

# Enrollment Contract | Oakwood Academy Schools

Child's Name: \_\_\_\_\_

☐ Fall Academic Year \_\_\_\_\_ - \_\_\_\_\_

☐ Summer Program \_\_\_\_\_

## ADMISSION POLICIES

1) **General Admission Policy:** It is the school policy to admit qualified students without regard to sex, race, religion, or creed.

### 2) Admission Criteria

- a. **Preschool:** Children ages 2-5 will be considered for acceptance into our preschool program.
- b. **Elementary:** Children in grades Kindergarten-5<sup>th</sup> Grade will be considered for acceptance in our elementary program. Kindergarten students must be five (5) years of age on or before September 1<sup>st</sup>.
- c. **Assessment Testing (Elementary Only):** Potential students will be tested for academic ability and achievement. The school reserves the right to refuse or discontinue enrollment of any student whom is unable to adjust satisfactorily to the school program.

### 3) Program Details

- a. **Hours of Operation:** The school operates Monday through Friday, from 6:00 AM – 6:00 PM.
- b. **Holidays:** School closes for Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve (4 PM), Christmas Day, New Year's Eve (4 PM), and New Year's Day.
- c. **Observance:** If a school holiday falls on Saturday, the holiday will be observed on the preceding Friday. If a school holiday falls on Sunday, it will be observed on the following Monday.

### 4) Academics & Curriculum

- a. **Curriculum:** This accelerated academic program is designed to give each student an opportunity for optimum development – academically, socially, and emotionally.
- b. **Bible Club:** An optional Bible Club is held monthly in order to teach Bible stories, moral values, songs, and other non-denominational Christian principles. Inspiring stories about Biblical characters and other role models are presented. Positive values such as honesty, obeying parents, kindness, faith, and generosity are taught.
- c. **Multi-Age Classroom:** Depending upon enrollment, elementary grades may be combined to form a multi-grade classroom. Students will receive the appropriate curriculum for their grade level.
- d. **Attendance (Elementary Only):** In accordance with the Compulsory Attendance Law (see Education Codes 46141-46142), excessive absences and/or tardiness may make it necessary to place a student on probation for the school year. Tardiness and absences can affect a student's grades. Promotion to higher grades could be delayed due to excessive absences.

### 5) Optional Services

- a. **Activity Lessons:** Extra-curricular activity lessons including Karate, Dance, Gymnastics, Piano, Guitar, Cooking, etc. are offered for an additional fee. Availability of lessons vary by location.
- b. **Toilet Training:** An additional fee applies to students who need toilet training. Students are considered completely toilet trained once he/she has gone two full weeks accident-free.

### 6) Field Trip Provisions

- a. **Notifications:** Parents will be notified of upcoming field trips and other off-campus activities at least one week beforehand.

b. **Transportation Release:** (I/We) give permission for our child to take part in school activities, including related activities off-campus. These activities may include walking or transportation via parent, school staff, and/or school vehicles.

### 7) Medical Provisions

- a. **Medical Release:** Should a medical emergency arise, the school reserves the right to contact emergency responders if needed. Parents will be notified of any medical emergency.
- b. (I/We) authorize and consent to an x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care which, in best judgment of a licensed physician or dentist is deemed advisable. (I/We) agree to assume the financial expenses incurred as a result of those services being provided. (I/We) also agree to be financially responsible for emergency medical transportation.
- c. **Illness:** An ill student will be isolated and parents will be required to take the student from school until no longer ill. Medication may be administered to a student provided the medicine is still in the original container and the parent has signed the "Medication Log and/or Permission Form."
  - i. If the doctor diagnoses your child with a communicable disease, please notify the school immediately and provide a written doctor's diagnosis.
  - ii. Communicable diseases include, but are not limited to, chicken pox, Coxsackievirus (hand, foot, mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies.
  - iii. If a communicable disease is suspected by a school staff member, a doctor's note with a diagnosis or a clearance that the disease is not contagious must be presented upon your child's return to school.

8) **Media Release:** For good and valuable consideration, (I/We) hereby release Oakwood Academy Schools and assign permission to use all images, sound recordings and written materials in any media for promotional purposes. (I/We) agree that Oakwood Academy Schools has all rights to all media for perpetuity. Photographs, statements, artistic and literary creations, and recordings are commonly used in, but are not limited to, school newsletters, brochures, yearbooks, website content and other related media outlets.

