

# TILDEN PREPARATORY SCHOOL

1231 Solano Ave  
Albany, CA 94706  
Telephone: 510-525-5506  
Fax: 510-525-5508  
Website: www.tildenprep.com



1475 N Broadway, Suite 200  
Walnut Creek, CA 94596  
Telephone: 925-933-5506  
Fax: 925-933-5507  
Website: www.tildenprep.com

## **Registration Form 2016-2017**

Today's Date: \_\_\_\_\_

**Campus:**  Albany  Walnut Creek  
 Full Time  Part Time  Tutoring Only

### **Student Information**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender Identification: \_\_\_\_\_ Student's Birthdate: \_\_\_\_\_

Student's Email: \_\_\_\_\_ Student's Skype Account: \_\_\_\_\_

Student's Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Student's Birth City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Name of Current/Previous School: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Expected Year of H.S. Graduation: \_\_\_\_\_

*Concurrent Enrollment students:* Permission from school?  Yes  No

### **Parent/Guardian Information**

Name (first & last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

### **Additional Parent/Guardian Information**

Name (first & last): \_\_\_\_\_

Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

**Would you like us to schedule a substitute if your student's teacher is absent?**  Yes  No

We take photos of students at clubs and events for use in promotional materials such as our website, newsletter, blog, and other media. **Do you authorize Tilden to use your student's photo for promotional use?**  Yes  No

Who referred you to us? \_\_\_\_\_

Please list the subject(s) that your student plans to study at Tilden and the days/times available:

Subject(s): \_\_\_\_\_

All Day(s) & Times Available: \_\_\_\_\_

Please provide any additional information about your student's learning style, suggestions for your student's instructor, or other special circumstances:

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## Parent Consent Form – 2016-2017

We are happy that you have chosen to enroll your student at Tilden Preparatory School for the 2016-2017 school year. As a result of the combination of one-to-one and small group learning and our mastery learning approach, we consistently see students make tremendous gains in their knowledge, study skills, and feelings of confidence and self-esteem. We have also found that, since this approach is different from what parents are accustomed to, there can occasionally be misunderstandings. Please download and review our “Parent and Student Handbook” and “Policies and Fees” from [tildenprep.com](http://tildenprep.com). Below are some aspects of our program that we would like to make sure you fully understand and agree to. **Please initial each point below:**

\_\_\_\_\_ I understand that Tilden is a mastery learning program and the teacher will work with my student until they reach an 80% or higher level of mastery of the subject matter. If the pace is slowing down because of difficulty with this level of mastery, and if a mastery level of 70% (C) is acceptable to all concerned, Tilden will make this accommodation by written agreement.

\_\_\_\_\_ I understand that mastery learning means my student’s course may take more or less time than the estimated number of hours per semester noted in the Parent and Student Handbook (30-35 for most courses, 36-40 for lab sciences, 45-55 for AP courses). Completion rates vary, based upon homework completion, arrival time to class, maintaining focus in class, prerequisite subject knowledge, and/or learning challenges that affect acquisition of course material. I understand that a repeated course may take less time than a new course, but this is dependent upon how much mastery was achieved and retained in the original course, as well as the factors noted above.

\_\_\_\_\_ I understand that Tilden can never guarantee an “A”. Sometimes students who have received a “B” have a desire to work longer with the hope of raising their grade. If a student has retaken a final and has not successfully raised their grade from a “B” to an “A”, before they make a third attempt, there will be a conference with the parent, student, and a Head of School to assess the student’s genuine interest in the material and readiness to work to a higher level of depth and understanding.

\_\_\_\_\_ I understand that there is a \$500 non-refundable deposit for full time students and a \$200 non-refundable deposit for part-time students due with registration forms. This deposit will be applied toward tuition and fees when the student begins their course(s). Registration forms will be processed and students will be scheduled once the deposit has been received. Following the start of the school year, scheduling may take up to one week.

\_\_\_\_\_ I understand that tuition is paid 4 weeks in advance (based on estimated hours of instruction) for all classes. I understand that if my student is full-time at Tilden, I will receive an email when my register reaches \$1,000.00 or less to give me plenty of time to send a payment. Whether my student is full-time or part-time, I understand that I will receive an email when my register reaches \$500.00 or less, and again when it reaches \$250.00 or less. I understand that once my register reaches \$0, I have until 5:00 p.m. to make a payment, and that if I do not make a payment by 5:00 p.m., my student’s class(es) will automatically be put on hold until I am able to make a payment. I understand that if this occurs, Tilden cannot guarantee that my student will have the same teachers or time slots once the classes are reactivated.

\_\_\_\_\_ I understand that it is my responsibility to log in to my student’s progress reports to see how they are doing in the course(s), and I acknowledge that I have been provided with instructions on how to log in to my student’s progress reports.

\_\_\_\_\_ I understand that if my student will miss a class, I must notify my student’s **teacher(s) and school administration by email** by 7:00 p.m. the night before the class in order to avoid being charged the full rate for the class. I understand that if my student has more than 5 cancellations within a semester course, I will be charged in full for further cancellations, even if notice is given by 7:00 p.m. the night before.

\_\_\_\_\_ I understand that emails and/or phone calls to teachers beyond occasional, brief questions will be billed at the hourly class rate.

