

DATES OF ENROLLMENT FOR 2024-25 SCHOOL YEAR

Pre-Pre and Pre-Kinder enrollment will start **November 1, 2023** and will remain open until all groups are filled to capacity.

The other groups will enroll starting in the following dates:

Twelfth grade	November 1 - 9, 2023
Eleventh grade	November 6 - 9, 2023
Tenth grade	November 13 - 17, 2023
Ninth grade	November 20 - 27, 2023
Eighth grade	November 27 to December 1, 2023
Seventh grade	December 4 - 8, 2023
Sixth grade	December 11 - 15, 2023
Fifth grade	January 8 - 12, 2024
Fourth grade	January 16 - 19, 2024
Third grade	January 22 - 26, 2024
Second grade	January 30 – February 3, 2024
First grade	February 6 - 10, 2024
Kindergarten	February 13 - 17, 2024
8	,

Fröebel's student body is our priority and it is our interest that they remain in our school. After this date it will be our understanding that any vacancies will be available for new coming students. The enrollment process of the **school year 2024-25** for each grade will close once the group's capacity has been reached and no exceptions will be made.

NOTE:

- 1. There will be a \$50.00 late enrollment fee per student. (Late enrollment is any enrollment made after the assigned date for each group.) The charge will apply even to parents with special arrangements.
- 2. There will be no reimbursement of fees or costs incurred for enrollment in the case of a withdrawal with the exception of the graduation fee.
- 3. Enrollment fees can be paid at our office Mondays through Fridays from 7:30 am to 12:30 pm and from 1:30 pm to 2:00. No fees can be received after these hours until the following day.
- 4. No enrollment will be processed without the submission of all the required documents.
- 5. Any person with an exceptional circumstance in need of time concessions for the enrollment must contact the directors. Remember that it is our interest that Froebel students remain at Froebel.
- 6. Friedrich Froebel Bilingual School reserves the right of admission.

An educational Non-profit Corporation at the service of children and adolescents, accredited by the Department of Education, Middle States Association of Collages and Secondary Schools, authorized by El Consejo General de Educación and affiliated to La Asociación de Educación Privada.

Notice of Nondiscrimination Policy Regarding Students

Fröebel Bilingual School admits students of any race, color, national or ethnic origin with all the rights, privileges, programs and activities generally agreed upon or available to students at the school. It does not discriminate on the basis of race, color, national origin and ethnicity in the administration of its educational policies, admissions policies, scholarships and programs administered by the athletic school and others.

FROEBEL BILINGUAL SCHOOL - CALENDAR YEAR 2024-25 **JUNE 2024** June 10 Summer School begins June 19 Juneteenth **JULY 2024** July 4 Independence Day - School is closed Summer School ends July 9 June 11 June Digital Report **AUGUST 2024** The office will be open / Teacher's work days August 1 on Open House Pre-Pre -6th Grade (In person) and Online School (Online) August 8 and 9 Pre-Pre, Pre-Kinder begin classes - regular schedule August 12 August 13 Kinder begin classes - regular schedule August 14 1st - 12th grade begin classes - regular schedule August 31 Tuition due SEPTEMBER 2024 September 2 Labor Day - No classes September 9 Grandparents Day Celebration September 10 Tuition due OCTOBER 2024 October 10 Tuition due October 14 Columbus Day - No classes October 18 Quarterly Digital Report - No classes NOVEMBER 2024 November 1 - 8 Pre-Pre, Pre-Kinder and 12th Grade enrollment begins November 10 Tuition due November 11 Veteran's Day (Observed) November 12 - 15 Eleventh grade enrollment begins November 18 - 22 Tenth grade enrollment begins November 25 - 29 Ninth grade enrollment begins November 28 - 29 Thanksgiving recess - No classes December 2 – December 6 **DECEMBER 2024** Eighth grade enrollment begins December 9 - 13 Seventh grade enrollment begins December 10 Tuition Due December 9 - 13 Final Exams December 16 Reposition Day Sixth grade enrollment begins December 16 - 20 Cuadre - No classes December 17 Last day of first semester - Digital Report December 18 December 19 Christmas vacation begins **JANUARY 2025** January 7 Return from Christmas vacation January 7 - 10 Fifth grade enrollment begins January 10 Tuition due January 13 - 17 Fourth grade enrollment begins January 20 Martin Luther King Day - No classes Third grade enrollment begins January 21 - 24 January 27 – January 31 Second grade enrollment begins First grade enrollment begins **FEBRUARY 2025** February 3 - 7 February 10 Tuition due February 10 - 14 Kinder enrollment begins February 17 President's Day - No classes **MARCH 2025** March 10 Tuition due March 21 Quarterly Digital Report- No classes **APRIL 2025** April 10 Tuition due April 10 - 11 Learn Aid Tests April 17 - 18 Easter Recess - No classes MAY 2025 Student's Day and Goofy Games/ Book Orders Last Day May 1 Teacher's Day - No classes May 2 May 6 Froebel Mother's Day Celebration May 7-13 Final Exams May 10 Tuition due May 14 Reposition Day May 15 Cuadre- No Classes May 16 Last day for students - Party and Digital Report May 19 Kindergarten and Sixth graduation (you will receive a letter with more information) May 20 Ninth and Twelfth grade graduation (you will receive a letter with more information)



