

Please fill out all five forms and complete with signatures.

Entering Grade: _____**STUDENT INFORMATION**

Full Name _____ Date of Birth _____ Male _____ Female _____

Ethnicity: Caucasian African-American Middle Eastern South Asian Hispanic Other _____

Home Address _____ City _____ State _____ Zip _____

Allergies or Medical Condition: Yes _____ No _____ Specify _____

If yes, please list any medications _____

FAMILY INFORMATION**Father/Guardian**

Name _____

Cell Phone _____

Home Phone _____

Email _____

Address (if different from above) _____

City _____ State _____ Zip _____

Occupation _____

Employer _____

Work Address _____

Work Phone _____

Highest Level of Education:

Some High School High School AS/AA

Graduate Post Grad Specialized Degree

Other _____

Mother/Guardian

Name _____

Cell Phone _____

Home Phone _____

Email _____

Address (if different from above) _____

City _____ State _____ Zip _____

Occupation _____

Employer _____

Work Address _____

Work Phone _____

Highest Level of Education:

Some High School High School AS/AA

BS/BA MS/MA PhD Other _____

PARENTAL PERMISSION REQUIRED**I hereby give permission for my child to be photographed/video recorded for the purpose of:** School Events Marketing Materials Social Media (Instagram & Facebook) Yes, permission for all of the above. I DO NOT give permission

I certify that all information given in the application is complete and accurate. I understand that failure to disclose information about the applicant may affect the completion of the application process and will not guarantee enrollment in the upcoming school year. Information provided in the application is confidential and intended for school use only.

Parent/Guardian's Name_____
Parent/Guardian's Signature_____
Date

Student Name: _____ Date of Birth: _____ Grade Level: _____

Name of Parent/Guardian: _____ Relationship to Student: _____

ENROLLMENT POLICY

I/we understand that to fulfill the enrollment requirements, I/we must complete and sign this contract and return it to the school with the non-refundable registration fee according to the current fee schedule.

I understand that I must pay the entire 2021-2022 year tuition, in full, regardless of my child(ren)'s attendance. In the event that a student's withdrawal is deemed necessary, a written request for withdrawal must be submitted to the school administration for approval. (See Parent Handbook for detailed Financial Policy)

I/we adhere to the guidelines and policies stated in the parent handbook, support the school mission, standards of discipline, the rules of behavior, academic policies and the uniform code adopted by the school. I/we understand that continuous breach of such guidelines would result in disciplinary actions with the possibility of an enrollment termination of your child.

I/we understand that it is my/our responsibility to notify the school office promptly of any change in my/our address, telephone number and place of employment.

TARDY POLICY

Minaret Academy is devoted to maintain an educational environment where students can learn with enjoyment and minimal distractions. All teachers need 100% attendance in every period in order to proficiently educate your child. Multiple absences hinder the students' academic potential and will most likely lower their performance level. In order to teach our students the value of time management and respect for others, it is necessary to follow the following tardy policy:

- **Kindergarten through 5th Grade students arriving at school after 8:05 a.m. are considered tardy.**
- **Middle School Students (6th, 7th and 8th Grade) arriving after 7:55 a.m. are considered tardy.**

The following program will be implemented at the school to facilitate promptness in our students and families.

- Students who are late must check in at the main office before going to class. We appreciate the parent or an adult accompanying the student to the office when he/she is late.
- Only illness, family emergency, inclement weather and major traffic conditions will be considered as an excused tardy.
- Attendance records, including tardies, are maintained in our **Gradelink** Records System.
- **If a student is tardy 2 or more times during the trimester, each tardy following the 2nd tardy will be assessed a tardy fee of \$10.00 per tardy and will be applied to your account.**
- Parents of students with excessive tardies will be required to meet with the Principal.

- If the issue becomes chronic and without regard, then disciplinary action may be taken including contract termination.

