



# Heritage Academy

2009/2010

## Tuition and Discounts

### YEARLY TUITION

The yearly tuition may be paid in full one week prior to August 24th, 2009 to receive a 10% discount off your total (not be applied to any childcare programs including K3, K4, Childcare days, Winter break childcare, Spring break childcare, Before or After school care, and summer childcare).

Tuition payments may also be paid in 10 equal monthly installments. Your first tuition payment is due by **August 24th, 2009**. Subsequent installments will be due the 2<sup>nd</sup> Monday of each month. For your convenience payment will be debited from an automatic monthly bank withdraw via PayEasy. If you do not use PayEasy, you must keep a balance equal to one months' tuition (per child) in a personal account at Heritage Academy. Personal account money will be used for your last month of tuition. If there is a credit at the end of the year, it will be refunded to you. For those using a personal account, payments must be in the form of cash, cashier's check, or money order and paid in the school office.

### MULTIPLE CHILD DISCOUNT

1<sup>st</sup> Child...\$3975    2<sup>nd</sup> Child...\$3577.50    3<sup>rd</sup> Child...\$3577.50    4<sup>th</sup> Child...\$3577.50

### PASTORAL STAFF TUITION

Special Pastoral discounts are available for Pastors whose **only income is from the church**. Documentation must be provided. Please check with the Administrator about these discounts.

### OTHER YEARLY CHARGES (PER CHILD)

<i>Registration Fee</i>	\$125 K5-8 <sup>th</sup> \$100 K4 Full Time \$0 K4 Part Time (VPK) \$50 K3
<i>Student Supply Fee</i>	\$125 (K5-8 <sup>th</sup> grade)
<i>Book Fee</i>	\$150 (K5) \$250 (1 <sup>st</sup> - 5 <sup>th</sup> grade) \$300 (6 <sup>th</sup> - 8 <sup>th</sup> grade) This fee includes a usage fee for math books. Math books are the property of Heritage Academy. If a math book is damaged or lost by the student, you will be responsible for the replacement cost of the book.
<i>Yearbook Fee</i>	\$40

**Note:** The Registration Fee is **non-refundable** and is due at the time of registration. All other fees are due **before** the 1<sup>st</sup> day of school.

### TUITION INCREASES

Heritage Academy reserves the right to review and adjust the scheduled tuition and financial policies upon 30 days written notice as is necessary to maintaining a quality educational program.

### AFTER SCHOOL CHILDCARE

Rates shown are per week. However, payments must be made monthly. If your child is in childcare for 3 days or more in a week it is considered a full week and must be paid accordingly.

- \$20 Before School Care (K5-8<sup>th</sup> grade)
- \$30 After School Care (K5-8<sup>th</sup> grade)
- \$45 Before and After School Care (K5-8<sup>th</sup> grade)

We provide an after school childcare program. Students requiring this program will need to sign up in the office at the time of registration. Fees for the school childcare program are due monthly. Your first payment is due **August 24th, 2009**. Subsequent installments are required on the 2<sup>nd</sup> Monday of each month. If a payment falls on a non-school day, payment is expected in advance. For your convenience payment will be debited from an automatic monthly bank withdraw via PayEasy. If you do not use PayEasy, you must keep a balance equal to one months' tuition (per child) in a personal account at Heritage Academy. Personal account money will be used for your last month of tuition. If there is a credit at the end of the year, it will be refunded to you. For those using a personal account, payments must be in the form of cash, cashier's check, or money order and paid in the school office.

**Students arriving before 8:15am or remaining after 3:15pm will be sent to childcare and charged accordingly.**



# Heritage Academy

2009/2010

## Dress Code & Uniform Policy

### K3-8<sup>th</sup> Grade

*We consider neatness and cleanliness, knowing how to dress and be properly groomed an appropriate part of our social curriculum. If a student is brought to school inappropriately dressed, parents will be called and required to bring appropriate clothing.*

#### **GIRLS may wear:**

**Tops:** Uniform Oxford or Polo shirts

- Shirts will be embroidered with the Heritage Academy logo and can be purchased at **Heritage Academy only**. Shirts must be tucked in and a belt worn at all times.

