

# 2023-2024 Excellence Academy Secondary School Enrollment Application

## Please select your program:

- Online Program     In Person Hybrid
- Middle School (12-15 years) Fulltime Program (8:25-3:40pm)
- Middle School (12-15 years) A La Carte Program: choose from the following courses (minimum of 2 courses required)
- 7<sup>th</sup> grade     8<sup>th</sup> grade     9<sup>th</sup> grade
- Math
- Science
- ELAR/Writing
- History
- Islamic Studies
- Business Development
- Elective

**Child's Name** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Prefers to be called \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Gender: Male / Female    Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_    Place of Birth \_\_\_\_\_

Language Spoken: (1<sup>st</sup>) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_ (Other) \_\_\_\_\_

How did you learn about Excellence Academy? \_\_\_\_\_

Name and Address of previous school attended \_\_\_\_\_

Last grade completed \_\_\_\_\_ Permission to contact previous school \_\_\_\_\_  
Signature \_\_\_\_\_

Has your child attended other schools? Yes / No    Which? \_\_\_\_\_

**Father/Guardian's Name** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Business/Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Marital Status \_\_\_\_\_ Email Address \_\_\_\_\_ Make/Model/Color of car \_\_\_\_\_

**Mother/Guardian's Name** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Business/Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Marital Status \_\_\_\_\_ Email Address \_\_\_\_\_ Make/Model/Color of car \_\_\_\_\_

### Sibling Information

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Current School \_\_\_\_\_ Grade/Program \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To complete the registration process, the following forms along with applicable fees (per Tuition & Fees document) need to be submitted for **each child**:

- Enrollment Application
- Health & Wellness Questionnaire
- Emergency & Release Form (in person)
- Physical and Immunization Form (in person)
- Birth Certificate Copy
- Evaluation Form
- Letters of Recommendation
- Prior School Records
- Past Referrals for disciplinary action, counseling, suspension, or expulsion

**Non-Discrimination Statement** Excellence Academy does not discriminate on the basis of race, color, national origin, sex, disability, religion, or child's parents' marital status in its admissions policy or educational programs.

## Enrollment Agreement

- Priority is given to currently enrolled students, their siblings and staff children. Children who are transferring from another Montessori school and children of alumni families may also be given priority. All new students are accepted on a thirty-day trial basis.
- The Montessori Method of education is based on a three-year cycle, and Montessori educators develop an individualized learning program for each child that encompasses the three-year developmental plane. In light of this, parents are asked to seriously consider making a three-year commitment to the school in the best interest of their child's education, so the child may experience the full benefit from the Montessori program.
- The Montessori Method requires the school and the teacher to give extensive time to the preparation of the learning environment before, during, and after the classroom program. It is the many hours of preparation that enables us to continue to present a quality educational program.
- I understand that students are admitted for the full academic year and that my agreement to pay for the full academic year is not tied in any way to the number of days of school in any given month, nor is it reduced or adjusted for illness, absence, weather, vacations, holidays, or dismissal.
- A registration fee of \$200 is due at time of application and an activity fee is due on August 1<sup>st</sup>. After admission, a deposit of ten percent (10%) of the child's annual tuition is due no later than August 1<sup>st</sup> which will be applied towards the academic year's tuition amount. The registration fee and the deposit are *non-refundable and non-transferable* to others including siblings, nor to other programs or financial obligations to EXCELLENCE ACADEMY.
- The yearly Tuition may be paid on August 1 in full. EXCELLENCE ACADEMY also offers two, and ten-month installment plans for your convenience (see Student Tuition Policies). Tuition installments are due on the first of each month starting in August, until the entire tuition is paid in full by the first day of May. Tuition not paid by the 5th of the month results in a \$50 late fee. Checks returned for insufficient funds will incur an additional \$30.00 per check fee, plus any late fee charges. After two returned checks, payment must be made in cash, until further notice from the Administration. After tuition and fee payments are over 15 days past due, your child is automatically dis-enrolled from the school and will not be able to attend class until payment arrangements are made with the Administration.
- I understand I have the privilege of canceling this contract provided I give **written notice** to the school **by July 1<sup>st</sup>, of the school year**. I will forego the non-refundable registration fee but will not be responsible for tuition for the balance of the year.
- I agree to pay a late fee of \$15 for each 15-minute interval (or any part thereof) that my child is at school beyond his/her contract drop off/pick up time.
- In keeping with the spirit of Montessori Education which emphasizes the importance of parent participation in the education of the child, I agree to attend parent orientation, parent workshops, family nights, and parent/teacher conferences; be supportive of the school-child-parent relationship; and complete a minimum of 20 service hours to the school per year per family or if unable to donate my time, I will pay a monetary fee of \$200.
- I agree to supply a nutritionally balanced lunch for my child each day and a snack consistent with my child's classroom snack schedule.
- I hereby grant authorization to Excellence Academy: (place your initials for consent next to each of the following)
  - To photograph and/or film my child by school personnel for Excellence Academy's usage such as the monthly Newsletter, Yearbook, or bulletin board.
  - To photograph and/or film my child by school personnel for Excellence Academy's usage such as Facebook, WhatsApp, or other social media.
  - To photograph and/or film my child by school personnel for Excellence Academy's usage such as on the school brochure, school website, or school press release.
  - To photograph and/or film my child by an outside media source such as local and national journalists and photographers for education purposes.
  - To have my family email address and phone number in the classroom / school directory.