ECONOMIC AID 2024-25 (ONLY FOR PRE- PRE AND PK)

October 12, 2023

As part of our commitment to the community F.B.S. has developed for this year an economic aid program for the working class of the region. This program consists of allowing pre-pre and pre-kindergarten parents to enter their children without paying tuition.

All interested should contact us to fill out their application through which their eligibility will be evaluated. The approval of this aid does not reserve the space of the student. To officially secure the space you must deliver ALL registration documents on time. Delaying delivery of documents puts the availability of the space at risk.

Cordially,

Luis A. Rodrígue	ez Rodríguez			
Principal				
For office use only: Approved YES NO By: Name of the stu	GRADE FOR THE STUDENT		PRE- KINDER	
1. Indicate how	many people live under the same roof	where the student resides (in	nclude student)	
	tal annual income of the people who live alimony, pension, retirement, or SS, any		`	,
	Monthly Income – Work		Child Support	
	Pension / Retirement / SS		Other	
Total Annual In	come: \$			
FATHER'S/ MO	OTHER'S INFORMATION:			
Home Phone Nu	ımber:	_ Work Phone Number: _		
Work Place:		Date:		
_	Name of Parent or Guardian	Signature	Date	



AFTER-SCHOOL DAY CARE PROGRAM

Dear parents:

We greet you to our day care program. As you already know, our institution allows for a pick up time frame from 3:00 to 3:30 pm, where the home room teachers personally hand over the students. Those that haven't been picked up are automatically passed over to our care system.

Parents not arriving on time for pick up, but that do that only sporadically will be charged \$5.00 for each hour or fraction.

Those parents in need of contracting our services on a monthly basis will be charged the following way:

3:30 p.m. - 4:00 p.m. - \$50.00 3:30 p.m. - 4:30 p.m. - \$60.00 3:30 p.m. - 5:00 p.m. - \$70.00 3:30 p.m. - 5:30 p.m. - \$80.00

The parent will make the payment at the beginning of each month of service. In the eventuality of the pick up being made after the agreed time, \$5.00 will be charge for each hour or fraction.

The daycare service is only until 5:30pm.

Yours Truly,

Mrs. Marian Pérez Sotomayor

Vo. Bo.: Luis A. Rodríguez Rodríguez Principal



IN PERSON ENROLLMENT EXPENSES 2024 -25

1. FINANCIAL OBLIGATIONS FOR PRE-PRE K THROUGH 6th GRADE

Monthly Tuition \$271.00

a. Enrollment	\$868.00
b. From second child on	\$683.00
b. Learn Aid Test for 3 rd & 5 th grade	\$35.00
c. Kindergarten graduation fee	\$150.00
d. Sixth grade graduation fee	\$150.00

2. FINANCIAL OBLIGATIONS FOR 7th GRADE TO 12TH GRADE

Monthly Tuition \$276.00

a. Enrollment	\$868.00
b. From second child on	\$683.00
c. Learn Aid Test for 7 th grade and 10 th grade	\$35.00
d. Ninth grade graduation fee	\$150.00
e. 12 th grade graduation fee	\$150.00
f. College Board Review	\$150.00

Second child	\$15.00 discount
Third child	\$25.00 discount
Fourth child	\$35.00 discount
Fifth child	\$45.00 discount

3. ADDITIONAL CHARGES

If payment is received after the 10^{th} of each month you will be charged a late fee that represents 5% of your monthly installment. For the month of August parents have until the 31^{st} to make the payment without the late fee.