**Bottoms:** Uniform Navy or Khaki shorts, pants, skirts, long skirts, and skorts. Cargo and baggy pants are **not** permitted. Uniform bottoms may be purchased at Target, Sears, JC Penney, etc.

**Footwear:** Deck shoes, tennis shoes, etc. (Sandals, boots, flip-flops, or shoes with open backs or open toes, "Healies" (with or without wheels) are **not** permitted.)

**Outerwear:** Only Heritage Academy sweaters or Heritage Academy jackets will be permitted to be worn in the classroom. Heritage Academy sweaters and jackets may be purchased at **Heritage Academy only**.

**Hair:** Hair must be neat and clean. Extreme colors or styles are not permitted.

**Jewelry:** 1 ring per hand, 1 bracelet or watch, 1 necklace, 1 pair of earrings – long dangling or large hoops are **not** permitted. Jewelry must be tasteful and appropriate.

#### **BOYS may wear:**

**Tops:** Uniform Oxford or Polo shirts

- Shirts will be embroidered with the Heritage Academy logo and can be purchased at **Heritage Academy only**. Shirts must be tucked in and a belt worn at all times.

**Bottoms:** Uniform Navy or Khaki shorts or pants. Cargo and baggy pants are **not** permitted. Uniform bottoms may be purchased at Target, Sears, JC Penney, etc.

**Footwear:** Deck shoes, tennis shoes, etc. (Sandals, boots, flip-flops, or shoes with open backs or open toes, "Healies" (with or without wheels) are **not** permitted.)

**Outerwear:** Only Heritage Academy sweaters or Heritage Academy jackets will be permitted to be worn in the classroom. Heritage Academy sweaters and jackets may be purchased at **Heritage Academy only**.

**Hair:** Hair must be neat, clean, and well groomed. Hair may not go below the collar. Extreme colors or styles are not permitted.

**Jewelry:** 1 ring, 1 bracelet or watch, 1 necklace, earrings are **not** permitted. Jewelry must be tasteful and appropriate.

#### **All K5-8<sup>th</sup> Grade Students:**

P.E. Uniforms (Burgundy Heritage Academy t-shirt and **plain** black shorts) and Friday shirts (Green Heritage Academy t-shirt) may be purchased at **Heritage Academy only**.

**P.E. Uniforms** will be required on P.E. days. Your child must bring the uniform and change at school. They must wear **non-skid tennis shoes** during P.E.

#### **All K3-8<sup>th</sup> Grade Students:**

On **Friday**, your child may wear the Heritage Academy green t-shirt with blue jeans, shorts, or skirts. Jeans may not be baggy, glittery, lace-up, etc. Shorts or skirts must be fingertip length (hangs even with or lower than fingertips when standing) or longer.



# Heritage Academy

2009/2010

## Immunization and Physical Exam Requirements

Florida law requires that we must have on file an up-to-date shot record and a medical examination form signed by a Florida physician, showing current immunization information for each child registered at Heritage Academy.

The following students are required by Florida law to be examined by a physician (yellow form HRS 3040)

1. A student ENTERING K4 or Kindergarten
2. A student ENTERING Florida Schools for the first time/or from out of state
3. A student entering 6<sup>th</sup> grade

The Florida law 232.032, requires that **EVERY STUDENT, K3 THROUGH 12**, must provide the school with evidence that they have been immunized. The following immunizations are required (blue form HRS 680):

### **Students entering or attending kindergarten will be required to have completed:**

- (3) DPT (Diphtheria, Pertussis, Tetanus)
- (4) OPV (Oral Polio)
- (2) MMR (Measles, Mumps, Rubella)
- TB Tine Test
- (3) Hepatitis B Series

*Note:* All medical examination forms are obtained from the physician, not the school.

It is important that **SPECIFIC DATES** be available for each immunization for the school record. The above listed immunizations are required **BEFORE** a student may begin school. Students without proof of required immunizations or medical/religious exemption **will not be permitted to begin school** and will be sent home due to lack of proper immunization documentation.

