

Nannie Helen Burroughs School, Inc.

www.nhburroughs.org

Enrollment Packet



*Nursery - Elementary Campus
601 50th Street N.E.
Washington, DC 20019
202.398.5266*



Nannie H. Burroughs School, Inc

Founded 1909

601-50th Street, Northeast Washington, D.C. 20019

(202) 398-5266 FAX (202) 398-5652 Email Rita_Johnson@nhburroughs.org

www.nhburroughs.org



Mrs. Rita O. Johnson

Principal

Rev. Dr. Joseph Evans

Chairperson, Board of Trustees

Dear Nannie Helen Burroughs School Parents and Students,

Over One hundred years ago, Dr. Nannie Helen Burroughs, envisioned a school which would combine qualitative vocational training with traditional Christian values. Under the motto, "We specialize in the wholly impossible", Ms. Burroughs sought the highest development of Christianity, through a curriculum designed to emphasize practical and professional skills. The school's campus spans eight or more acres of a beautiful rolling hill dubbed by Ms. Burroughs as the Holy Hill. Today, we stand on the shoulders of Dr. Burroughs who prayed, worked, sacrificed, and gave to see the opening of her school. It is a miraculous story of God's grace.

The foundational purpose for starting the school was to have an outreach into our society; to offer something that would benefit every student educated at the school, every family who made the sacrifice to send their child to the school, and to the global society that benefits from honest and responsible citizens. The second founding focus had to do with the manner in which a child was educated.

At **Nannie Helen Burroughs School**, parents can be assured that our teachers are committed Christians devoted to providing an education based on the Word of God. Dr. Burroughs dubbed her school, "the School of the three B's" – the Bible, the Bath, and the Broom: clean lives, clean bodies and clean homes. We are a private Christian school that is affiliated with the Progressive National Baptist Convention, and serves as a model and facilitator of education and training to meet the additional needs of students, adults, families and communities locally, nationally and internationally.

"The mission of the **Nannie Helen Burroughs School, Inc.** is to provide students a strong academic program in a nurturing, safe, Christian environment. The school promotes cultural awareness, creative expression, and an appreciation of the arts, which will enable students to become productive citizens in a global society."

Our founder was seriously concerned about the development of good character in each child and wanted the principles of Christianity to be taught by the examples of the teacher. Therefore, the teacher plays a major role in developing the qualities of leadership and creativity as they inspire the students to develop their own Christian values.

It is my firm belief that you will not find a more dedicated group of teachers and staff than those at **Nannie Helen Burroughs School**. They are completely committed to the success of your child receiving the best possible education we can make available. They do it with love, compassion and devotion.

Welcome to NHB!

Sincerely,

Rita O. Johnson

Rita O. Johnson

Principal



Nannie Helen Burroughs School, Inc.
601-50th Street, Northeast * Washington, D.C. 20019 * (202) 398-5266 / (202) 398-4947
Application for Admission

Please type or print. Circle grade applying for: N – PK – K – 1 – 2 – 3 – 4 – 5 – 6

Student Information:

Student's Full Name (as it should appear on school records) First, Middle, Last

Commonly used first name:

Date of Birth: Month/Day/Year Present Age Gender (M/F)

School Telephone (include area code)

Current School Grade last completed

Ethnicity (optional): Asian African American
 Caucasian Hispanic American Indian Other

Family Information

Parent's Full Name (Father)

Parent's Full Name (Mother)

Home Address

Home Address

City State Zip Phone

City State Zip Phone

Nature of Work; Position

Nature of Work; Position

Employer

Employer

Business Telephone (include area code)

Business Telephone (include area code)

*E-mail Address Cell Number

*E-mail Address Cell Number

Stepparent's Full Name (if applicable) (Father)

Stepparent's Full Name (if applicable) (Mother)

Home Address

Home Address

City State Zip Phone

City State Zip Phone

Nature of Work; Position

Nature of Work: Position

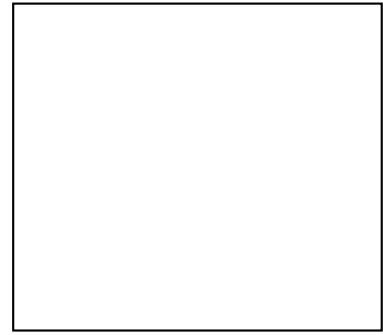
Employer

Employer

Business Telephone (include area code)

Business Telephone (include area code)

ATTACH PHOTO



Student lives with (check any that apply)

Father Mother
 Stepfather Stepmother
 Other _____
Relationship

Student Adopted Parents Divorced/Separated
 Father deceased Mother remarried
 Mother deceased Father remarried
 Mother has custody Father has custody
 Joint Custody Single parent household

Applicant's brothers and sisters:

Name

Date of Birth

School Attending

Grade

Name

Date of Birth

School Attending

Grade

Name

Date of Birth

School Attending

Grade

Please check any that apply:

How did you learn about NHB School?