Any change of registration (In person to Online or Online to In person) carries a charge of \$100.00 After May 31 any changes in School Program (In person or Online) will not receive any credit for the difference in tuition cost.

4. DISCOUNT FOR EARLY PAYMENT

Annual: <u>Full (one time) payment</u> for the entire school year will receive a 4% deduction from the full amount of the tuition of the corresponding grade level.

5. MONTHLY PAYMENTS

Payments can be made at the school webpage CollegeOne.



ONLINE ENROLLMENT EXPENSES 2024 -25

a. FINANCIAL OBLIGATIONS FOR PRE-PRE K THROUGH 6TH GRADE Monthly Tuition \$203.00

a. Enrollment	\$459.00
b. From second child on	\$366.00
c. Kindergarten graduation fee	\$150.00
d. Sixth grade graduation fee	\$150.00

2. FINANCIAL OBLIGATIONS FOR 7th GRADE TO 12TH GRADE

Monthly Tuition \$207.00

a. Enrollment	\$459.00
b. From second child on	\$366.00
c. Ninth grade graduation fee	\$150.00
d. 12 th grade graduation fee	\$150.00
e. College Board Review	\$150.00

Second child	\$15.00 discount
Third child	\$25.00 discount
Fourth child	\$35.00 discount
Fifth child	\$45.00 discount

3. ADDITIONAL CHARGES

If payment is received after the 10^{th} of each month you will be charged a late fee that represents 5% of your monthly installment. For the month of August parents have until the 31^{st} to make the payment without the late fee.

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4. DISCOUNT FOR EARLY PAYMENT

Annual: <u>Full (one time)</u> payment for the entire school year will receive a 4% deduction from the full amount of the tuition of the corresponding grade level.

5. MONTHLY PAYMENTS

Payments can be made at the school webpage CollegeOne.

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Presential – Hybrid						ESTUDIANTE/ STUDENT'S PICTURE					Niño/	Boy				
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	EN	1ERG	ENCY	MEI	DICAL	AS	SSISTA	NCE C	CONSE	NT IN	CAS	E OF	EME	RGEN	ICY	
In case of	not being	located d	luring an	emerge	ncy, I,			, (mother/fat	ther/guard	lian) of			,	authorize	FRIEDRICH
FRÖEBEL	BILINGU	AL SCHO	OOL and i	its empl	oyees to tr	ansp	ort my ch	ild to the ne	arest hosp	oital to rec	eive firs	t aid. I f	ully agree	with this	s declarati	on.
			SIGNAT	URE: _					DAT	E:				_		
Conditions	and/or sym	nptoms th	at you hav	ve obsei	rved any in	you	ır child rec	ently:								
* CAMBI	OS DEBE	RÁN SE	ER INFO	RMAL	OS EN L	А (OFICINA						Firi	na al Do	rso/ Sign	in back

*CHANGES MUST BE NOTIFIED AT THE OFFICE



El someter esta documentación no formaliza la matrícula de su hijo(s). La matrícula será oficializada una vez se revise la información sometida y cuando usted efectué el pago de la misma. Una vez se cree su factura tendrá 5 días calendarios para efectuar el pago y oficializar la matrícula, luego de esa fecha su solicitud de matrícula se invalidará.

Todo cambio de matrícula (Escuela Presencial a en Línea o de en Línea a Presencial) conlleva un cargo de \$100.00.

Después del 31 de mayo todo cambio de escuela Presencial a en Línea no recibirá crédito alguno por la diferencia en costo de la matrícula.

Certificación y Aceptación de los Reglamentos

Al firmar este documento certifico haber leído y estar de acuerdo con el Reglamento de Estudiantes y el Reglamento de Padres de Friedrich Fröebel Bilingual School, Inc. que esta posteado en la página web de la escuela: www.fbspr.com.

