under this Agreement must execute the Agreement and that all such persons are jointly and severally liable for the amounts due as set forth herein.

1. **Educational Services:** The Guthrie School operates Summer at Guthrie during specific weeks during the summer. The Guthrie School agrees to provide educational services to students for the Summer of 2022 unless the Student is removed, voluntarily or involuntarily for any reason, including but not limited to the Student being withdrawn, absent, changing residence, health, expulsion, etc. The Guthrie School is not a daycare or childcare facility. The Guthrie School may deliver educational services through whatever means or platforms, including but not limited to distance learning (online) as the Guthrie School deems appropriate in its sole discretion. The Guthrie School does not discriminate in the administration of its admission and education policies on the basis of race, color, religion, sexual orientation, or national origin.
2. **Enrollment:** Students will be enrolled for the Summer of 2022 for the weeks specified. The Guthrie School reserves the right to adjust student placement as its sole discretion. Parents are aware that a final determination of grade/classroom placement will be made by the School. This Agreement is valid only for Summer of 2022. Parents must submit the signed Agreement at the time of enrollment along with a non-transferable enrollment fee in the amount of \$85.00 to reserve a place for Student for specified weeks at Summer at Guthrie 2022.
3. **Tuition:** Tuition and fees are due in full for the enrolled specified weeks for Summer 2022. Tuition is not prorated for any reason, including but not limited to absences, illnesses, vacation, holidays or withdrawal. Tuition and fee payments may be made with credit cards. All tuition payments are non-refundable. Parent acknowledges, understands and agrees that the overhead expenses of the School do not diminish with the departure of some students who have enrolled and it is impossible for the School to determine at the time of the execution of this Agreement the damages and losses to the School that would occur due to the cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Agreement is entered as indicated by Parent's signature, Parent becomes liable for the full tuition from the date of enrollment through the end of the academic year, even if Student is withdrawn, absent, or is involuntarily separated from the School. No Student records will be released from the School until all payments are paid in full. All tuition and fee payments are non-refundable and non-transferable.
4. **School Rules:** Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, traditions, and financial terms contained in the Summer at Guthrie brochure and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines. The Guthrie School reserves the right to dismiss from its programs any student whose conduct is unsatisfactory, who fails to conform to the rules and regulations or who is unable or unwilling to participate in a group setting. No refund or transfer of tuition to another program will be made

upon a student's withdrawal or dismissal from any summer program due to discipline or inability to participate in a group setting.

5. **Termination of Student's Attendance:** The School has the right to suspend or terminate the attendance of Student for reasons set forth in this Agreement, for reasons set forth in the Summer at Guthrie brochure (or other published document), for reasons that the School administration considers detrimental to the School community, Student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).
6. **Transcripts/Records:** All accounts must be paid in full before records and/or transcripts can be released or transferred to other schools. Students will not be allowed to continue to participate in classes, sit for exams, or attend any other program or activities unless tuition and fees are paid by stated deadlines. The School shall have the right to take such legal action as it may deem appropriate to collect all amounts which are not paid when due. In the event that the School takes legal action to enforce the terms of this Agreement, Parent shall be responsible for all costs, including reasonable attorneys' fees and costs (whether incurred before, during, or after the filing of the lawsuit).
7. **School/Family Cooperation:** A positive and constructive relationship between the School and Family (including Student, Parent, and other person associated with them) is essential to the School's educational purpose and responsibilities to its students. If any Family members engage in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or is in disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purposes or programs, the School reserves the right to dismiss the Family from the School community.
8. **Consent to Background Check:** Parents agree to submit to a criminal background check at any time during the enrollment of their Student if requested by the School.
9. **Release of Student Records:** Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.
10. **Hold Harmless:** In consideration for acceptance and enrollment of Student, Parent hereby agrees to release, waive, discharge and covenant not to sue the Guthrie School, its officers, servants, agents, or employees from any and all liability, claims, demands, actions and causes of action arising from this Agreement.
11. **Governing Law/Venue/Jurisdiction:** This Agreement shall be governed by the laws of the State of Texas. In the event of a dispute regarding this Agreement, Parent and School agree they will first try to resolve the dispute informally through non-binding mediation and will bear the costs of any such mediation equally. In the event of litigation, the venue of any action hereunder shall lie exclusively within the District Court of Collin County, Texas, the parties hereto consent to personal jurisdiction.
12. **Materials and Information are Proprietary:** All Guthrie teachers' methods and classroom content are proprietary; may not be copied, captured, or otherwise reproduced in any form; and are the sole property of The Guthrie School. Any classroom content and materials provided by the Guthrie School are not to be copied, disseminated, distributed, or otherwise conveyed throughout to any third party organization without the express written permission of The Guthrie School.
13. **Force Majeure:** The School's duties and obligations under this Agreement shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to any fire, flood, tornado, act of God, hurricane, war (declared or

