

GERARD PREPARATORY SCHOOL

Registration Information Form
YEAR _____



Student Name _____ Age _____ DOB _____

Financial Information (Please fill out one or both for person or persons responsible for finances)

Name _____ Social Security # _____

Employer _____

Address _____ City _____ Zip _____

How long at this position? _____ Title _____

Bank Accounts: Regular Checking Savings Other _____

Banking Institution Name _____ Location _____

Credit Card # _____ Type _____ Exp date _____

Home: Own Rent How long? _____ Automobiles: Type _____ Year _____

Driver's License # _____ State Issued _____

Relationship to the student _____

Financial Information (Please fill out one or both for person or persons responsible for finances)

Name _____ Social Security # _____

Employer _____

Address _____ City _____ Zip _____

How long at this position? _____ Title _____

Bank Accounts: Regular Checking Savings Other _____

Banking Institution Name _____ Location _____

Credit Card # _____ Type _____ Exp date _____

Home: Own Rent How long? _____ Automobiles: Type _____ Year _____

Driver's License # _____ State Issued _____

Relationship to the student _____

Administration Approval for Over the Counter Medications

Representatives for Gerard Preparatory School have my permission to administer the following medications to my child _____ Age _____ Grade _____

Tylenol Dose _____ Liquid only Pills approved

Motrin Dose _____ Liquid only Pills approved

Benadryl Dose _____ Liquid only Pills approved

Other Dose _____ Liquid only Pills approved

Prescription Medications taken Daily

Name _____ Dose _____ Time taken _____ Reason _____

Name _____ Dose _____ Time taken _____ Reason _____

Name _____ Dose _____ Time taken _____ Reason _____

Allergy Medications (If applicable)

Name _____ Dose amt. _____ Intervals _____

Name _____ Dose amt. _____ Intervals _____

Other Medical Information

Has your child had any of the following;

Broken bones No Yes If yes, what bones and when? _____

Surgeries No Yes If yes, for what and when? _____

Allergies to Bees Nuts Grasses Other _____

Physical limitations or concerns: _____

Medical Information

Family Insurance Carrier _____

Policy # _____ Covered under _____

Telephone Number _____ City _____ State _____

Regular Physician _____ Telephone # _____

Selected Hospital _____

In case of emergency contact:(In the following order:)

1st _____ (Name) _____ Tele _____

2nd _____ (Name) _____ Tele _____

3rd _____ (Name) _____ Tele _____

I understand it is my responsibility to update all information so that the school may effectively serve and protect my child. All medical information and insurance information is true, correct and current.

Signed _____ Dated _____

Custodial / Parental Rights and Admissions

Mother (Name) _____ Birth Mother Adopted Other: _____

Father (Name) _____ Birth Father Adopted Other: _____

Child was adopted at age: _____ Parents known? No Yes

If yes, how involved is the birth parent? *Please be specific about visitation at or approval to pick up from school.*

Child lives with: Mother Father Step Mother Step Father Other _____

of Siblings in the house: _____ Ages _____

Other Relatives living in the house _____

Persons approved for Visitations or Pick up after school:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____



ART Release

At Gerard students generally participate in some form of ART class or activity every day. They therefore come in contact with a variety of art materials (Including but not limited to the following) Please mark any that you **DISAPPROVE** for your child.

Pre-K and Elementary Students

- Water color paints
- Markers
- Colored pencils
- Tape
- Scissors
- Tempera Paints
- Chalk paints
- Pastel chalks
- White glue
- Glue sticks
- Crayons
- Starch & water mix
- Play dough
- Clay

Middle and High School Students

Please mark any you disapprove on the Elementary list

Please also mark any tools or other materials you DO NOT Approve for usage by your child:

- Hot glue gun usage
- Glue sticks (for glue gun)
- Razor Knives
- Wood burning tools
- Ink and Ink pens
- Indian Ink
- Paint dyes
- Feather quills
- Styrofoam
- Leather scraps
- Varied fabrics (burlap, tweeds, silks, cottons)
- News paper
- Magazines

Exceptions: (They can if....)