Please make sure your student's medical arrangements are made early (June 15<sup>th</sup> - August 1<sup>st</sup>). Medical examinations and/or immunizations **ARE REQUIRED BEFORE AUGUST 24TH, 2009**. The Health Department has several clinics throughout the area should you need to obtain an appointment earlier than August 1<sup>st</sup>. Please be sure the office receives this information as soon as possible in order that we may comply with the law. Officials from the Pasco County Health Department examine our records periodically, and it is necessary to keep this information current.

Heritage Academy requires that ALL students have an up-to-date immunization record (blue form) and a current physical exam (gold form) in the student file. Thank you for your cooperation in this area.



# Heritage Academy

2009/2010

## FINANCIAL CONTRACT/PAYMENT POLICY 1<sup>ST</sup> - 5<sup>TH</sup> GRADE

This financial agreement is between Mr. and/or Mrs. \_\_\_\_\_ and Heritage Academy. We, the parents/guardians will enroll our child, \_\_\_\_\_, for the school year 2008-2009 and agree to the following payment schedule:

<b>FEES:</b>	Registration Fee	\$125.00
	Student Supply Fee	\$125.00
	Tuition (Due the 2 <sup>nd</sup> Monday of each month)	\$397.50
	Book Fee (1 <sup>st</sup> -5 <sup>th</sup> grade)	\$250.00
	Yearbook	<u>\$ 40.00</u>
	<b>Total due by August 24th, 2009</b>	<b><u>\$937.50</u></b>

- We understand and agree to the payment schedule for tuition fees as stated.
- We understand and agree that once our account becomes past due, our child will not be allowed to return to Heritage Academy until all accounts are current.
- We understand and agree that if our child is withdrawn or expelled from Heritage Academy before the end of the school year his/her textbooks will become the property of Heritage Academy until all accounts are paid in full.
- We understand and agree that if our account has a delinquent balance either on withdrawal of our child(ren) or at the end of the school year, report cards and school records will be held until the account is paid in full.
- We understand and agree that the registration fee must accompany the pre-registration form and the remainder of the fees are due upon acceptance of our child to Heritage Academy. All fees must be paid prior to August 24th, 2009. **Registration fees are non-refundable.**
- Any student with pre-paid annual tuition who withdraws or is expelled before year-end will have a 10% penalty and refunds will be pro-rated.

### STUDENT BILLING INFORMATION

Please complete the following information for the person who will be responsible for paying this account **if other than parents**:

Name of Responsible Party:				
First		Last		
Mailing Address:				
Street		City	State	Zip
Home Phone:	Work:		Cell:	

_____	_____
Mother/Guardian	Date
_____	_____
Father/Guardian	Date
_____	_____
Heritage Academy Administrator	Date

**\*\*\*Student is not enrolled or guaranteed placement until the Financial Contract is completed and signed, the Financial Payment Policy & Obligation is signed, and the Registration fee is paid in full.**



# Heritage Academy

## 2009/2010 FINANCIAL CONTRACT/PAYMENT POLICY 6<sup>TH</sup> - 8<sup>TH</sup> GRADE

This financial agreement is between Mr. and/or Mrs. \_\_\_\_\_ and Heritage Academy. We, the parents/guardians will enroll our child, \_\_\_\_\_, for the school year 2008-2009 and agree to the following payment schedule:

<b>FEES:</b>	Registration Fee	\$125.00
	Student Supply Fee	\$125.00
	Tuition (Due the 2 <sup>nd</sup> Monday of each month)	\$397.50
	*Book Fee (6 <sup>th</sup> - 8 <sup>th</sup> grade)	\$300.00
	Yearbook	<u>\$ 40.00</u>
	<b>Total due by August 24th, 2009</b>	<b>\$987.50</b>

\*The book fee includes a usage fee for math books. Math books are the property of Heritage Academy. If a math book is damaged or lost by the student, you will be responsible for the replacement cost of the book.