Submitting this documentation does not formalize the enrollment of your child/ children. The registration will be made official once the information submitted is reviewed and when you make the payment. Once your invoice is created, you will have 5 calendar days to make the payment and make the enrollment official, after that date your enrollment application will be invalidated.

Any change of registration (In- Person to Online School or Online to In –Person) carries a charge of \$100.00

After May 31 any change from In person to Online school will not receive any credit for the difference in tuition cost.

Certification and Acceptance of Regulations

By signing this document, I certify that I have read and agree to the Friedrich Fröebel Bilingual School, Inc. Student Regulations and Parent Regulations which are posted on the school's website: www.fbspr.com.

LA MATRÍCULA Y/O MENSUALIDAD NO SERA REEMBOLSABLE/ THE ENROLLMENT FEE IS NOT REIMBURSABLE.

FIRM	MA / SIGNATURE	FECHA/DATE

NOTA – ESTA FORMA DEBE SER COMPLETADA EN LETRA DE MOLDE Y EN TINTA NEGRA O ÁZUL. ESTE IMPORTANTE DOCUMENTO FORMARÁ PARTE DEL EXPEDIENTE ACADÉMICO DEL ESTUDIANTE. GRACIAS.

Una corporación educativa laica sin fin de lucro al servicio de niños y jóvenes. Acreditada por y el Departamento de Educación y Middle States Association of Collages and Secondary Schools. Autorizada por el Consejo General de Educación y afiliada a la Asociación de Educación Privada.

Aviso de Política de No Discriminación en cuanto a los Estudiantes

La escuela Fröebel Bilingual School admite estudiantes de cualquier raza, color, origen nacional o étnico con todos los derechos, privilegios, programas y actividades generalmente acordadas o disponibles para los estudiantes en la escuela. No discrimina en base a raza, color, origen nacional y étnico en la administración de sus políticas educativas, políticas de admisión, becas y programas administrados por la escuela de atletismo y otros.

NOTE – THIS FORM MUST BE COMPLETED IN PRINT HANDWRITING WITH BLACK OR BLUE INK. THIS IMPORTANT DOCUMENT WILL BE PART OF THE STUDENT'S ACADEMIC RECORD. THANK YOU.

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$\begin{array}{c} AUTHORIZATION \\ (ONLY FOR GRADES PRE-PRE\ TO\ 9^{TH}) \end{array}$

FOTO 2X2 DEL ESTUDIANTE/ STUDENT'S PICTURE

(Relationship)

(mother/father/gua	(mother/father/guardian) do hereby authorize the						
	during pick up time:						
	_						

NOTE: This form is extremely important and you are required to complete and turn it in during the enrollment of your child. Thank you.

(Relationship)

(Relationship)

(Relationship)



RELEASE OF RESPONSIBILITY ONLY FOR GRADES FROM 10TH TO 12TH GRADE

Ι	legal guar	dian of				by	signing	this	document
authorize my son/daughte	r to leave th	e school	grounds	at 3	3:00pm.	In	addition	I re	lease of al
responsibility the institution	n for any incid	ent or ac	cident tha	t cou	ıld happen	ins	ide or ou	tside	the areas o
the institution after that time	e.								
I am aware that this release	does not exem	pt my soi	n/ daughte	er to l	behave as l	he/s	he should	l, wh	ile being in
the facilities of the institution	on and if he/sh	e does no	t follow th	ne rul	les I know	that	the scho	ol wi	ill apply the
norms and penalties.									
Si	gnature					Dat	e		



FAMILY INCOME 2024-25

Dear parents or guardians:

The Department of Education, pursuant to the Elementary and Secondary Education Act of 1965, as amended, conducts the Consultation process with private schools interested in participating in the services of Federal programs. In the **Consultation for the school year 2024-25**, it is required to provide information related to the socioeconomic level of each student in our school, among other data.

The information collected will be for the exclusive use of the Department of Education, so that they can apply the corresponding formulas to receive the equitable participation that corresponds to the school. We understand that having these federal programs helps reinforce the educational services we offer to our students. We encourage you to complete the information requested below for each child who attends our school.