Photography Release

Through out the year students are photographed in regular class situations. Photographs are used in advertizing, the year book (produced at the end of the school term) and around the school in varied bulletin board layouts.

If you will allow pictures of your child to be used for the sole purpose of “documenting school activity” in print ads, online internet ads and print ads within the school, please indicate below.

- Photos of my child may be used in print ads, both in magazines and on the internet.

Parent Signature _____ Date _____

- My child’s photographs may only be used in ads within the school and in the yearbook ONLY.

Parent Signature _____ Date _____

Please note: Gerard has two stage programs per year, both of which are filmed and photographed. Films are made for the express documentation of the students programs and distributed solely by the school for parents and family memorabilia.

Information About Your Child

How it started... (0-5 Years)

- Months of Pregnancy _____ Regular Birth Yes If No, please explain

- Early Firsts _____
- Late Firsts _____
- Favorite Foods _____
- Famous Fears _____
- Favorite things _____
- Things you should know _____

Mid Years (6-9) Mark all that apply

You can describe me as...

- Friendly –Makes friends easily
- Withdrawn/shy
- Likes to try new things (risk taker)
- Needs consistent schedule
- Enjoys variety– Gets bored easily
- Enjoys reading / Does not like to read
- Likes math/ Does not Like Math
- Favorite Subject in School _____
- Biggest Interest _____

Would rather be:

- With Friends Alone
- Outside playing Playing Video Games
- Other Activity _____
- Any sports? No Yes If yes, What?

Tween Times (10-12) Mark all that apply

You can describe me as...

- Friendly –Makes friends easily
- Withdrawn/shy
- Likes to try new things (risk taker)
- Needs consistent schedule
- Enjoys variety– Gets bored easily
- Enjoys reading / Does not like to read
- Likes math/ Does not Like Math
- Favorite Subject in School _____
- Biggest Interest _____

Would rather be:

- With Friends Alone
- Outside playing Playing Video Games
- Other Activity _____
- Any sports? No Yes If yes, What?

Teens (13-18) Mark all that apply

You can describe my teen as...

- Friendly –Makes friends easily
- Withdrawn/shy
- Likes to try new things (risk taker)
- Needs consistent schedule
- Enjoys variety– Gets bored easily
- Enjoys reading / Does not like to read
- Likes math/ Does not Like Math
- Favorite subject in school _____
- Dreaded subject in school _____
- Sports Interests? _____
- Artistic Interests? _____
- Other Interests? _____

They would rather be:

- With Friends Alone
- Outside anywhere Playing Video Games
- Other Activity _____
- Do they own a Cell Phone? Yes No
- Do they have a Face Book page? Yes No
- Do they have access to the internet? Yes No
- How involved are you in their social life?
 Very Somewhat Very little Not at all
- Do you have a family Church? No Yes
- If yes, do they attend regularly? No Yes
- Have you discuss the following with your child;
Sex, abstinence, purity? No Yes
- Drugs, smoking, addictions? No Yes

Students with Diagnosed Learning Differences (Must include a copy of current* testing and recommendations)

Diagnosed with _____ Year of Testing* _____

Doctors name _____ Telephone # _____

Special accommodations or modifications at last school; _____

Greatest area of difficulty _____

Greatest Strength _____

Please list your top 10 requests for Trellis Support: (In class support, accommodations, or modifications)

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____
9. _____ 10. _____

* Only testing within a one year period will be viewed as valid for current accommodations or modifications.