- We understand and agree to the payment schedule for tuition fees as stated.
- We understand and agree that once our account becomes past due, our child will not be allowed to return to Heritage Academy until all accounts are current.
- We understand and agree that if our child is withdrawn or expelled from Heritage Academy before the end of the school year his/her textbooks will become the property of Heritage Academy until all accounts are paid in full.
- We understand and agree that if our account has a delinquent balance either on withdrawal of our child(ren) or at the end of the school year, report cards and school records will be held until the account is paid in full.
- We understand and agree that the registration fee must accompany the pre-registration form and the remainder of the fees are due upon acceptance of our child to Heritage Academy. All fees must be paid prior to August 24th, 2009. **Registration fees are non-refundable.**
- Any student with pre-paid annual tuition who withdraws or is expelled before year-end will have a 10% penalty and refunds will be pro-rated.

### STUDENT BILLING INFORMATION

Please complete the following information for the person who will be responsible for paying this account **if other than parents:**

Name of Responsible Party:				
First		Last		
Mailing Address:				
Street		City	State	Zip
Home Phone:	Work:	Cell:		

Mother/Guardian	Date
Father/Guardian	Date
Heritage Academy Administrator	Date

**\*\*\*Student is not enrolled or guaranteed placement until the Financial Contract is completed and signed, the Financial Payment Policy & Obligation is signed, and the Registration fee is paid in full.**



# Heritage Academy

2009/2010

## FINANCIAL CONTRACT/PAYMENT POLICY FOR K5

This financial agreement is between Mr. and/or Mrs. \_\_\_\_\_ and Heritage Academy. We, the parents/guardians will enroll our child, \_\_\_\_\_, for the school year 2008-2009 and agree to the following payment schedule:

<b>FEES:</b>	Registration Fee	\$125.00
	Student Supply Fee	\$125.00
	Tuition (Due the 2 <sup>nd</sup> Monday of each month)	\$397.50
	Book Fee (K5)	\$150.00
	Yearbook	<u>\$ 40.00</u>
	<b>Total due by the fist day of school</b>	<b><u>\$837.50</u></b>

- We understand and agree to the payment schedule for tuition fees as stated.
- We understand and agree that once our account becomes past due, our child will not be allowed to return to Heritage Academy until all accounts are current.
- We understand and agree that if our child is withdrawn or expelled from Heritage Academy before the end of the school year his/her textbooks will become the property of Heritage Academy until all accounts are paid in full.
- We understand and agree that if our account has a delinquent balance either on withdrawal of our child(ren) or at the end of the school year, report cards and school records will be held until the account is paid in full.
- We understand and agree that the registration fee must accompany the pre-registration form and the remainder of the fees are due upon acceptance of our child to Heritage Academy. All fees must be paid prior to August 24th, 2009. **Registration fees are non-refundable.**
- Any student with pre-paid annual tuition who withdraws or is expelled before year-end will have a 10% penalty and refunds will be pro-rated.

### STUDENT BILLING INFORMATION

Please complete the following information for the person who will be responsible for paying this account **if other than parents:**

Name of Responsible Party:				
	First		Last	
Mailing Address:				
	Street	City	State	Zip
Home Phone:	Work:	Cell:		

\_\_\_\_\_  
Mother/Guardian Date

\_\_\_\_\_  
Father/Guardian Date

\_\_\_\_\_  
Heritage Academy Administrator Date

**\*\*\*Student is not enrolled or guaranteed placement until the Financial Contract is completed and signed, the Financial Payment Policy & Obligation is signed, and the Registration fee is paid in full.**



# Heritage Academy

2009/2010

## FINANCIAL CONTRACT/PAYMENT POLICY FOR K4

This financial agreement is between Mr. and/or Mrs. \_\_\_\_\_ and Heritage Academy. We, the parents/guardians will enroll our child, \_\_\_\_\_, for the school year 2008-2009 and agree to the following payment schedule:

**FEES: (Rates shown are weekly. Please see example below to figure monthly payments.)**

Registration Fee - <b>Full Time and All <u>Non VPK</u></b>	\$100.00
Registration Fee - <b>Part Time VPK</b>	\$ 0.00
Tuition - <b>Full Time VPK</b> (Paid monthly on the 2 <sup>nd</sup> Monday of each month)	\$ 75.00
Tuition - <b>Part Time VPK</b>	\$ 0.00
Tuition - <b>Full Time <u>Non VPK</u></b> (Paid monthly on the 2 <sup>nd</sup> Monday of each month)	\$110.00
Tuition - <b>Part Time <u>Non VPK</u></b> (Paid monthly on the 2 <sup>nd</sup> Monday of each month)	\$ 75.00
Book Fee - <b>ALL <u>Non VPK</u></b>	\$ 75.00
Yearbook (Optional)	\$ 40.00

Tuition must be paid monthly on the following schedule. Your first tuition payment is due by **August 24th, 2009**. Subsequent installments are required on the 2<sup>nd</sup> Monday of each month. If a payment falls on a non-school day, payment is expected in advance. For your convenience payment will be debited from an automatic monthly bank withdraw via PayEasy. If you do not use PayEasy, you must keep a balance equal to one months' tuition in a personal account at Heritage Academy. Personal account money will be used for your last month of tuition. If there is a credit at the end of the year, it will be refunded to you. For those using a personal account, payments must be in the form of cash, cashier's check, or money order and paid in the school office.

To figure your monthly payment you will multiply the weekly amount by the number of weeks in that month. (For example if your child is *Full Time VPK* your first payment would be figured this way: August 24<sup>th</sup> - September 8<sup>th</sup> is 2 weeks x \$75 = \$150; Your second monthly payment would be figured this way: September 8<sup>th</sup> - October 13<sup>th</sup> is 5 weeks x \$75 = \$375.) Fee payment schedule will be available at orientation.

- We understand and agree to the payment schedule for tuition fees as stated.
- We understand and agree that once our account becomes past due, our child will not be allowed to return to Heritage Academy until all accounts are current.
- We understand and agree that if our child is withdrawn or expelled from Heritage Academy before the end of the school year his/her textbooks will become the property of Heritage Academy until all accounts are paid in full.
- We understand and agree that if our account has a delinquent balance either on withdrawal or our child(ren) or at the end of the school year, report cards and school records will be held until the account is paid in full.
- We understand and agree that the registration fee must accompany the pre-registration form and the remainder of the fees are due upon acceptance of our child to Heritage Academy. All fees must be paid prior to August 24th, 2009.
- **Registration fees are non-refundable.**

Continued on Back

STUDENT BILLING INFORMATION

Please complete the following information for the person who will be responsible for paying this account **if other than parents:**

Name of Responsible Party:				
First		Last		
Mailing Address:				
Street		City	State	Zip
Home Phone:	Work:		Cell:	

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heritage Academy Administrator

\_\_\_\_\_  
Date

**\*\*\*Student is not enrolled or guaranteed placement until the Financial Contract is completed and signed, the Financial Payment Policy & Obligation is signed, and the Registration fee is paid in full.**



# Heritage Academy

2009/2010

## FINANCIAL CONTRACT/PAYMENT POLICY FOR K3

This financial agreement is between Mr. and/or Mrs. \_\_\_\_\_ and Heritage Academy. We, the parents/guardians will enroll our child, \_\_\_\_\_, for the school year 2009-2010 and agree to the following payment schedule:

**FEES: (Rates shown are weekly. Please see example below to figure monthly payments.)**

Registration Fee - <b>Full Time</b>	\$ 50.00
Registration Fee - <b>Part Time</b>	\$ 50.00
Book Fees	\$ 45.00
Tuition - <b>Full Time</b> (Paid monthly on the 2 <sup>nd</sup> Monday of each month)	\$110.00
Tuition - <b>Part Time</b> (Monday through Friday 9:00am - 12:00pm only)	\$ 75.00
Yearbook (Optional)	\$ 40.00

Tuition must be paid monthly on the 2<sup>nd</sup> Monday of each month. Your first tuition payment is due by **August 24th, 2009**. Subsequent installments are required on the 2<sup>nd</sup> Monday of each month. If a payment falls on a non-school day, payment is expected in advance. For your convenience payment will be debited from an automatic monthly bank withdraw via PayEasy. If you do not use PayEasy, you must keep a balance equal to one months' tuition (per child) in a personal account at Heritage Academy. Personal account money will be used for your last month of tuition. If there is a credit at the end of the year, it will be refunded to you. For those using a personal account, payments must be in the form of cash, cashier's check, or money order and paid in the school office.