- Website Family/Friend Phone Book Newspaper Ad Radio
 Other _____

Please rank the following reason for enrollment, with 1 being the most important:

___ Christian Emphasis ___ Quality Academics ___ Safety ___ Location ___ Other _____

Name & Relationship of relatives who attend or have attended NHB

Please describe active hobbies, current participation in art, athletics, dance, drama, music and any other special interest activity:

Student Profile Sheet

Please note: This information is provided by the PARENT.

Primary language, if other than English

Present Height

Weight

Has the applicant any physical impairments or allergies, which would in any way affect participation in the full range of school activities? _____ Yes _____ No

Has the applicant any recent serious physical or mental illness, which requires, or has required, the care of a physician, psychiatrist or psychologist? _____ Yes _____ No

If the answer to either question is "Yes," please give details: _____

Does your child have problems that may affect his/her ability to learn in school? Yes No

If yes, please describe: _____

Describe your philosophy of child training and discipline. What method(s) of discipline do you utilize with your child?

Does your child obey instruction? Yes No

What are your child's most difficult subjects? _____

Best subjects? _____

Has your child ever received any of the following? Tutoring Speech/Language Therapy Specialized Testing

If they have received any of the above, please list who they received the service from and describe: _____

Has your child ever repeated a grade? If so, please explain: _____

Please list your child's special interest, skills, and/or hobbies (include any awards): _____

What are your child's personal goals for the upcoming year? _____

STUDENT PROFILE continued

Is your child now or has he/she in the past been involved in:

- Scholastic Difficulties Discipline Problems in School Suspension Expulsion

If so, please briefly describe: _____

Please describe the Christian values you view as critical for your child's development and growth: _____

In regards to your child, please describe any special needs of which NHBS needs to be aware in order to provide the most effective learning and discipleship environment: _____



PREVIOUS SCHOOL(S) ATTENDED:

Please list all schools your child has attended, beginning with the most recent.

_____	_____	_____		
School	Grade(s) Attended	Last Teacher		
_____	_____	_____		
Address	City	State	Zip	Phone#

Reason for leaving: _____

_____	_____	_____		
School	Grade(s) Attended	Last Teacher		
_____	_____	_____		
Address	City	State	Zip	Phone#

Reason for leaving: _____

_____	_____	_____		
School	Grade(s) Attended	Last Teacher		
_____	_____	_____		
Address	City	State	Zip	Phone#

Reason for leaving: _____

Church Affiliation:

Current Church Attended by Student _____ Pastor _____

Denomination _____ Phone _____

Church Address _____ City _____ State _____ Zip _____

MEDIA Image and Name Use Waiver

Nannie Helen Burroughs School, Inc. has a web site and has the use of a digital video camera. At any given time, photos of class trips, school activities, assemblies, newsletters and announcements will be taken and sent. Parents and guardians are asked to accept and sign the media image and name use waiver below.

I, _____, Parent/Guardian,
(Print Parent's Name)

of _____,
(Print Student's Name)

give my permission for Nannie Helen Burroughs School, Inc. to use my child's name and image (photograph) in media representations, newsletters, yearbooks, web pages, promotions, etc., be they in print or on the web site of Nannie Helen Burroughs School. At no time will NHBS publish any student's phone number, street, mailing address, or E-mail address. Only name and image would ever be used.

Parent/Guardian's Signature

Date

NONDISCRIMINATORY POLICY:

Nannie Helen Burroughs School admits qualified students of any race, color, national and ethnic origin to all rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, financial aid programs, and other school administered programs.

Please initial: I have read and understand the Nondiscriminatory Policy _____



I CERTIFY THAT THE INFORMATION SUPPLIED IS TRUE AND COMPLETE:

Parent Signature

Parent Name Printed

____/____/____
Date

Tuition and Expenses:

Name of person assuming financial responsibility for applicant

Correspondence regarding application should be addressed to: Parent(s) Name(s)

Street Address City State Zip

Please read carefully:

- A \$100.00 non-refundable registration fee must accompany each application (excluding waiting file)
- Please send the entire application with the appropriate fees
- By signing this application, I (we) agree to support and abide by all NHB School regulations
- For additional information, please call (202) 398-4947

Additional Fees:

- PTA Dues: \$20.00 Per Family

Extended Care

We are happy to announce that our Before and After Care Program for children in Nursery through 6th Grade is included in the monthly tuition. However, those parents who are late in picking up their children after 6:00 p.m. will be assessed a late fee.

