

April 24, 2018

Dear Parent/Guardians:

Thank you for your interest in having your child be a part of St. Mark's Day School. Rest assured that you have selected an academic institution that will provide your child with an excellent educational foundation. Our teachers and support staff are dedicated to the growth and development of the whole child.

The academic curriculum is designed to satisfy the New York State Common Core Standards. The students are prepared to take the NYS English Language Arts and Mathematics examinations in Grades 3-8, and the NYS Science examinations in Grades 4 and 8. The analytical rigor of the curriculum is also supported by creative and artistic classes such as Music, Art and Spanish.

Religious studies, is also an integral component of the curriculum. We promote and foster a school community that is committed to mutual respect regardless of one's faith. Students are fortunate to be part of an extraordinary environment, with amenities that will booster learning and expand a child's imagination.

- With the support of the Department of Education we have Reading and Mathematics Specialists, a Guidance Counselor, and a full time Nurse.
- We are continually upgrading, and improving our computer and science labs.
- Our school has one of the best libraries, of which we are extremely proud. Thanks to the dedication our past School Board Chair, Dr. Lucille Thomas.
- There is a student-banking program in partnership with the People's Alliance Federal Credit Union. This teaches our students the importance of money management and saving.
- Parents/Teachers Communication –Parents can use Edline to access their student's progress and homework assignments.

- Extra-Curricular Activities and clubs include, but are not limited to the following:
  - String Orchestra/Piano
  - Inter-House Competitions
  - Karate
  - Partnership with Cornell University Cooperative Extension in providing 4-H After School programs.
  - Drama, Journalism, Chess, Art & Crafts, Dance, Sewing, Food and Nutrition.

We are fully committed to the academic, physical and general well being of all students. We expect you to actively partner with us in educating your child.

We ask for your continued support, Prayers and active input.

Thank you for choosing St. Mark's Day School.

Sincerely,

Rev. Kino Vitet  
Headmaster/Interim Principal



# St. Mark's Day School

1346 President Street, Brooklyn, NY 11213

(718) 756-6602 Fax: (718) 467-4655

[www.saintmarksdayschool.org](http://www.saintmarksdayschool.org)

## APPLICATION FOR ADMISSION 2018 – 2019

***PLEASE READ CAREFULLY BEFORE COMPLETING THE APPROPRIATE SECTION.***

### **A. [ ] - Nursery to Pre-Kindergarten - All Year Program**

Full Name of Child \_\_\_\_\_ F [ ] M [ ] Date of Birth \_\_\_\_\_  
(BIRTH CERTIFICATE AND IMMUNIZATION CARD TO ACCOMPANY APPLICATION)

Full Name \_\_\_\_\_  
(Mother) (Father)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Father's Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Place of employment \_\_\_\_\_  
(Mother) (Father)

A non-refundable fee of \$100.00 must accompany all applications (cash or money order only). This fee covers application, interviews and administrative services.

The Tuition is \$7,000.00 for the Academic year and a discount is offered for additional children. Tuition includes the cost of student insurance, materials. Parent/guardian is obligated, unconditionally, to pay for one full year once the child has registered. No portion of such fees, so paid, or outstanding, will be refunded or canceled; notwithstanding the subsequent absence, withdrawal or dismissal of the student from the school.

**INCLUDES - Early Morning Drop off - 7:00 a.m.**

**After School - 3:15 p.m. to 6:00 p.m.**

**Summer Session - (7 weeks)**

(if student is registered for school on or before July 1, 2018)

**A. MAKE FULL PAYMENT DIRECTLY TO ST. MARK'S DAY SCHOOL NO LATER THAN -**

- i. August 31, 2018 and receive a \$1000.00 discount on the 2018-2019 tuition.
- ii. September 28, 2018 and receive \$500.00 discount on the 2018-2019 tuition.
- iii. October 31, 2018 and receive \$250.00 discount on the 2018-2019 tuition.

OR

**B. TUITION PAYMENT PLAN**

An initial deposit of \$1000.00, must be paid at the school by cash, money order, cashiers check or credit card upon acceptance of registration forms, and Monthly Tuition will be \$500.00 to Smart Tuition beginning July 2018 through June 2019.