undeclared), governmental action, act of terrorism, strikes or other labor disturbances, equipment failure, delays in transportation, the unavailability of any facilities used to provide services, epidemic, pandemic, environmental hazard, accident, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Agreement will be postponed or (at the School's sole discretion) offered through an alternative delivery method (such as distance learning, online) until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of tuition paid or owed.

14. **Domestic and Child Custody Disputes:** Parents understand and agree that the School's primary purpose is to provide educational opportunities to the students and that it is disruptive for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents, and that the School often must pay for legal fees and costs associated with such involvement. Therefore, Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parent's domestic legal disputes, including but not limited to parental disagreements about Student's education or placement; divorce proceedings; and/or suits affecting the parent-child relationship (i.e. custody). Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with Parent or Parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expenses. Parent agrees to reimburse School for such fees/costs within three (3) days of School billing Parent for such expenses. Any dispute between Parents regarding which parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. Parent's failure to pay such fees/costs promptly will result in dismissal of the Student from the School.
15. **Authority/Entire Agreement:** Each party represents and warrants (1) that it has full power to enter into and perform its obligations under this Agreement; and (2) that this Agreement constitutes a legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as an agent for the other. No oral modifications to this Agreement will be recognized or accepted. This Agreement sets forth the entire understanding of the parties and merges and supersedes all prior and contemporaneous oral understandings of the parties. There have been no representations or warranties made by any party other than the representations and warranties, if any, contained herein.

**Parent (or responsible party) Signature**

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**Parent (or responsible party) Printed**

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**Date**

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## GUTHRIE SCHOOL POLICY FORM SUMMER 2022

For participation in our private school, it is required that parents registering their children review the following school policies. Parents must sign this agreement acknowledging an acceptance of these terms.

**BEHAVIOR POLICY:** The Guthrie School reserves the right to discontinue services for behaviors that are disruptive, violent, or otherwise unsafe. Behaviors that disturb the operation of the school or pose a safety risk will result in dismissal. The policy covers the behavior of children as well as the behavior of parents and any related adults. All members of the Guthrie School community are expected to support a good learning environment, treat others with respect, treat all personal property with respect, and take personal responsibility for their actions. No refunds are given if a student is dismissed.

**HEALTH FORMS:** Health forms must be current and on file before children are permitted to attend school. The Guthrie School requires a signed current immunization form, a current hearing/vision screening, and a current physical. Should any changes in a student's health occur, parents are responsible for providing an updated physical (completed by a Licensed Health Professional) to the school.

**ILLNESS:** Students must be fever-free and free of stomach ailment for 24 hours before they will be permitted to return to class. For illness resulting in absences in excess of 2 days, a doctor's note is required to return to school. **At any time The Guthrie School may need to implement policies and procedures related to Covid-19 or any other contagious disease.**

**SIGN IN/SIGN OUT:** Parents are responsible to sign their student into school (after 8:45 am) and out of school (after 4:30 pm), indicating the time that their child was dropped off and picked up from school. If a student is picked up late, a Drop-in EXTEND charge of \$15.00/hour will be invoiced to his/her account by the Business Office.