INFORMATION REQUIRED FOR EACH STUDENT

Name of the Student:	Age: Grade:
3. Indicate how many people live under the same roo	of where the student resides (include student)
4. Enter the total annual income of the people who land (Include: monthly income (without deductions), a any other monthly income). Please mark with an	alimony, pension, retirement, or SS,
Monthly Income – Work (No deductions)	Child Support
Pension / Retirement / SS	Other
Total Annual Income: \$	
Name of Parent or Guardian	Signature Date



Date

MEDICAL CERTIFICATION

I hereby certify that I have examined		and after eval	uating his	health	history
the student is physically fit to participate in the educa Bilingual School.	ational, sports and	recreational	activities	from	Froebe
Name of the parent or guardian:					
Age: Vision:	Height: Weight:				
Restrictions and/ or recommendations:					
Allergic to:					
Conditions:					
Diet:					
Name of the Physician:					
License Number:					
Telephone:					
Address:					
Physician's Signature					



CERTIFICADO DE EXAMEN ORAL



(Forma SO-001) Revisión Octubre 2018

Según establece la Ley Núm. 63 del 2017, es requisito de matrícula para los grados K, 2, 4, 6, 8 y 10mo de las escuelas de Puerto Rico el presentar certificado de salud oral.

I. INFORMACIÓN DEL ESTUDIANTE								
Nombre del estudiante			_		Se		Edad	Grado que
Apellido Paterno Ap	ellido Matern	o Nor	nbre	Inicial	F	М		cursa
Dirección física		Dirección post	al		•	Teléfo	inos	
						()		
Nombre del padre, madre o enc	argado							
Relación con el menor		Correo electro	ónico					
	II. E	KAMEN ORAI	L (A completar	por el dent	ista)			
SE REALIZÓ EVALUACIÓN	ORAL		Fed	na (dia-mes-	año):	/	/	
☐ Se ofreció orientación de	prevenciór	e higiene						
III. RECOMENDACIONES:								
☐ Cuidado dental regular de ru	tina 🗆 Tr	atamiento adici	onal al de rut	ina 🗆 R	eferido	para tra	tamiento	especializado
	NECESI	TA TRATA	MIENT	D URGI	ENTE			
□ se otorgó cita para tratamient		□ * referido	para tratam	iento urg	ente a:	(*Institu	ición Ilena S	iección V)
nuestra oficina el día : / Día / M		Nombre de	el Doctor: _					
		Área de es	pecialidad:					
	IV.	CERTIFICACI	ÓN DEL PR	OVEEDO	R			
Cer		visto las recomer				os		
Nombre del dentista							úmero de	licencia
Dirección física de la oficina						Te	eléfonos	
	•					ì)	
Firma	Fecha	lía / mes / año	Correo ele	ctrónico				
V. PARA USO DE LA INSTITUCIÓN EDUCATIVA EN CASO DE NECESIDAD DE TRATAMIENTO URGENTE								
□ NO tiene cita para tratamiento urgente. Razón:								
☐ Sí tiene cita para tratamiento urgente. El día / / con:								
Dia Mes Año Nombre del doctor								
Nombre de la persona que otorga la información			Nomb	ore del funci	ionario e	scolar qu	e recopila i	a información
Firma de la persona que otorga la información			Fecha	(día – mes	– año) _	/_	_/	



THINGS NEEDED TO BRING TO MY SCHOOL (PRE-PRE TO PRE-KINDER)

- 1. Mattress to rest (the one used to do exercises that folds on three sides is suggested that's red on one side and blue on the other side.
- 2. A lunch box with a snack. If I stay in daycare after 3:30pm, I need 2 snacks.
- 3. A washable fabric lining for my mattress.
- 4. A little blanket to wrap me around.
- 5. A complete set of clothes to change in case of emergency.
- 6. A small and light back pack to carry my assignment notebook.

THINGS NEEDED TO BRING TO MY SCHOOL (KINDER)

- 1. A lunch box with a snack. If I stay in daycare after 3:30pm, I need 2 snacks.
- 2. A complete set of clothes to change in case of emergency.
- 3. A small and light back pack to carry my assignment notebook.