*Having read, understood and accepted the terms contained in the Agreement, I hereby apply for my son/daughter \_\_\_\_\_ to be admitted to St. Mark's Day School.*

Does your child require any special services? [ ] Yes [ ] No

If yes, please explain \_\_\_\_\_

Signature \_\_\_\_\_

Parent /Guardian

Date

**B. [ ] - Nursery to Grade 8 - Traditional Program**

Full Name of Child \_\_\_\_\_ F [ ] M [ ] Date of Birth \_\_\_\_\_  
(BIRTH CERTIFICATE, IMMUNIZATION CARD AND LATEST REPORT CARD TO ACCOMPANY APPLICATION)

Present Grade \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Full Name \_\_\_\_\_  
(Mother) (Father)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Father's Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Place of employment \_\_\_\_\_  
(Mother) (Father)

**A non-refundable fee of \$100.00 must accompany all applications (cash or money order only).** This fee covers application, interviews and administrative services.

**The tuition is \$5,500.00 for the Academic year, and a discount is offered for additional children.** Tuition includes the cost of all textbooks, student insurance and standardized testing. Parent/guardian is obligated, unconditionally, to pay for one full year once the child has registered. No portion of such fees, so paid, or outstanding, will be refunded or canceled; notwithstanding the subsequent absence, withdrawal or dismissal of the student from the school.

**A. MAKE FULL PAYMENT DIRECTLY TO ST. MARK'S DAY SCHOOL NO LATER THAN -**

- i. August 31, 2018 and receive a \$500.00 discount on the 2018-2019 tuition.
- ii. September 29, 2018 and receive \$250.00 discount on the 2018-2019 tuition.
- iii. October 30, 2018 and receive \$150.00 discount on the 2018-2019 tuition.

**OR**

**B. TUITION PAYMENT PLAN - (cash, money order, cashiers check or credit card)**

- i. **8 weekly payments of \$250.00 at the school ending July 1** and monthly payments of \$350 to Smart Tuition beginning August 2018 through May 2019.
- ii. **2 installments of \$1,000.00 at the school on July 1 and August 1** and monthly payments of \$350 to Smart Tuition beginning August 2018 through May 2019.
- iii. **1 payment of \$2,000.00 at the school on July 1** and monthly payments of \$350 to Smart Tuition beginning August 2018 through May 2019.
- iv. **Make monthly payments of \$550.00** to Smart Tuition beginning August 2018 through May 2019.

**Having read, understood and accepted the terms contained in the Agreement, I hereby apply for my son/daughter \_\_\_\_\_ to be admitted to St. Mark's Day School.**

Does your child require any special services? [ ] Yes [ ] No

If yes, please explain \_\_\_\_\_

Signature \_\_\_\_\_  
Parent /Guardian Date

# **2018-2019 APPLICATION GENERAL INFORMATION**

## **PLEASE READ CAREFULLY BEFORE SIGNING.**

St. Mark's Day School is owned and operated by the governing body of the Church of St. Mark (Episcopal) Brooklyn.

The Rector, Vestry, and School Board form the executive body of the school. This body formulates all policy and is solely responsible for the evaluation and appointment of all staff, formulation of curriculum, registration of students, and discipline.

The executive body, through its financial advisors, determines the cost of the annual tuition and the terms under which it is paid. These terms are fixed and non-negotiable.

Parents/Guardians are required to re-register each year by completing and submitting the re-registration package for the new school year. **Relevant information must be updated and current.**

## **SMART TUITION**

- St. Mark's uses Smart Tuition Plan to collect tuition and all registered students are required to be enrolled in the Tuition Payment Plan unless the tuition is paid in full by August 31<sup>st</sup>.
- ***If the payment is not received and posted on the due date, the outstanding tuition, and any late fees will be due and payable. Additionally, your child will be suspended from school until your tuition obligation is brought current.***

## **SCHOOL HOURS**

- School gates open at 7:00 a.m., students are escorted to their classrooms at 8:10 a.m., and prayers begin our day after students are seated in their classrooms.
- ***A student arriving after 8:30 a.m. is deemed late and will be given a late pass. Classes begin at 8:30 a.m. sharp.*** If any child comes to school after 8:30 a.m. he/she will be disrupting the class. ***Kindly bring or send your child to school on time.***
- School dismisses at 2:55 p.m. Students are escorted to the courtyard or the auditorium for pick-up depending on the weather condition. ***Parents are required to pick up their children by 3:15 p.m.***
- ***When there is a half-day school, students must be picked up promptly by 12 noon.*** Failure to do so will leave the school no alternative but to bill parents ***\$15.00 per hour or any part thereof*** for the time the student is left at school.

