



The Guthrie School Enrichment Program 2022-2023

Please complete a separate registration form for each child attending enrichment classes and submit payment to The Guthrie School. Additional forms may be downloaded for printing or are available in our office.

STUDENT INFORMATION- PLEASE PRINT IN BLOCK LETTERS

Name _____ Gender _____ D.O.B. ___/___/___

Grade in Fall 2022 _____ Current School _____ Today's Date ___/___/___

FAMILY INFORMATION- PLEASE PRINT IN BLOCK LETTERS

PARENT 1

FIRST & LAST NAME _____

EMAIL ADDRESS _____ CELL PHONE _____

HOME PHONE _____ WORK PHONE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PARENT 2

FIRST & LAST NAME _____

EMAIL ADDRESS _____ CELL PHONE _____

HOME PHONE _____ WORK PHONE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

STUDENT HEALTH INFORMATION- PLEASE PRINT IN BLOCK LETTERS

Is your child enrolled in a public school in Texas for the 2022-2023 school year?

_____ YES _____ NO

IF YES, please provide the school's name, address, and phone number below:

Name of School : _____ Phone Number: _____

School's Address: _____ City: _____ Zip: _____

IF NO, please have your student's physician complete the Guthrie School Health Form and return it with their current hearing & vision and complete immunization records. These are required by the State to be on-file for any student attending the Guthrie School Enrichment Program.

Administration: Please initial once current and complete immunization records, hearing and vision, and documentation of a physical have been provided.

STUDENT ALLERGY INFORMATION- PLEASE PRINT IN BLOCK LETTERS

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

FOODS _____
DRUGS _____
INSECT _____
OTHER _____

DOES YOUR CHILD REQUIRE AN EPI-PEN? _____ YES _____ NO

***Any student with a food allergy will be required to have their physician complete a FARE form. Please see the front office for the form.**

Administration: Please initial once current FARE form has been provided.

EMERGENCY CONTACT INFORMATION

In the event of an emergency, parents or guardians will be contacted first.
Please list two alternative emergency contacts. These people may not be listed above.

CONTACT 1:

FIRST & LAST NAME _____ RELATIONSHIP TO STUDENT _____

EMAIL ADDRESS _____ CELL PHONE _____

HOME PHONE _____ WORK PHONE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CONTACT 2:

FIRST & LAST NAME _____ RELATIONSHIP TO STUDENT _____

EMAIL ADDRESS _____ CELL PHONE _____

HOME PHONE _____ WORK PHONE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CARPOOL INFORMATION

Below, please list the individuals authorized to pick up your student.

NAME 1: _____ CELL PHONE _____

NAME 2: _____ CELL PHONE _____

NAME 3: _____ CELL PHONE _____

NAME 4: _____ CELL PHONE _____

STUDENT SCHEDULE

STUDENT NAME:

CLASS	DAY- Please Circle	TIME	GRADE
Pre-Writing (EC-K)	W		
Writing LV1 (Primer-2nd)	W		
Critical Thinking	Sat.		
ISEE	Sat.		
Art	Fri		
Chinese	W Th Fri		
CLOSED/ PRIVATE CLASSES			
YOUNG SCHOLARS	Tues & Thurs.		

Fall 2022 Classes will be held IN PERSON at The Guthrie School.



The Guthrie School
598 Old Custer Road
Allen, TX 75013
972-596-6929

TUITION AND FEES

STUDENT NAME: _____ GRADE LEVEL _____

GROUP ACADEMIC CLASSES

Please Circle: FALL, SPRING OR SCHOOL YEAR	FALL SEMESTER	SPRING SEMESTER	SCHOOL YEAR (AUGUST-MAY)
Registration	\$90	\$90	\$90
Supply	\$100	\$100	\$200
1 Hr/Week	\$625	\$780	\$1405
2 Hr/Week	\$995	\$1250	\$2245
Young Scholar's Program (Tues & Thurs)	\$1485	\$1950	\$3435

TUITION AND REGISTRATION FEES ARE DUE IN ADVANCE AND ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

*For information on Private Lessons, please call the front office at 972.596.6929

EXTRACURRICULAR CLASSES

Please Circle FALL, SPRING, or SCHOOL YEAR	FALL SEMESTER	SPRING SEMESTER	SCHOOL YEAR (AUGUST-MAY)
ART	\$625 + \$65 art supply fee	\$805 + \$80 supply	--
CHINESE	\$20/class + \$55 workbook fee Chinese class is included for students enrolled in EXTEND program		

CLASS POLICIES AND PROCEDURES

In order to promote the success of your student, The Guthrie School has developed some guidelines for teachers, students, parents, and guardians to follow. Please review the following policies and sign at the bottom. Prior to enrollment being complete we require a signed policy, completed registration and tuition form, and tuition payment.