I/we have read, understand and agree to all of the terms and conditions of this enrollment contract. By signing this contract, I/we represent and warrant that I/we have full authority to sign this contract. I/we are fully authorized to enter into this agreement.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

For Office use: Accepted by School Admin _____ Date _____

Name of Family: _____ Email to Receive Invoices: _____

Fill in the appropriate amounts for your child(ren)'s tuition. Add the sibling discount for each additional child. Total the amount of monthly tuition per child and then add each child's tuition together to give the **TOTAL MONTHLY TUITION** to be paid at the beginning of each month.

Monthly Tuition by Grade		Sibling Discount
Montessori (PS, Pre-K, KG)	\$725	\$50 discount for each additional full time sibling \$100 discount for the 4th full time sibling
Part-Time Preschool (3 days a week)	\$550	
Grades 1-8	\$700	

Child 1 Tuition _____	Child 2 Tuition _____	Child 3 Tuition _____	Child 4 Tuition _____
Monthly Total _____	Sibling Discount _____	Sibling Discount _____	Sibling Discount _____
Total _____		Total _____	

Total Monthly Tuition: \$ _____ -This amount will be due August 1, 2021-

*Please note that ALL Annual Fees are **NON-REFUNDABLE**

PAYMENT PLAN OPTIONS

Plan A - Full Payment

This plan gives you the option of paying the entire year's tuition in one installment and a 3% discount will be applied. The full amount will be due August 1, 2021.

Montessori: \$7,032.50 **Grades 1-8:** \$6,790

Plan B - Bi-Annual Payments

This plan gives you the option of paying the entire year's tuition in two installments and a 2% discount will be applied. The first installment is due August 1, 2021 and the second due January 1, 2022.

Montessori: Two installments of \$3,552.50 **Grade 1-8:** Two installments of \$3,430

Plan C - Ten-Month Payment Plan

This plan gives you the option of paying tuition on a monthly basis with 10 installments total. Installment #1 will be **due August 1, 2021** and the last Installment #10 **due May 1, 2022**. A monthly invoice will be sent to the email address provided above.

FINANCIAL POLICY AGREEMENT

I understand that I must pay the entire 2021-2022 year tuition, in full, regardless of my child(ren)'s attendance. In the event a student withdrawal is deemed necessary, a written request to withdraw must be submitted to the school administration for approval. I also understand that the annual fees and first month's tuition is due according to the current fee schedule and prior to my child(ren)'s attendance at the school.

*I agree to pay the "Monthly Total," indicated above, during the first full week of each month throughout the school year. If I am late in making the payment, I understand that I will be charged a late payment of \$20.00. If I am late in picking up my child(ren), I understand I must pay a late pick-up fee of \$20.00 (after 15 minutes grace). *A \$25.00 handling fee for any returned checks will be charged.*

Parent Signature _____ Date _____



**RELEASE OF LIABILITY AND PARENT/GUARDIAN PERMISSION
-FOR FIELD TRIPS AND SCHOOL ACTIVITIES-**

I, _____, am the parent/guardian of _____, a student at Minaret Academy, give my permission for my son/daughter to participate in all school activities, including sports and field trips during the 2021-2022 academic year.

I/we waive and release Minaret Academy or any of its officers, agents or employees from all claims of liability for any injury, loss, or damages to the student, as well as, to other individuals or property incurred by the student at school or during any school activity except for any injury caused by willful malfeasance by the school or any of its agents.

In the event that I, or the other parent cannot be reached in an emergency, I hereby give permission to the school staff to secure proper treatment for my child. I do hereby consent to any x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of the medical staff of the hospital or facility furnishing medical or dental services.

I have read, understand and accept all of the statements recited above and accept full responsibility as described.

Parent Signature

Date

Parent Name

Date



PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have read the Minaret Academy Parent Handbook and COVID-19 Handbook Supplement.

I agree to abide with all guidelines and policies established by the school.

(You will be notified of any changes to the handbooks.)

Parent's Name (Printed)

Parent's Signature

Student's Name (Printed)

Date