## **MEDICAL**

- ***An up-to-date, completed medical form, certified by a physician,*** must be presented before the first day of school.
- A student who is absent from school must bring a written excuse from his/her parent upon return. A ***doctor's note is required*** for illness of ***three or more*** consecutive days of absence.

## **ATTENDANCE**

- If a student has to leave the premises before dismissal, an authorized adult must sign him/her out. Only the person who has enrolled the child, and whose signature is on file must certify such authorization. If there are any changes in the pick-up arrangements, the school must be informed no later than 2:30 p.m.

## **BREAKFAST/LUNCH**

- ***Light breakfast*** is served every morning. Students must be at school by 7:45 a.m. to receive breakfast.
- ***Lunch*** is not included in the tuition, but is subsidized by the NY City Department of Education Food Service Program.
- ***During the summer session lunch is free.***

## **TRANSPORTATION**

- The school does not make arrangements for private bus transportation. Parents desiring this service must make arrangements directly with a transportation service.

### AFTER SCHOOL/AFTER CLASS PROGRAMS

- After School Program begins at 3:15 p.m. The fee is \$60.00 per week for students registered in the program. Payments must be made in advance of attendance on a weekly basis. Students not registered in the After School Program will be charged at a rate of \$20.00 per day.
- **School dismisses at 2:55 p.m., children not picked up by 3:15 p.m.** will be placed in the After School Program and billed at the rate of \$20 per hour. He/She must be picked up from the After School Program no later than 6:00 p.m. Students not picked up by 6:00 p.m. will be additionally billed at the rate of \$15.00 per hour.
- After Class Program for grades 3 to 8 begins at 3:15 p.m. to 4:20 p.m. (Monday to Thursday). The fee is \$20.00 per week. Students not picked up by 4:20 p.m. will be placed in the After School Program and will be additionally billed.
- **Failure to remain current in your financial obligation to After-School/After Class will result in your child's suspension from the program until all fees are paid.**

### DISCIPLINE

- Detention will be given for some infractions. If detention is not served, the student may be suspended.
- Disrespect, disobedience to Staff, fighting, stealing, and unacceptable language are strictly prohibited, and may result in out-of-school or in-house suspension for 2 or more days.
- The school reserves the right to suspend or expel any student who does not uphold the moral standard and discipline of the school and its code of conduct
- Students are not allowed to bring toys to school except with the permission of a teacher, for show and tell sessions. Video games, cell phones (cannot be used during school hours and must be turned off at all times) or any other unauthorized item brought to school will be confiscated and will be released only to parents or guardians. **Should any of these items be lost or stolen the school will not be liable for them. No metal cans or glass bottles are permitted in school.**

### DRESS CODE

- All students must be in complete uniform at all times.
- **No jewelry is permitted except one pair of small bead or small hoop earrings for girls. No nail polish, no beads (this may cause injury to your child or other children) or tinted hair for girls.**
- **No carved designs or partially shaved head for boys.**
- The school cannot be held responsible for any lost items, please mark clearly for identification.

### RELIGION

- Prayers are said at the beginning and closing of each school day.
- There is a monthly School Mass at the Church of St. Mark, and all students are required to attend Mass at the Church of St. Mark in uniform one designated Sunday per year.
- Religious instruction is part of the curriculum.

❖ **How did you learn about our school?** \_\_\_\_\_

**The Parent(s)/Guardian(s) agree to be bound by the rules and regulations of St. Mark's Day School as stated on this application.**

PARENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF ADMINISTRATOR: \_\_\_\_\_

DATE: \_\_\_\_\_



# St. Mark's Day School

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(718) 756-6602 Fax: (718) 467-4655  
[www.saintmarksdayschool.org](http://www.saintmarksdayschool.org)

April 24, 2018

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  - String Orchestra/Piano
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  - Karate
  - Partnership with Cornell University Cooperative Extension in providing 4-H After School programs.
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We are fully committed to the academic, physical and general well being of all students. We expect you to actively partner with us in educating your child.

