
NEW STUDENT REGISTRATION PROCEDURES

1. Tuition and Fees Schedule – Review Tuition & Fees schedule and make appointment for a tour of the school (838-8949).
2. Registration Packet – After tour, if interested in enrolling child at Faith Outreach Education Center, obtain a handbook.
3. Thoroughly read – the contents of the handbook (handbook may be viewed at www.fochampton.org – click on the Education Center’s tab).
4. Forms Completion & Registration Fee (non-refundable) – Complete and return all necessary forms in the handbook with the registration fee to Faith Outreach Education Center.
5. Health Records and Birth Certificate – You are required to provide, before the first day of class, a copy of your child’s health record (including updated shot records) and a state issued birth certificate.
6. Parent Orientation Meeting – Attend the **Mandatory Parent Orientation Meeting for all parents and for students in 1st grade and up (no other children are allowed to attend this meeting)**. At this meeting parents and grade-level students are given an opportunity to meet with the teacher in a group setting and will be given important information regarding the upcoming school year. Pre-school/kindergarten children will be able to visit their classroom and meet their teacher prior to the start of school on the Friday before school begins.

Note: Pre-School & Kindergarten Age – All students desiring to attend FOEC must be the class age before October 15th of the school year in which they are to be enrolled. Example: K-2 students must be 2 years old by Oct. 15th; K-5 (Kindergarten) students must be 5 years old by Oct. 15th.