

Congratulations!

YOUR CHILD HAS BEEN ACCEPTED FOR THE 2023-2024 SCHOOL YEAR!

What's next?

Welcome to Saint Clement Episcopal School! Next steps begin by making a **deposit to reserve your space**. Your deposit is payable using our E-Pay payment system and consists of a \$75 registration fee, one monthly tuition payment, and \$300 activity fee. Ms. Lynne Gravina, School Administrator, can help new families get connected. Please contact her at (703)998-8795 or stcadmin@saintclement.org. The paperwork with a voided check attached **must be returned to the school by March 10, 2023.**

Tuition is broken down into 10 monthly payments. The tuition deposit is equal to one month's tuition and the deposit will be your June 2024 tuition payment. September to May make up the remaining payments.

Other forms are due in the office by June 9, 2023. These forms include the Virginia Health Form (to be filled out by your physician), the Virginia Department of Education Registration Form, and signed Permission/ Policies Form. We also need to see your child's original birth certificate in the office before the first day of school. This can be done when you come in to drop off the paperwork. All forms needed for entry into the school can be found at: www.saintclement.org/forms.

We are pleased to welcome you to Saint Clement, and we look forward to getting to know you and your child. Please do not hesitate to call the office or email Jenny with any questions! If you decide you will not be able to accept the spot at Saint Clement, please notify us as soon as possible.

Your signature below indicates you have received the above payment schedule and forms needed for enrollment.

Signature of Parent/ Guardian

Date

CHILD'S NAME

CHILD'S DOB

**The registration fee is non-refundable. If you choose to withdraw before June 9, 2023, the monthly tuition deposit and activity fee will be refunded in full. Changes made after June 9 will not be refunded.*