The following is for local students attending in person.

- To transport my child to and from the school to organized field trips.
- To allow my child to fully participate in all aspects of EXCELLENCE ACADEMY curriculum, including prayer, animal care, and usage of "sharp" objects (ex. scissors).
- To allow my child to partake in water activities: sprinkler play, splashing/wading pools, swimming pools and water table play.
- To allow my child to participate in the Physical Education (P.E./Gym/Recess) program implemented at the school as well as to play on public or private playground equipment. I understand that Excellence Academy, its employees, or volunteers will not be held liable for injuries caused or sustained by a child's failure to follow the teacher or supervisor's instructions, misuse of the equipment and/or lack of adherence to the playground rules
- In the event of an accident or sudden illness, I authorize EXCELLENCE ACADEMY to provide any necessary emergency care for the above-named child by Excellence Academy personnel or any agent acting on its behalf, and I assume any such financial responsibility for the emergency treatment
- Excellence Academy reserves the right, at any time, to suspend, require withdrawal or dis-enroll a child if it determines, in its sole discretion, that the child does not fit in with the school program for any reason and that continued attendance is not in the best interest of the child, any fellow students, or the school. When tuition and fee payments are over 15 days past due, the child is also automatically dis-enrolled from the school and will not be allowed to attend until payment arrangements are made with the Administration.
- If Excellence Academy initiates collection efforts to enforce the terms and/or provisions of this agreement or amounts due pursuant hereto, Excellence Academy shall be entitled to all reasonable costs and attorney's fees associated therewith.
- The Administration of Excellence Academy does recognize the fact that extraordinary circumstances can exist, and may, at their discretion, waive any of the provisions of the above paragraphs.
- In consideration for acceptance of my child as a student at Excellence Academy, a division of the Eagle Institute, the parents/guardians hereby release and agree to indemnify and hold harmless Excellence Academy and Eagle Institute, its directors, employees and volunteers, against any liability, damages, costs, expenses, claims, demands, actions or causes of action made by or on behalf of my child of any nature arising out of or incurred in connection with or in the course of my child's participation in on-premises or off-premises programs and/or activities of Excellence Academy including but not limited to exercises, use of Excellence Academy materials, nature walks, field trips or playground activities.

I, the undersigned, in consideration of the placement of my child at Excellence Academy fully understand and agree to the terms and conditions specified in this agreement and the Parent Handbook, including the payment of applicable tuition and fees (per Tuition & Fees document). Please note a child is not enrolled and this agreement is not binding until signed and accepted by the Excellence Academy.

\_\_\_\_\_  
Father/Guardian Signature Printed Name Date

\_\_\_\_\_  
Mother/Guardian Signature Printed Name Date

\_\_\_\_\_  
Program Name Hours (From-To) \$200.00 Registration Fee Payment Plan: 1 Payment / 2 Payment / 10 Payment (circle one)

\_\_\_\_\_  
Excellence Academy Head of School Signature Date

### School Office Use Only:

\_\_\_\_\_  
Date of First Interview Date Application Received Registration Payment Teacher and Classroom Days/Hours

\_\_\_\_\_  
Received Parent Handbook Date of Enrollment Annual Tuition Advance Tuition Payment Check # Date of Dis-Enrollment

# Application for Admission

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Student Name \_\_\_\_\_ applying to grade \_\_\_\_\_

## General Information

General Health of Student

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Physical Limitations \_\_\_\_\_

Has your student ever been double promoted? No \_\_\_ Yes \_\_\_ What grade? \_\_\_\_\_

Has your student ever repeated a grade? No \_\_\_ Yes \_\_\_ What grade? \_\_\_\_\_

Has your student been in advanced classes? No \_\_\_ Yes \_\_\_ What grades & curriculum? \_\_\_\_\_

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Does your student have any academic challenges? No \_\_\_ Yes \_\_\_ What areas?

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Has additional special testing or tutoring been indicated at any point in school? No \_\_\_ Yes \_\_\_ What grade? \_\_\_\_\_

What areas? \_\_\_\_\_

Does your student have any clinically diagnosed learning differences? No \_\_\_ Yes \_\_\_ If yes, please provide a copy of the latest evaluation.

What diagnosis and when diagnosed? \_\_\_\_\_

Has your student ever been dismissed from school for any reason? No \_\_\_ Yes \_\_\_ If yes, please explain, and include the name of the school and principal.

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Has your student ever had any psychological counseling? No \_\_\_ Yes \_\_\_ If yes, please explain on a separate sheet of paper, which will NOT become part of the student's permanent record.

Please use the space below for any other pertinent information about the student or family situation (optional)

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Please return this completed re-enrollment application with the non-refundable and non-transferable re-enrollment reservation fee of \$200 per child.