To figure your monthly payment you will multiply the weekly amount by the number of weeks in that month. (For example if your child is *Full Time* your first payment would be figured this way: August 24<sup>th</sup> - September 8<sup>th</sup> is 2 weeks x \$110 = \$220; Your second monthly payment would be figured this way: September 8<sup>th</sup> - October 13<sup>th</sup> is 5 weeks x \$110 = \$550). Fee payment schedule will be available at orientation.

- We understand and agree to the payment schedule for tuition fees as stated.
- We understand and agree that once our account becomes past due, our child will not be allowed to return to Heritage Academy until all accounts are current.
- We understand and agree that if our child is withdrawn or expelled from Heritage Academy before the end of the school year his/her textbooks will become the property of Heritage Academy until all accounts are paid in full.
- We understand and agree that if our account has a delinquent balance either on withdrawal or our child(ren) or at the end of the school year, report cards and school records will be held until the account is paid in full.
- We understand and agree that the registration fee must accompany the pre-registration form and the remainder of the fees are due upon acceptance of our child to Heritage Academy. All fees must be paid prior to August 24th, 2009. **Registration fees are non-refundable.**

**Continued on back**

STUDENT BILLING INFORMATION

Please complete the following information for the person who will be responsible for paying this account **if other than parents:**

Name of Responsible Party:				
First		Last		
Mailing Address:				
Street		City	State	Zip
Home Phone:	Work:		Cell:	

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heritage Academy Administrator

\_\_\_\_\_  
Date

**\*\*\*Student is not enrolled or guaranteed placement until the Financial Contract is completed and signed, the Financial Payment Policy & Obligation is signed, and the Registration fee is paid in full.**



# Heritage Academy

## 2009/2010 FINANCIAL PAYMENT POLICY & OBLIGATIONS

### REGISTRATION REFUNDS

The registration fee is non-refundable and is due at the time of pre-registration/registration.

### K3-8<sup>TH</sup> GRADE TUITION FEES

**MONTHLY** tuition is **due in full by the 2<sup>nd</sup> Monday of the each month**. Your first tuition payment is due by **August 24<sup>th</sup>, 2009**. Subsequent installments are required on the 2<sup>nd</sup> Monday of each month. If a payment falls on a non-school day, payment is expected in advance. Your account will be considered late if not paid in full by Tuesday at 6pm. A late payment fee of **\$20** will be assessed to your account on Wednesday.

For your convenience payment will be debited from an automatic monthly bank withdraw via PayEasy. If you do not use PayEasy, you must keep a balance equal to one months' tuition (per child) in a personal account at Heritage Academy. Personal account money will be used for your last month of tuition. If there is a credit at the end of the year, it will be refunded to you. For those using a personal account, payments must be in the form of cash, cashier's check, or money order and paid in the school office.

If you have outstanding balances on Thursday, you will receive notification that your child **will not be permitted to return** to Heritage Academy the following Monday unless the past due balances and current balances are **PAID IN FULL**.

### BEFORE/ AFTER SCHOOL CARE FEES

If your child utilizes our Before and/or After School Care program, those payments are due **MONTHLY**. The payments of these services will follow the structure for K3-8<sup>th</sup> grade as listed above.

### RETURNED CHECK CHARGE (NSF)

All returned check balances are due immediately. In addition, your account will be assessed with a **\$20 NSF** fee. On the second offense, your account will be put on a **cash only basis** until further administrative review. In addition, post-dated checks will not be an acceptable form of payment for current and/or past due balances.