- **Contract Payments:** Monthly payments are due on the 20th and late after the 25th. All late payments will incur a \$75.00 late fee. Review policy for other payment options.
- **Drop Off** 7:45-8:00 For all students. Pre-K-5th grade use the lane at the curb. 6th-12th outside lane. DO NOT PARK in the drive through lane at ANY time.
- **Pick Up** Pre-K-5th grade 2:45-3:00 6th-12th 3:00-3:15 Use correct lanes –NEVER block or stop at the crosswalk.
- **Close Closures:** Listen to Fox 5 or CBS for closure news. See expanded policy
- **Completed and Updated Registration Forms** Parents are responsible to have registration forms filled out completely and update all numbers in the event they change at any time. It is imperative that all phone numbers, emails and emergency numbers remain current at all times.
- **Uniforms:** Buckhead Uniforms in Lawrenceville Students may not attend school out of uniform at any time. All jackets, sweaters, sweatshirts, shoes, act must match the uniform policy.
- **Book Bags:** Can not be rolling. Must have few compartments as possible (to help them be organized) and only bring what is allowed as per the policies. Students in Pre-K—5th may not bring cell phones. Students in 6th-12th may not have a cell phone turned on or in sight while at school.
- **Medications must be checked in at the front desk and administration form signed.**
- **Lunch and Snack:** Students may bring a healthy snack that does not require a utensil to eat. Lunches must be healthy and not include any soda, candy or energy drinks. Students must have a lunch or money to purchase lunch EVERY DAY.
- **Birthdays:** Are celebrated on the last Friday of each month. You may sign up to bring something in.
- **Attendance:** Students in K-12th are expected to attend school daily. If they are absent a note must accompany them on their return. Note gets turned in to the homeroom teacher.
- **Make Up Work:** Please see complete policy.
- **Tardy to School:** Parents must accompany the children) in to check in after the 8:05 bell.
- **Early Dismissal or Release:** Parents must call by 12 noon if any student is leaving early. If you do not call you may have to wait for a child to complete work, tests, or pack up.
- **Detention:** Please see detention policy
- **Student Drivers;** Please see policy. There is a parking pass cost and academic requirements
- **Academic Expectations:** Students are expected to do and turn in all assignments as required. Students on a modified or adjusted program are expected to comply with the same rules within their Trellis program.
- **Weekly Grading:** All students in K-12th grade have academic grades posted on Engrade by teachers. Parents will be given a code to check grades.
- **Progress Reports/Report Cards:** Progress Reports are published at the first 5 week mark of each

quarter. Report cards are published at the end of each quarter.

- **Conferences** are scheduled at the end of each semester. If a parent requests to speak with a teacher it must be requested through the front office. Conferences are approximately 15-20 minutes long. During conferences, the daily schedule is shortened to a half day.
- **Communications:** Each teacher has a blog site which outlines homework and project work. Agendas also have the homework outlined. Teachers also have a school email address if you wish to contact them about anything. Please note: Teachers and administrators do not answer emails after 4:30 daily and never on the week-ends. www.gerardprep.com is the school website address.
- **Homework:** All homework must be completed and turned in on time. Students will receive a ZERO for homework not turned in.
- **Homework late due to absence:** Students have as many days to make up work as they were absent.
- **Discipline:** Please read the entire CAT (Correction and Training) policy in the handbook. We are very serious about our discipline policy. Because we are dedicated to growing up responsible, dependable, honest adults, students will always be held responsible for their own actions. While we will listen to reasons for poor choices, they will not be used as excuses.
- **Semester Parent Meetings:** Parents must attend the overview curriculum nights in the school term.
- **Conflict Resolution:** As members of a Christian community of believers, we expect all families to treat each other and the staff with respect and common regard. If you have a conflict or disagreement please bring it to a representative of the school and present it without presumed fault. Proverbs 7:16-19
- **Personal searchers:** Gerard Prep School reserves the right to search any and all children's book bags or purses at any time for any reason.
- **Face Book and Social Media:** Students are not allowed to take and post any pictures of students taken at school. To do so will be in direct objection of the school and its affiliates.
- **Cyber Bullying:** Any posts on Face Book or any other social media that slander, belittle, berate or defame Gerard students, staff or the school itself will be viewed as inflammatory and detrimental and the students posting will be subject to immediate expulsion from school and possible legal ramifications.
- **Parent Responsibility:** It is the parents responsibility to read the entire Parent/Student handbook and assure that their children are abiding by the rules and policies as outlined.

Instill~Inspire~Ignite