UNIFORMS

ITEM	SIZE	PRICE
Child Polo	S (2-4), S (6-8), M (10-12), L (14-16), XL (18-20)	\$19.99
Adult Polo	XS, S, M, L, XL, 2XL	\$22.99
Child P.E. Short Pant	XS (2-4), S (6-8), M (10-12), L (14-16), XL (18-20)	\$16.50
Adult PE Short Pant	XS, S, M, L, XL, 2XL	\$18.50
Child P.E. T-Shirt	XS (2-4), S (6-8), M (10-12), L (14-16), XL (18-20)	\$17.99
Adult P.E. T-Shirt	XS, S, M, L, XL, 2XL	\$19.99
Child P.E. Long Pant	XS (2-4), S (6-8), M (10-12), L (14-16), XL (18-20)	\$20.50
Adult P.E. Long Pant	XS, S, M, L, XL, 2XL	\$22.50
Oficial Pant Child Size	S (2-4), S (6-8), M (10-12), L (14-16)	\$24.00
Oficial Pant Adult Size	XS, S, M, L, XL, 2XL	\$26.00- \$30.00

^{*}Note: Uniform orders are made through the CollegeOne school platform in the Marketplace section and can be picked up at the office.



ASSIGNMENT MANAGEMENT PROTOCOL

This protocol it's intended to maintain an environment appropriate for the learning of FBS students. For this, the following is established:

- 1. For PK- 3rd Grade, homework and/or projects are not allowed to be sent.
- 2. The only homework for PK- 3rd Grade will be exam reviews and Spanish and English readings.
- 3. Grades 4th thru 6th, will be allowed to assign revisions for tests, Spanish and English readings and Math assignments. Math assignments should be skills that the student has already mastered and thought the assignment it will reinforce the mastery of the skill. These assignments can be provided only on Tuesdays and Thursdays and in total it should not take more than 30 minutes.
- 4. Grades 7th thru 9th, only meaningful homework assignments will be allowed on Tuesdays and Thursdays. A meaningful task is work for which the student has the necessary knowledge to perform the skill or are concepts that must be memorized. These tasks must be organized so that they do not exceed 1 hour per day.
- 5. For students in grades 10th -12th, assignments will be allowed to be given every day. All assignments should not be 2 hours a day. Assignments must be meaningful.



MAESTRO DE SALÓN HOGAR HOMEROOM TEACHER: (Pre-Pre Kinder- 6th Grade)

Programa Académico/ Academic Program					
1.	Presencial-Hybrido/ Presential – Hybrid				
2.	En Línea/ Online				

DOCUMENTS CHECK LIST TO BE TURNED IN DURING THE ENROLLMENT PROCESS

	STUDENT'S NAME			
REQUIRED DOCUMENTS				
1	COMPLETED ENROLLMENT APPLICATION			
2	2 TWO 2X2 STUDENT'S PICTURE			
3	3 ORIGINAL IMMUNIZATION CERTIFICATE (P-VAC-3)			
4	4 PICTURES OF AUTHORIZED PERSONS TO PICK UP STUDENT/ RELEASE			
5	5 HOUSEHOLD INCOME			
6	6 COMPLETED HEALTH CERTIFICATE			
7	ORAL HYGIENE CERTIFICATE (K, 2nd, 4th, 6th, 8th y 10th)			
8	8 COPY OF SOCIAL SECURITY CARD (Only for new enrolled students)			
9	9 BIRTH CERTIFICATE ORIGINAL & COPY (Only for new enrolled students)			
10	10 EVALUATIONS OR RECOMMENDATIONS OF SPECIALISTS – (If Applicable)			
11	 TRANSFERRED STUDENTS MUST SUBMIT THE FOLLOWING DOCUMENTS: COPY OF TRANSCRIPT LETTER OF RECOMMENDATION FROM PRINCIPAL NO DEBT LETTTER FROM PRECEDING SCHOOL (Only for Private Schools) 			
*NOTE – IF ALL DOCUMENTS ARE NOT PRESENTED AT THE TIME OF ENROLLMENT IT SHALL NOT BE PROCESSED.				
FOR	OFFICE USE ONLY/ REVISED BY: DATE:			