

The Barclay School

Parent Packet



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www.thebarclayschool.org

1364 Cook Road

Ridgeway, S.C. 29130

(803) 629-6318





Pre –Application Form

Parent Information Sheet for Visiting New Parents

Welcome! Thank you for considering our school. Please feel free to ask us any questions during the interview or tour of the school.

Child's name: _____ Date: _____

Date of birth: _____ Age: _____ Grade: _____

Name of current school: _____

Child's learning difficulties: _____

Other diagnoses: _____

Allergies: _____

Child's pediatrician: _____ Phone number: _____

Parent name(s): _____

Home address: _____

Home phone: _____ Cell phone: _____

Email: _____

Emergency backup contact: _____



Family Checklist

The following papers must be provided to the school upon enrollment:

1. Immunization Record
2. Latest IEP/504, psychological/educational evaluation
3. Old school records, transcripts, report cards
4. Three references for the student from teachers, therapists, doctors, etc. and their contact information
5. Photocopy of medical insurance card
6. Photocopy of social security card



The Barclay School Emergency Treatment Consent Form

Child's name: _____

Child's social security number: _____

In the event that my child needs emergency medical treatment and I (we) cannot be reached, I (we) give consent for the Barclay school staff to transport my child to receive emergency treatment.

Parent/Guardian signature: _____

Child's insurance coverage and number: _____

Child's social security number: _____

Alternate contact if parents are unavailable.

Name: _____ Phone number: _____

Please list any allergies, medications, or pre-existing conditions that are pertinent for a doctor to know before emergency treatment ON BACK OF THIS PAGE.



Medication Consent Form

Child's name: _____ Date: _____

I (we) give permission for The Barclay School staff to administer the following medications to my child.

List and dosage of prescription medications:

List and dosage of over-the-counter medications:

Allergies:

Parent/Guardian signature: _____ Date: _____



Tuition Payment

There are two ways to pay tuition:

1. One annual payment of \$25,000 on the first day of school or on day of enrollment (pro-rated). If you have applied for a scholarship or financial aid and have been granted them in writing, this amount will be deducted.
2. Twelve monthly payments beginning in July of the current year and continuing until June of the following year. These payments are to be paid by automatic bank drafts, which will be set up after the first payment. Please provide the school with a voided check.

Tuition is \$25,000 annually.

There is one source of scholarship funding and one source of financial aid:

1. A scholarship (or parent tax credit) is available through the South Carolina Department of Revenue. Visit exceptionalsc.org for information and applications.
2. Financial aid through The Barclay School. Parents have to apply through TADS (tads.com), a third party financial assessment agency which assesses need. TADS paperwork can only be processed by the school's Financial Committee if the TADS rating is "GOOD."



Individual Tuition Breakdown

Student name: _____

Our Board has mandated that we only accept full-time students for the coming year. As a school, we must plan and budget for staff, programming, transportation and materials based on the total of our annual tuition. We are no longer able to provide for part-time students and provide our staff full-time salaries.

You may pay tuition monthly: 12 payments beginning July 20, 2018 (or upon enrollment). The final payment will be June 20, 2019. These payments must be made by automatic bank draft. We need a voided check to set this up. Drafts will begin on August 20, 2018.

Or you may pay tuition in full upon enrollment.

This year, all fees have been included in the tuition to simplify budgeting for families and bookkeeping for the school.

Annual tuition for 2018 – 2019 \$ _____

Department of Revenue scholarship \$ _____
(actual amount to be awarded is yet to be determined)

Balance \$ _____

Barclay School financial aid \$ _____
(based on TADS)

Balance to be paid by parents \$ _____

12 monthly payments of \$ _____
(First payment due July 20, 2018)

You may either mail the first payment to the school, or bring a check to the school on July 31, 2018, the first day of school. (Reminder: voided checks needed ASAP to set up drafts)

Parent/Guardian signature: _____ Date: _____



Annual Contract

Student's name: _____

Parent/Guardian name: _____

I/We understand that upon The Barclay School's acceptance of my (our) child, the following terms and conditions apply:

1. Annual tuition is \$25,000. It may be paid in a lump sum or monthly, over a 12-month period, with automatic withdrawal set up on the 20th of the month. If scholarship or financial aid is awarded, the tuition paid by the parents will be calculated by subtracting the amount of the scholarship and/or financial aid from the total of \$_____. Parents will be responsible for the balance of the tuition.
2. The annual tuition, whether paid annually or monthly, must be paid in full and may not be refunded, even in the case of early withdrawal or dismissal. This is a financial necessity for a small school to enable annual budgeting.
3. No credit or refund will be made for absences such as vacation, illness, weather related closure, etc.
4. Parents of The Barclay School are asked to notify the school as soon as possible, in writing, if they are moving, or not returning to the school for the following year.
5. The student may be dismissed from the school when tuition is 1 month (30 days) late.

I/We agree to fulfill our obligation of this contract as explained above.

Parent/Guardian (please print): _____

Parent/Guardian signature: _____ Date: _____



Use of Technology

It is understood:

That my child will not be permitted to visit unauthorized websites on the internet at school.

He/She will not be permitted to use their computer or any other electronic devices unless authorized by the Head of School.

All cell phones and electronic devices are to be placed in the designated area during the school day. If a parent or family member needs to contact a student or the school in an emergency, please call the school number at (803) 629-6318. Cell phones and electronic devices will be returned to students at dismissal.

Cell phones and electronic devices may not be taken on fieldtrips.

That neither I, nor my child, nor any member of my family, will use any social networking forum to reflect negatively on The Barclay School, its staff, or students.

Parent/Guardian signature: _____ Date: _____



Field Trip Permission Form

The Barclay School has my/our permission to take my child

(Child's name): _____

on field trips, as planned and authorized by the school. We will not hold the school, or drivers transporting students, liable for any accidents or injuries that occur on any field trip.

Parent/Guardian signature: _____ Date: _____



Confidentiality Waiver

(Please make a copy to sign and give to EACH reference)

I (Parent/Guardian name) _____ give permission for
_____ to talk to staff from The Barclay School
about my child, _____. They may provide them with any
and all information, recommendations, and personal observations that The Barclay School may
request as part of their admission process.

Parent/guardian signature: _____ Date: _____

Print name: _____

Relationship to child: _____



Photo Release Agreement

The Barclay School has my/our permission to take photographs and/or videos of my child for promotional purposes.

Child's name: _____

I understand that these photographs/videos may be used to promote The Barclay School and/or be posted on the school's website and Facebook page.

Parent/guardian signature: _____ Date: _____