\_\_\_\_\_ I understand that if my student’s teacher is absent, Tilden will make every effort to arrange for a substitute teacher, unless I designate no substitutes on this form or notify the administration via email. If a substitute teacher is assigned and my student is going to be absent, I understand that I need to email the substitute and administration by 7:00 p.m. the night before in order to avoid a charge.

\_\_\_\_\_ I understand that Tilden has a strict policy regarding cell phone use in school. If my student takes a cell phone out during class or Study Hall, my student's cell phone will be taken for the remainder of the day and a parent will be notified. On a third occurrence, my student will be sent home for the remainder of the day and I will be charged for any remaining classes that my student has scheduled that day.

\_\_\_\_\_ I understand that Tilden has a policy on academic integrity and that if my student is found to have violated this policy, they will be subject to the appropriate consequences, as determined by the instructor and Head(s) of School.

\_\_\_\_\_ I am aware that Tilden is creating the course schedule based upon the information I provide. If my student will be full-time, I understand and accept that it is my responsibility to provide Tilden with the most up-to-date official transcript, which will be subject to review by the registrar. I agree to carefully review the course schedule that is provided for my approval before my student begins course work.

\_\_\_\_\_ I understand that by signing this, and other Tilden Preparatory School enrollment forms, I am responsible for knowing and understanding this information.

**I have read and fully understand the Tilden Parent Consent Form.**

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Handbook Acknowledgment**

**Parent Acknowledgment**

I have reviewed a copy of the Parent and Student Handbook ([tildenprep.com/#nav-admissions-item3](http://tildenprep.com/#nav-admissions-item3)) for Tilden Preparatory School and agree to follow the rules outlined therein.

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Acknowledgment**

I have read the Parent and Student Handbook and agree to abide by the stated rules. I understand that I am not to use the computers at school for any purpose other than to complete homework. In addition, I understand that I am not to have any illegal substances in my possession, or to use any illegal substances during my day at Tilden, including during breaks and at lunch, or to misuse prescription medication. I agree to abide by the Academic Integrity Policy, as outlined in the Parent and Student Handbook.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policies & Fees Acknowledgment**

I have reviewed the Tilden Preparatory School/School For Independent Learners, L.L.C. Policies and Fees ([tildenprep.com/#nav-admissions-item3](http://tildenprep.com/#nav-admissions-item3)) and agree to follow the policies described therein.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Transportation Acknowledgment - Albany Students Only**

My student will be driving to school. I understand that parking is available by permit at the Albany Twin Theatre and street parking is not allowed on Evelyn Avenue or Talbot Avenue (the two cross streets nearest to Tilden) or on Solano Avenue on the block directly in front of the school. Below is the vehicle information for my student:

\_\_\_\_\_

Make

Model

License Plate Number

## TILDEN PREPARATORY SCHOOL STUDENT EMERGENCY INFORMATION

*Please fill out completely and sign where indicated. In a major emergency, it is school policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home.*

FIRST NAME		LAST NAME		M.I.
BIRTH DATE	GENDER IDENTIFICATION			

PARENT'S / LEGAL GUARDIAN'S FIRST NAME		LAST NAME		RELATIONSHIP TO STUDENT	LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOME ADDRESS				CITY	ZIP

CONTACT NUMBERS		Indicate which phone to call for each message type:*			EMAIL ADDRESS:
HOME		EMERGENCY	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		
CELL		ATTENDANCE	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		
WORK		GENERAL INFO	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		

PARENT'S / LEGAL GUARDIAN'S FIRST NAME		LAST NAME		RELATIONSHIP TO STUDENT	LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOME ADDRESS -- IF DIFFERENT				CITY	ZIP CODE

CONTACT NUMBERS		Indicate which phone to call for each message type:*			EMAIL ADDRESS:
HOME		EMERGENCY	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		
CELL		ATTENDANCE	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		
WORK		GENERAL INFO	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		

*In case you are unable to reach me during any emergency, you are authorized to contact and, if necessary, release my child to any of the following:*

NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE

### AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

The undersigned, as parent/legal guardian of \_\_\_\_\_, a minor, hereby authorizes the Head of School or designee, into whose care the student has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist. I understand that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to Tilden Preparatory School ("Tilden Prep") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization shall remain effective until revoked in writing and delivered to Tilden Prep. I understand that Tilden Prep and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/legal guardian.

**HEALTH ALERTS: List any medical conditions that may restrict physical activity or require special attention. Include conditions such as asthma and allergies such as peanut and bee stings. If none, please indicate "none".**

MY CHILD IS <b>ALLERGIC TO THE FOLLOWING MEDICATIONS:</b>	
MY CHILD CURRENTLY TAKES THE FOLLOWING MEDICATIONS:	
MY CHILD MAY TAKE THE FOLLOWING MEDICATIONS:	TYLENOL <input type="checkbox"/> IBUPROFEN <input type="checkbox"/> ASPIRIN <input type="checkbox"/>

DOES THE STUDENT HAVE HEALTH INSURANCE? (Check One)     YES     NO

HEALTH INSURANCE NAME	GROUP NO.	NAME OF DOCTOR / MEDICAL OFFICE	DOCTOR PHONE
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**I CERTIFY THAT I HAVE READ AND UNDERSTOOD THIS FORM AND DO HEREBY GIVE MY AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, AND THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE AND CORRECT.**

NAME (PRINT):	SIGNATURE:	DATE:
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**WE REQUIRE IMMUNIZATION RECORDS FOR ALL FULL-TIME STUDENTS**