

Enrollment Forms & Requirements

Kindergarten - 8th Grade

Enclosed please find *forms and requirements* to register your child at St. Gregory A. & M. Hovsepian School.

Child's Name _____

Birth Date _____

Grade _____

Forms

- ___ Admission Agreement
- ___ Registration Application
- ___ Medical Consent

Requirements

- ___ Copy of Birth Certificate
- ___ Two Passport-Sized Pictures
- ___ Immunization Records
- ___ Students entering Kindergarten must show negative T.B. test results and proof of health examination within one year of admission.
- ___ Transcripts (Grades 1 - 7)
- ___ Letter of Recommendation from an administrator or a teacher (Grades 1 - 8)
- ___ Entrance Evaluation (Grades K - 8)
- ___ Emergency Kit (See attached letter.)

Consent to Medical Treatment

We, the undersigned, parents of _____ minor, do hereby consent to any examination, diagnostic procedure and medical or surgical treatment as performed, prescribed and rendered to said minor in a hospital, emergency room or other medical facility, by or under the general or special instructions of a medical doctor on duty. It is understood that this consent is given to allow the authorities of St. Gregory A. & M. Hovsepien School of Pasadena and said doctor or doctors to exercise their best judgment as to the requirements of such diagnosis or treatment under the given circumstances.

This consent shall remain effective for the duration of this student's enrollment at Hovsepien School, unless sooner revoked in writing delivered to said doctor or said persons entrusted with the custody of said minor.

Primary Physician

Telephone

Date of last physical/medical examination: _____

In case of an emergency, person other than parent to contact:

Name

Relationship

State Law requires the attached medical form to be completed for all new students.

Please answer the following questions by circling "Yes" or "No."

Is/has your child been under regular supervision of physician: YES NO

Is your child currently receiving any medication? YES NO

Are you aware of any reason limiting your child's physical activities? YES NO

Does your child have any allergies? YES NO

IF ANY OF YOUR ANSWERS ABOVE WAS "YES," PLEASE PROVIDE DETAILS:

Emergency Kit Requirements



Dear Parents,

Earthquakes are common in California, therefore, all parents are required to supply their child with a small emergency bag. This kit will be stored on the school premises.

We recommend that your child be part of putting this kit together. They can help you shop for the things that should be packed in this kit. This way, in case of an emergency, your child will remember that daddy and mommy packed this just for me. This will be a source of comfort and encouragement to your child in case of an earthquake.

The storage space is limited, so please place only the items requested in a Ziploc bag. These kits will be returned to you on the last day of school.

Label the Ziploc bag with your child's name, teacher, and school name.

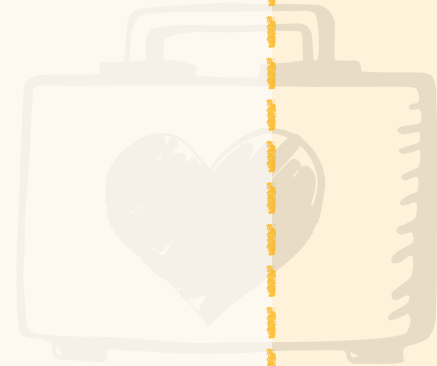
Please put the following non-perishable items inside the bag:

****Do not pack any items that contain nuts.****

- * One protein item your child likes (i.e. can of tuna, chicken)
- * One fruit item (i.e. small canned fruit, raisins, or fruit roll-up)
- * One snack item (i.e. crackers)
- * One small can of juice (no boxes due to leakage)
- * One small bottle of water
- * Plastic spoon and fork
- * Emergency blanket: This is a small, silver blanket folded that can be found at Target, Wal-Mart, Big 5 (camping section) or sporting goods stores.
- * Family photo and/or note of comfort.

Thank you for your cooperation.

Administration



Student Information

Last name _____ First Name _____ Middle Name _____ Male Female

Date of Birth _____ Place of Birth _____ Citizenship _____

Parent Information

Father's Name _____ Occupation _____

Father's Work Phone _____ Cell Phone _____ E-mail address _____

Mother's Name _____ Occupation _____

Mother's Work Phone _____ Cell phone _____ E-mail address _____

Home Address _____

Home Telephone _____

Emergency Contact Info

1. Contact's Name & Phone _____

2. Contact's Name & Phone _____

Physician's Name & Phone _____

Sibling Information

1. Name _____ Age _____ 2. Name _____ Age _____

3. Name _____ Age _____ 4. Name _____ Age _____

Schools Previously Attended

SCHOOL	GRADE	ADDRESS, CITY	DATE
1.			
2.			
3.			
4.			