We ask for your continued support, Prayers and active input.

Thank you for choosing St. Mark's Day School.

Sincerely,

Rev. Kino Vitet  
Headmaster/Interim Principal



# St. Mark's Day School

1346 President Street, Brooklyn, NY 11213 (Kdg -Grade 8)  
TEL: (718) 756-6602 / (347)715-2788 FAX: (718) 467-4655  
www.saintmarksdayschool.org

2018-2019

**REGISTRATION for GRADE** \_\_\_\_\_

**RE-REGISTRATION for GRADE** \_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_ SS. # \_\_\_\_\_  
*First Middle Last*

Student's Date of Birth: \_\_\_\_\_  M  F

Birth Certificate #: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Student's Cell #: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Baptized:  Yes  No Confirmed:  Yes  No

Church Attending: \_\_\_\_\_

## FAMILY INFORMATION:

**FULL NAME OF FATHER/GUARDIAN:** \_\_\_\_\_

SS.# \_\_\_\_\_ *First Middle Last*  
e-mail address \_\_\_\_\_

Father's Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Bus Phone: (\_\_\_\_) \_\_\_\_\_ Cell/Pager: (\_\_\_\_) \_\_\_\_\_

Place of Employment & Dept. \_\_\_\_\_

Address: \_\_\_\_\_

**FULL NAME OF MOTHER/GUARDIAN:** \_\_\_\_\_

S.S. # \_\_\_\_\_ *First Middle Last*  
e-mail address \_\_\_\_\_

Mother's Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Bus Phone: (\_\_\_\_) \_\_\_\_\_ Cell/Pager: (\_\_\_\_) \_\_\_\_\_

Place of Employment & Dept: \_\_\_\_\_

Address: \_\_\_\_\_



**NOTIFY IN EMERGENCY:** (*Other than parents*)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Bus Phone: (\_\_\_\_) \_\_\_\_\_ Cell/Pager: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Bus Phone: (\_\_\_\_) \_\_\_\_\_ Cell/Pager: (\_\_\_\_) \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**BACKGROUND INFORMATION:** (COPY OF COURT ORDER MUST BE SUBMITTED)

If parents are separated, divorced or child is adopted, who has custody?

Father       Mother       Step-parent       Guardian

Child Adopted:  Yes  No      Does he/she know:  Yes  No

Language other than English \_\_\_\_\_

**MEANS OF TRANSPORTATION:** (Must be completed)

Private Bus Service       Public Bus Service       Train Service

Walk       Parents Deliver & Pick-up

**AFTER SCHOOL PROGRAM:**       Yes       No

***This Section Must Be Completed For New Students Only***

**PREVIOUS SCHOOL EXPERIENCE:**

Name of School Attended: \_\_\_\_\_

Address of School: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates attended:      From: \_\_\_\_\_      To: \_\_\_\_\_

.....  
SIGNATURE OF PARENT/GUARDIAN

.....  
DATE

**FOR OFFICE USE ONLY**

Re-registration Fee Received:  Yes  No      Medical Emergency Form Received:  Yes  No

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_



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## 2018-2019 TUITION AGREEMENT ALL YEAR PROGRAM Nursery to Pre-Kindergarten

Parents or guardians must sign and return this Agreement to the Admissions Office. A copy will be countersigned and returned to the parent or guardian.

Name of student \_\_\_\_\_ Registering for \_\_\_\_\_

Application fee (new students) - \$100.00 (NON REFUNDABLE)

I agree to pay the tuition of \$7,000.00 as follows –

### CIRCLE ONE

#### A. MAKE FULL PAYMENT DIRECTLY TO ST. MARK'S DAY SCHOOL NO LATER THAN -

- i. August 31, 2018 and receive a \$1000.00 discount on the 2018-2019 tuition.
- ii. September 28, 2018 and receive \$500.00 discount on the 2018-2019 tuition.
- iii. October 31, 2018 and receive \$250.00 discount on the 2018-2019 tuition.

OR

#### B. TUITION PAYMENT PLAN

An initial deposit of \$1000.00, must be paid at the school by cash, money order, cashiers check or credit card upon acceptance of registration forms, and Monthly Tuition will be \$500.00 to Smart Tuition beginning July 2018 through June 2019.