### 9) Food Service Provisions

- a. **Lunch Menu:** The school prepares and provides foods that contribute to the wellness, healthy growth, and development of young children. A monthly menu notifies parents of what will be served for lunch. Offers of breakfast and snack vary by location.
- b. **Peanut-Free Facility:** Our facilities implement a peanut-free policy to accommodate children with peanut allergies and help protect them from anaphylaxis. All foods served by the school will be peanut-free. We also ask that no peanut products be brought into school. If any food item is brought to school for snack, lunch and/or special events that "contain or may contain peanut" products, the student(s) will not be allowed to consume it on campus.

## 10) Child Safety

- a. **Release of Children:** Unless restricted by a court order, children may be released to either parent who provides proper identification. The court order must be on file at school.
- b. **Authorized Pick-Ups:** Students will only be released to the individuals listed as emergency contacts and authorized pick-ups on the "Student Information & Emergency Card" unless otherwise requested by the parent/legal guardian.
- c. **DSS Rights:** According to Title 22, the Department of Social Services has the right to interview your child at any time without permission of the parent or guardian. The school extends the same policy to law enforcement with proper identification.

11) **Liability / Personal Belongings:** Personal items should be clearly marked with the student's name. Students wishing to bring a toy to school must follow classroom policies for "Share Day." (I/We) understand that the school is not responsible for damages or loss of personal belongings.

## 12) Behavior & Conduct Policy

- a. It is expected that every child will demonstrate respectful behavior while at school or while attending school functions. Behavior that is hurtful, injurious, or disrupts the learning of other students will result in consequences for the student(s). Parents will be informed of unacceptable behavior and possible solutions will be discussed. If requested by school personnel, parent agrees to have child picked up from school when in-school disciplinary measures are deemed ineffective.
- b. Willful damage to school property or acts of vandalism of any kind will be the financial responsibility of the parent or guardian.
- c. If a student's need(s) cannot be adequately met or if the student's behavior continues to disrupt the education of others, enrollment may need to be discontinued immediately.

## FINANCIAL AGREEMENT

## 13) Tuition

- a. **Due Date:** Tuition is due and payable in advance on the first school day of each week or according to specific discount payment plans. Discount plans require payment in full, including any outstanding balance, and may be discontinued if payment is not made by required due date. A student's enrollment/attendance will be denied on the following Monday if payment has not been received for the prior week. Exceptions may be made if a child is ill or on vacation. We retain the right to withhold any and/or all services until all past due payments are received.
- b. **Registration Fees:** An annual registration fee covering the academic school year is due and payable prior to admittance each school year. An additional fee is required for our Summer Program. Fees are non-refundable.
- c. **Late Pick-Up Fee:** A late fee of \$15.00 for every 15 minutes or portion thereof will be charged for any student remaining after the stated 6 PM closing time. Excessive infractions may be cause for increased fee or termination of enrollment. Social services may be contacted and student(s) sent to the local police station if remaining more than one hour after closing.
- d. **Absence Policy:** Families are responsible for full tuition during times of absence or vacation of less than one calendar week. If a student is absent for a full week, Monday through Friday, families are responsible for half tuition each week of absence for up to two weeks. A written request for an extended vacation period beyond two weeks may be granted with no further tuition payment due until student returns. Otherwise, student enrollment will be terminated and new registration fee will be required to return. Holidays and scheduled school closures are not exempt from regularly scheduled tuition.
- e. **Payment Methods:** The school accepts cash, check, money order, credit, or debit card.

f. **Returned Checks:** There is a \$25.00 service fee for checks returned unpaid. Instances of returned checks will result in the loss of payment by check privileges.

g. **Refund Conditions:** Eligible refunds will be given within a 14-day period.

14) **Modification Conditions:** The school reserves the right to modify any policy or fee by providing a 30-calendar-day notice to the individual(s) signing this contract.

15) **Contractual Agreement:** (I/We) certify that (I/We) have read this Enrollment Contract and understand and agree to its provisions. (I/We) agree to pay the registration fee and assigned tuition in advance as described herein and will agree to binding arbitration in the event of any claim against the school. (I/We) understand that failure to comply could result in termination of services and/or legal action.

### Parent / Legal Guardian Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Parent / Legal Guardian Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date

\_\_\_\_\_  
School