

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 registration packet.
3. *Thoroughly read* – the contents of the Registration Packet and the Faith Outreach Education Center Student 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 forms in the registration packet 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 the mandatory orientation meeting parents and older 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. If you have a pre-school/kindergarten child and you would like them to meet their teacher and see their classroom prior to the start of school, classrooms are open and teachers available 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.