- 7:00 am – 8:45 am
- 3:30 pm - 6:00 pm
- After 6 pm - Per minute - \$1.00 per child

Emergency Information

In case of an emergency, please provide *at least one* additional source of information below for reference:

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Parents are the first to be contacted. The above should be other than Parent.

Commitment Form

Name of Student

Grade

In making application for admission of my child in the Nannie Helen Burroughs School, I make the following commitments:

1. I agree to comply with the rules and regulations of the Nannie Helen Burroughs School, Inc.
2. I give permission for my child to participate in all school activities, including school-sponsored trips away from the school premises.
3. In case he/she is ill or shows signs of infection or communicable diseases, I will not bring my child to the School, but will arrange for his/her care elsewhere.
4. I expect the School Staff to take every precaution to insure the safety of my child while in Nannie Helen Burroughs School. However, in case of injury, I will not hold the staff or the Nannie Helen Burroughs School responsible.
5. I agree for necessary medical care to be given my child in case of sudden illness or injury when I cannot immediately be located. Any expenses for this care will not be charged to the Nannie Helen Burroughs School.
6. I understand that behavior that is inappropriate/unacceptable will not be permitted and may result in a student's suspension or expulsion from the school.
7. I pledge to meet my financial obligations when due. I will notify the business office immediately if for any reason my payment is delayed. I will abide by the financial policies of the school. I understand that failure to comply with financial commitments will result in the expulsion of my child from the school.

Tuition payments will not be refunded for withdrawals from the school.

8. Rules regarding attendance and punctuality will be abided.
9. I understand that tuition and related fees for one month must be paid before my child may continue in school for the following month. Report cards, school records, transcripts, etc. will not be released if required payments have not been met.
10. I will volunteer the mandatory twenty-four (24) hours of service at the school during the year. Excluding field trips.
11. As fundraising is an integral part of raising revenue for the school, I agree to participate. I understand the minimum amount per family to contribute in each fundraiser is \$100.00.

I fully understand this commitment, which I have entered with the Nannie Helen Burroughs School, Inc. It is my intent to comply with the objectives and principles of Nannie Helen Burroughs School.

Mother or Guardian's Signature

Date

Father or Guardian's Signature

Date

Parents Tuition Contract

Note: Please list the full name of each enrolled student in this family unit.

In completing Application for Admission of my child/ren to the Nannie Helen Burroughs School, Inc., I make the following financial commitment (See Monthly Payment Schedule):

I will pay \$ _____ in full,
\$ _____ 1st semester & \$ _____ 2nd semester or
\$ _____ per month, (August 1st through April 1st),
\$ _____ Bi-weekly or Semi monthly, (August 1st & 15th through June 1st),
\$ _____ May 1st Tuition payment

The Business Office reserves the right to advise the Administration when an account becomes one (1) month in arrears. This can result in a request for the withdrawal of your child/ren.

Tuition payments will not be refunded for withdrawals from the school.

I understand that this agreement is binding between Nannie Helen Burroughs School and me.

Date: _____

Name of Parents: _____

Address: _____

City

State

Zip

Phone: _____
(Home)

Phone: _____
(Work)

Signature: _____

The person responsible for and person making payments of student's tuition only must sign this form

EXTENDED CARE PROGRAM

Extended Care is for those parents who need supervision for their children before and/or after school. Our Child Care is an extension of the school day – Extended Care opens at 7:00 am and closes at 6:00 pm. We are happy to announce that our Before and After Care Program for children in Nursery through 6th Grade is included in the monthly tuition starting this fiscal school year 2011 - 2012. However, parents who desire their students to participate in this program must register them as we need to monitor students at all times.

We open at 7:00 am. Please wait with your child in the car until the room is opened by the Extended Care Staff. We will sign your child in. At 8:45 am we escort students to class.

After school our staff will sign children in. Parents are responsible for signing children out at the end of the day. If you are not able to pick your child up by 3:30 pm, they will be signed into Extended Care for their safety.

Those parents who are late in picking up their child(ren) after 6:00 pm will be assessed a late fee of \$1.00 per minute per child. This will compensate the staff worker who provides the overtime After Care; therefore, you must pay the worker in *CASH* at the time you pick up your child(ren).

If you have any questions or need additional information, please feel free to call (202) 398-5266.

Child's Name: _____ Grade: _____

Please check off one box indicating the Program in which you are registering.

I wish to enroll my child in the Before/After Care Program.

Before Care

After Care

Before and After Care

I do not wish Before/After Care for my child

Parent's Signature: _____ Date: _____