Class Attendance/Homework

- Classes are held once per week and students are required to attend the class time/day for which they signed up.
- If there is a need for an absence or temporary schedule change, 8-hour notice is required.
- Students are assigned homework based on lessons taught that week and successful completion of the previous week's homework. Please bring back all work assigned to be graded, reviewed, and re-taught if necessary.
- For best results, please set aside 15-20 minutes per day/per subject to devote as Guthrie Time. Breaking up the lessons throughout the week develops good study habits, discipline, and reinforces the lessons taught in class.

Changing a Schedule

- In order to maintain classroom dynamics and student/teacher ratio, we require advanced notice (8-hours) to attend a class outside of your student's schedule. Attendance is subject to administration/teacher approval.
- Any permanent schedule changes need to be received by our office in writing by completing a schedule change form (to be obtained from the office).
- Teachers may not make permanent schedule changes.

Make-Up Classes

- 8-hour notice is required for planned absences. Classes missed with proper notification will be considered EXCUSED absences and therefore are eligible to be made-up.
- 4 make-up classes are allowed per semester. Make-up classes must be scheduled and approved IN ADVANCE.
- The make-up class should be attended in the current month.
- No credit is given for missed classes, and make up classes do not carry from one semester to the other.
- To notify the office of an absence call 972-596-6929 or email the Director of Enrichment.

Teacher Absences

- In the event that a teacher is absent, The Guthrie School will provide a qualified substitute who will ensure the proper continuity of the student's classes.
- If a substitute teacher is not available, every effort will be made to contact students to arrange a make-up lesson.

Pick-Up / Carpool

- Please be timely in collecting your student after class ends. Our teachers' schedules are full and tardiness affects the next student's session.
- Once class time ends, teachers will accompany students to the front lobby to be collected or to await pick-up.
- Late pick up will incur a \$25.00 + \$2.00/minute charge five minutes after the last class ends.

Wellness Policy

- Please do not send your child to class if they are ill.
- Students must be fever free for 24-hours prior to attending class.
- If your student missed school due to illness, he/she should be considered too ill to attend Guthrie.

Holidays / Off Days

- Lessons will not be offered during holidays listed on The Guthrie School Enrichment calendar.
- The holidays will not change the overall number of lessons received each semester.

School Closing

- If, for any unforeseeable reason such as inclement weather, the center must be closed, we will notify you via email. Please check our website for updates.

Parent/Teacher Conferences

- Parent teacher conferences may be scheduled at a parent or teacher's request. Please work with your child's teacher to arrange a time that works for both parties.
- We appreciate and encourage communication on a regular basis. Please feel free to contact us.

Tuition and Fees

- The tuition and fees are due in advance and are **NON-REFUNDABLE & NON-TRANSFERABLE**. Tuition is not prorated for absence or withdrawal during a semester.
- Payment Methods:
 - Check, ACH, Cash or Credit/Debit cards
 - Credit Card Payments are subject to a +3.5% convenience charge.
- Returned checks will incur a fee of \$60

Classes

- The Guthrie School reserves the right to withdraw or discontinue any class for which enrollment is insufficient to organize or continue
- Only enrolled students may attend a class session
- In order to maintain an orderly and effective classroom atmosphere, no additional family members or friends are allowed. Guests may only be invited with permission of the teacher or administrator.
- Writing Classes: Students who attend writing classes other than that offered by The Guthrie School are not eligible to apply for private instruction. By signing up for Enrichment classes offered by The Guthrie School, I agree to abide by this stipulation.

Behavior

- The Guthrie School reserves the right to dismiss students whose behavior is disruptive to the classroom environment. Dismissal from a Guthrie School program based on behavior will result in a forfeiture of all remaining tuition and classes. No refunds or transfers will be given.

Media

- The Guthrie School has my permission to use photographs, art projects, and/or videos of my child in any future promotion or advertising materials.

Medical Consent

- I certify that my child is in good physical health. I understand that I am responsible to pay for all emergency treatment expenses. I further understand that The Guthrie School has no provisions for expenses incurred carrying out emergency procedures and/or emergency transportation on behalf of participants. By signing this document, the parent and/or legal guardian releases The Guthrie School and all affiliated from any and all claims resulting from the injury of the above student or the loss of property of the above named while participating in any activity connected with The Guthrie School. I hereby release, discharge, indemnify, agree to hold harmless, and covenant not to sue The Guthrie School, its administrators, directors, volunteers, advertisers, owners, and lessees of premises on which activities are conducted, from any owners, and lessees of premises on which activities are conducted, from any and all liability, claims, or demands arising from my child's participation in The Guthrie School programs. In case of an emergency, I understand that The Guthrie School will make every reasonable effort to contact parents or emergency contact. I hereby give The Guthrie School permission to secure licensed healthcare practitioners to ensure proper treatment, including but not limited to: hospitalization, anesthetics, surgery, or injections of medication for my child.

Force Majeure

- 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 a basic assumption on which the agreement was made.

Authorization and Acknowledgment

I state that I have financial and legal responsibility for the student named in this registration form. By signing below, I agree to all policies, consents, authorizations, and permissions described in the Enrichment registration form.

SIGNATURE _____ RELATIONSHIP _____ DATE _____