### PAYMENT FAILURES (FOR AUTOMATIC WITHDRAWS)

Payment failures occur when an automatic monthly bank withdraw is scheduled and there are not enough funds in your bank account to cover the charges. If this happens, you will be notified by email and your payment is due immediately and must be paid in cash to the school. In addition, all payment failures will incur a **\$20 NSF** fee. On the second offense, you will be required to keep a credit card number on file to be charged for any future payment failures.

### WITHDRAWALS/EXPULSIONS

All tuition is calculated on a 10-month basis unless payment in full is chosen. If for any reason a child is enrolled, withdrawn, or expelled after the school year has begun, students will be charged for the entire month's tuition. Parents withdrawing a student **MUST** complete the withdrawal process through the school office. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire month of the withdrawal, expulsion or late enrollment.**

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date



# Heritage Academy

2009/2010

## EMERGENCY CONTACT INFORMATION

Student Name:	Home Phone:		
<b>Please complete the following in the order in which you want Heritage Academy to contact a parent/guardian in the event of an emergency</b>			
<b>Parent 1</b>			
Name:	Relationship to student:		
<i>Phone numbers</i>			
Work:	ext.	Cell:	Other:
<b>Parent 2</b>			
Name:	Relationship to student:		
<i>Phone numbers</i>			
Work:	ext.	Cell:	Other:
<b>Contact 1</b>			
Name:	Relationship to student:		
<i>Phone numbers</i>			
Work:	ext.	Cell:	Other:
<b>Contact 2</b>			
Name:	Relationship to student:		
<i>Phone numbers</i>			
Work:	ext.	Cell:	Other:
<b>Contact 3</b>			
Name:	Relationship to student:		
<i>Phone numbers</i>			
Work:	ext.	Cell:	Other:
<b>Please list ALL persons who are allowed to pick up your child. (Picture ID will be required to be on file.)</b>			
Name:	Relationship to student:	Home Phone:	Other Phone:
1.			
2.			
3.			
4.			



# Heritage Academy

2009/2010

## MEDICAL RELEASE FORM

THIS FORM MUST BE NOTORIZED

### TO EMERGENCY PERSONNEL:

I hereby give my consent to any emergency medical personnel to administer necessary treatment to my child \_\_\_\_\_, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.

If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which cannot be administered without my consent, and in the event that I cannot be reached, I hereby authorize, appoint, and empower the Principal or his/her designee, to furnish on my behalf such written or oral authorization as may be so required. Further I release the Administration or his/her designee, and Heritage Academy (a ministry of Oasis World Outreach) from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as possible after the need arises.

\_\_\_\_\_  
Signature of parent of legal guardian

\_\_\_\_\_  
Driver's license #

\_\_\_\_\_  
Date

STATE OF FLORIDA

County of Pasco

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me came \_\_\_\_\_, who is known to me to be the individual described in and who executed the same.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\*\*\*\*\*

### ADDITIONAL INFORMATION

Please fill out completely

Child's full name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

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

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List all medications child may be allergic to: \_\_\_\_\_

List all medication child takes on a regular basis: \_\_\_\_\_

Allergies: \_\_\_\_\_ Date of last Tetanus shot: \_\_\_/\_\_\_/\_\_\_

Has your child had Chicken Pox? \_\_\_ Yes \_\_\_ No

Is there any medical reason why your child cannot participate in the physical education program? \_\_\_\_\_

Insurance company covering child: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Phone: \_\_\_\_\_

### EMERGENCY CONTACT NUMBERS: (List in the order you would like us to call)

1st Name: \_\_\_\_\_ Number \_\_\_\_\_

2nd Name: \_\_\_\_\_ Number \_\_\_\_\_

3rd Name: \_\_\_\_\_ Number \_\_\_\_\_

4th Name: \_\_\_\_\_ Number \_\_\_\_\_

5th Name: \_\_\_\_\_ Number \_\_\_\_\_

6th Name: \_\_\_\_\_ Number \_\_\_\_\_

7th Name: \_\_\_\_\_ Number \_\_\_\_\_



# Heritage Academy

2009/2010

## AUTHORIZATION FOR NON-PRESCRIPTION/PRESCRIPTION MEDICAL TREATMENT

THIS FORM MUST BE NOTARIZED

In emergencies, Heritage Academy will assist parents by administering over-the-counter non-aspirin products if the following conditions have been met:

- A. Parent signs below stating that his/her child is not allergic to non-aspirin medication.
- B. The child complains of a headache or some other malady for which a pain reliever is commonly used.