**LUNCH:** When students attend in-person, a well-balanced and nutritious lunch may be purchased through Wholesome Food Services. Parents also have the option of providing a student with lunch and snacks. **STUDENTS MAY NOT BRING CANDY, CHEWING GUM, OR JUNK FOODS.** All lunch boxes need to be clearly labeled with a FIRST/LAST NAME. **The Guthrie School is NUT-FREE AND SHELLFISH FREE.**

**DRESS CODE:** Students attending Summer at Guthrie programs must be appropriately clothed for the activities in which they are participating. Clothes must be clean, well-fitting, and school appropriate. Students are responsible for bringing any change of clothes that might be necessary as wearing any appropriate under/outer garments.

**PERSONAL POSSESSIONS:** Whether students attend in person or online, students are not permitted to bring toys, cell phones, IPADS, IPODS, or other items that may provide a distraction during school. The Guthrie School is not responsible for damaged or stolen goods.

**MEDICATIONS:** When students attend in person, The Guthrie School is not responsible for administering any daily medications. Students with non-emergency medication needs will be considered on an individual basis. All medicines (inhalers, Epi pens, etc.) should be given to the office in the original container labeled with the child's first and last name. All medications must be current. In the event that they expire, they will need to be replaced. Parents must complete a form for the office. A parent or guardian must "check-in" the medication with an office administrator. **DO NOT send medicine to school in a child's backpack.**

**SERVICE UNDERSTANDING:** I understand that I must adhere to the above guidelines for my child to participate in services offered by The Guthrie School. I also do not expect The Guthrie School to perform any duties not in accordance with these guidelines, or outside the scope of a school. The Guthrie School is not liable for failure to perform (or delay in delivery or performance) resulting from a cause beyond its reasonable control, including, but not limited to: acts of God; strikes or other labor disturbances; equipment failure; delays in transportation; the unavailability of any facilities used to provide services; war (declared or undeclared); acts of terrorism; riot; government sanctions; epidemics; floods; fires; earthquakes; unusually severe weather conditions; pandemics; disease; accidents; or other contingencies the non-occurrence of which was basic assumption on which the agreement was made.

Parent Name (print): \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DISCIPLINE AND GUIDANCE POLICY SUMMER 2022**

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding, and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check One:**

\_\_\_\_\_ **Parent (Please Print Name Here \_\_\_\_\_)**

\_\_\_\_\_ **Employee/Teacher**

## **MEDIA RELEASE SUMMER 2022**

Release From for Publications, Video, and Electronic Display of Student Work

Students who attend school at The Guthrie School are occasionally asked to be a part of school publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the school asks that you sign this form for each of your students.

The form referenced below indicates approval for the student's name, picture, work, voice, verbal statements, or portraits (video or still) to appear in school publicity, videos or on the website. For example, pictures and articles about school activities may appear in local newspapers. These pictures and articles may or may not personally identify the student. The School may use the pictures, videos and artwork in subsequent years.

### **CONTRACT**

**Student and parent/guardian release to The Guthrie School the student's name, voice, verbal statements, class assignment(s), portraits (video or still), pictures and artwork and consent to their use on behalf of The Guthrie School for publicity purposes. The Guthrie School agrees that the student's name, work, voice, verbal statements, class assignment(s), portraits, or pictures (video or still), will only be used for public relations, public information, school promotion, publicity, and instruction.**

**Student and Parent/Guardian understand and agree that:**

- **Consent and release have been given without coercion or duress;**
- **This agreement is binding upon heirs and/or future legal representatives;**  
**and**
- **The photo, video, artwork, class assignment(s) or student statements may be used in subsequent years.**

**Parents may request hard/soft copies of their child's photographs, at no charge, to make his/her own independent copy.**

**Student's Name (please print):** \_\_\_\_\_

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_