If the payment is not received and posted on the due date, the outstanding tuition, and any late fees will be due and payable. Additionally, your child will be suspended from school until your tuition obligation is brought current. ALL payments are to be made to SMART TUITION with the exception of the initial payment and July 1 payment, which must be paid at the school.

I understand, that in signing this Tuition Agreement for this academic year, I am agreeing to accept the rules and regulations of St. Mark's Day School All Year Program. Further, **I agree to the policy of the school that the privileges of the school will be denied any student whose Parent(s) or Guardian defaults in financial obligations to the school. The school reserves the right to deny attendance to students whose accounts include overdue balances and fees.** It is further agreed that enrollment as specified within the Registration contract may be canceled in writing, without penalty (except for the non-refundable fee of \$100.00 for application, interviews and administrative fees) prior to September 1, 2018.

I understand that my obligation to pay the fees for the full academic year is unconditional; and that no portion of such fees so paid or outstanding will be refunded or canceled, notwithstanding the subsequent absence, withdrawal or dismissal from the school of the above student.

**ENROLLMENT BECOMES EFFECTIVE ON THE RECEIPT OF REGISTRATION FORMS AND THE INITIAL PAYMENT OF \$1,000.00. IT IS FURTHER UNDERSTOOD THAT THIS TUITION AGREEMENT WILL SERVE AS THE ONLY NOTIFICATION OF WHEN TUITION PAYMENTS ARE DUE.**

\_\_\_\_\_  
Signatures of Parents or Guardians who are financially responsible for student.

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Bursar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Administrative Secretary

\_\_\_\_\_  
Date



# St. Mark's Day School

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[www.saintmarksdayschool.org](http://www.saintmarksdayschool.org)

## 2018-2019 TUITION AGREEMENT TRADITIONAL PROGRAM Nursery to Grade 8

Parents or guardians must sign and return this Agreement to the Admissions Office. A copy will be countersigned and returned to the parent or guardian.

Name of student \_\_\_\_\_ Registering for \_\_\_\_\_

[ ] Application fee (new students) - \$100.00 (NON REFUNDABLE)

I agree to pay the tuition of \$5,500.00 as follows –

### CIRCLE ONE

#### A. MAKE FULL PAYMENT DIRECTLY TO ST. MARK'S DAY SCHOOL NO LATER THAN -

- i. August 31, 2018 and receive a \$500.00 discount on the 2018-2019 tuition.
- ii. September 28, 2018 and receive \$250.00 discount on the 2018-2019 tuition.
- iii. October 31, 2018 and receive \$150.00 discount on the 2018-2019 tuition.

OR

#### B. TUITION PAYMENT PLAN - (cash, money order, cashier's check or credit card)

- i. **8 weekly payments of \$250.00 at the school ending July 1** and monthly payments of \$350 to Smart Tuition beginning August 2018 through May 2019.
- ii. **2 installments of \$1,000.00 at the school on July 1 and August 1** and monthly payments of \$350 to Smart Tuition beginning August 2018 through May 2019.
- iii. An initial payment of \$2,000.00 **at the school on July 1** and monthly payments of \$350 to Smart Tuition beginning August 2018 through May 2019.
- iv. **Make monthly payments of \$550.00** to Smart Tuition beginning August 2018 through May 2019.

If the payment is not received and posted on the due date, the outstanding tuition, and any late fees will be due and payable. Additionally, your child will be suspended from school until your tuition obligation is brought current. ALL payments are to be made to SMART TUITION with the exception of the initial payment and July 1 payment, which must be paid at the school.

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I understand that my obligation to pay the fees for the full academic year is unconditional; and that no portion of such fees so paid or outstanding will be refunded or canceled, notwithstanding the subsequent absence, withdrawal or dismissal from the school of the above student.

**ENROLLMENT BECOMES EFFECTIVE ON THE RECEIPT OF REGISTRATION FORMS AND INITIAL PAYMENT OF THE PLAN SELECTED ABOVE. IT IS FURTHER UNDERSTOOD THAT THIS TUITION AGREEMENT WILL SERVE AS THE ONLY NOTIFICATION OF WHEN TUITION PAYMENTS ARE DUE.**

\_\_\_\_\_  
Signatures of Parents or Guardians who are financially responsible for student.

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Bursar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Administrative Secretary

\_\_\_\_\_  
Date