Language Skills

1. Student's mother speaks Armenian? YES or NO Reads? YES or NO Writes? YES or NO
 Student's father speaks Armenian? YES or NO Reads? YES or NO Writes? YES or NO

2. Which language did your son or daughter speak when he or she first began to talk? _____

3. At what age did s/he say his or her first word? _____

4. Which language does your son or daughter most frequently use at home? _____

5. Name the languages in the order most often spoken by the adults at home: _____

More Info

1. Does your child have an existing/current IEP (Individualized Education Plan) or 504 Plan (accommodations that must be made in the classroom)? If so, please provide a copy of the current IEP. YES or NO
2. Was your child placed on either academic and/or disciplinary probation at his/her former school of attendance? YES or NO

Please Sign

I declare that all the information I have provided on all pages of this application is true and accurate to the best of my knowledge.

Parent/Guardian Signature _____

Date _____

Tuition & Fees / Admission Agreement

2025-2026

Preschool	Monthly Tuition	Early Registration** Until February 20th	Registration After February 20th	Resource Fee***	FPP Family Participation Program (per family)
Preschool Program	\$1090*	\$550	\$600	\$195	\$300

Kindergarten - 8th Grade	Monthly Tuition	Early Registration** Until February 20th	Registration After February 20th	Resource Fee***	FPP Family Participation Program (per family)
Kindergarten	\$1090*	\$550	\$600	\$295	\$300
1st - 8th Grade	\$925	\$550	\$600	\$295	\$300

Additional Programs

Afterschool Care - Preschool - 8th \$250 / month

*Preschool-Kindergarten tuition includes breakfast, lunch & snack.

**Early Registration applies to existing families. New families pay the \$600 registration fee.

***Resource Fee includes workbooks, online platforms, STEAM supplies, art supplies & technology support.

Sibling Discount

Second Sibling	\$ 30 / month
Third Sibling	\$100 / month
Fourth Sibling	\$ 120 / month

Admission Agreement

Tuition Due Date & Payments

Tuition payments are due monthly from September through June. Tuition is a ten-month commitment, with payments due on the first of each month. After the 10th of the month, a \$20 late fee will be applied. Tuition can be paid by cash, check, or credit card. Please note that credit card transactions are subject to a 3% processing fee based on the transaction value. The school reserves the right to terminate a student's enrollment for reasons including, but not limited to, late or non-payment of tuition dues.

Tuition Policy

Students are enrolled for an academic year of ten months. Tuition obligations remain regardless of the student's absenteeism due to illness, scheduled holidays, family vacations, early termination, or for any other reasons. Tuition payments are required for both virtual and physical classes. The registration fee is non-refundable and is not applied towards tuition, whether the school operates virtually or physically. Tuition balances must remain current to maintain priority registration for the following school year. **At time of registration, if the student has any balance, the student cannot register for the new school year. By July 1st, if the student has any balance, their registration will be revoked.**

Fundraisers

At Hovsepien School, each family is required to

participate in fundraising efforts by purchasing at least \$250 worth of items per year. The school provides various fundraising opportunities, such as coffee sales, chocolate sales, Art to Remember, and more. Fundraising options may vary based on availability.

School Operations & After School Care

Student class allocation is determined at the discretion of the Administration. The school operates from September 3, 2025 to June 19, 2026. School hours are from 7:50 a.m. to 3:30 p.m. Preschool hours are from 7:50 a.m. to 3:00 p.m. Optional after-school care is available from dismissal to 5:30 p.m. for an additional fee. Daily rates for afterschool care may vary.

Additional Preschool Information

Community Care Licensing (CCL) has the authority to interview children or staff without prior consent. CCL has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Finally, CCL has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement. At St. Gregory Hovsepien Preschool we offer an optional classroom for toddler children of at least 18 months of age. The parents acknowledge that this class is offered only as an option.

Dismissal Policy

St. Gregory Hovsepien School reserves the right to dismiss a child from the program at any given time if their behavior is consistently inappropriate, or if it is determined that the program does not adequately meet the child's needs. The decision to dismiss a child is at the discretion of the Principal or Director and notice of dismissal may be given verbally or in writing.

Non-Sufficient Funds Policy

Checks returned for non-sufficient funds (NSF) will incur a \$25.00 fee. Replacement of payment must be made in the form of cash, money order, or cashier's check.

Tuition Assistance

Financial assistance is only offered for students in grades 1st through 8th. For more information please contact the school's office. All information regarding financial assistance is strictly confidential, and applicants are expected to maintain this confidentiality.

Family Participation Program - FPP

At the time of registration, each family is required to pay a Family Participation Program (FPP) fee of \$300. Families who choose to participate in this program must complete a minimum of 20 hours of volunteer work per year. Participation hours are tracked through Gradelink.com. Upon completion of the required hours, the school will reimburse the \$300.

We, the undersigned, have read the Admission Agreement, and we state that we will assume our responsibilities toward the school.

Student Name(s)

Parent/Guardian Name

Signature

Date

ST. GREGORY A. & M. HOVSEPIAN SCHOOL