In addition, Heritage Academy will make every effort to notify the parent(s) before any non-prescription medication (non-aspirin pain reliever type and dosage commensurate with age and weight of child) is administered.

\*\*\*\*\*

I, \_\_\_\_\_ hereby authorize Heritage Academy staff and/or Chaperones to administer Tylenol or any non-prescription /prescription medical treatment for \_\_\_\_\_, my minor child.

Child's date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's present medications: \_\_\_\_\_

Child's medical conditions: \_\_\_\_\_

Child's food allergies: \_\_\_\_\_

Child's drug allergies: \_\_\_\_\_

Child's other allergies: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mother's Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

STATE OF FLORIDA

County of Pasco

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_ Personally Known

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_ Produced Driver's License



# Heritage Academy

**2009/2010**  
**STUDENT INJURY WAIVER**

THIS FORM MUST BE NOTARIZED

I hereby grant permission for \_\_\_\_\_ who is my child, to participate in any extracurricular activities. I waive, release, absolve, and hold blameless Heritage Academy, its administrators, teachers, supervisors, physical education directors, managers, persons transporting my child to and from school activities, and other participants from any claim arising out of injury or sickness to my child.

\_\_\_\_\_  
Signature of parent or legal guardian                      Driver's license #                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

STATE OF FLORIDA  
County of Pasco

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ who is know to me to be the individual described in and who executed same.

\_\_\_ Personally Known

\_\_\_ Produced Driver's License

\_\_\_\_\_  
NOTARY PUBLIC



# Heritage Academy

2009/2010

## DISCIPLINE VERIFICATION FORM

**CORPORAL PUNISHMENT:** The policy of Heritage Academy is that corporal punishment (paddling) is best administered by the child's parent. The school has adopted a procedure whereby the parent or guardian may come to the school and administer corporal punishment when suggested by the Principal for the following offenses:

- |                             |                         |  |
|-----------------------------|-------------------------|--|
| 1. Defacing School Property | 4. Vulgarity or cursing | 7. Disruptive behavior                 |
| 2. Immoral behavior         | 5. Gross disrespect     | 8. Intentionally harming another child |
| 3. Fighting                 | 6. Lying or cheating    |  |

If you wish to use corporal punishment as a means of discipline for your child, you must sign and return this form to the school office. (See "A").

If you do not wish to use corporal punishment as a means of discipline for your child, and in the event that corporal punishment is suggested for your child, an alternative form of discipline will be determined by the school Administration. You will be notified by phone, email, or mail. (See "B").

In either case, you will be given a complete explanation regarding the reason and necessity for the discipline of your child.

\*\*\*\*\*

### CORPORAL PUNISHMENT REQUEST & RELEASE OF LIABILITY

**A. YES,** I believe in corporal punishment. I understand that the school has determined that corporal punishment is best when applied directly by the parent. I/we request that Heritage Academy contact me if my child \_\_\_\_\_ needs corporal punishment administered. I further understand and agree that corporal punishment will not be administered by Heritage Academy Administrators or staff. If it is deemed necessary that my child be paddled, I agree to come to the school immediately and administer corporal punishment.

I hereby release Heritage Academy and its employees from any and all liability for such paddling administered by the parent or guardian, pursuant to this request.

**\*NOTE: Both parents, parent with legal custody, or the designated guardian(s) must sign.**

_____	_____	____/____/____
Father or guardian	Mother or guardian	Date

**B. No,** I/we prefer that Heritage Academy use other forms of discipline in accordance with the school's discipline policies as described in the Parent/Student Handbook for my child \_\_\_\_\_. I/we understand and agree that my failure or refusal to cooperate with Heritage Academy in the administration of said discipline may result in the termination of my child's admission to school.

_____	_____	____/____/____
Father or guardian	Mother or guardian	Date



# Heritage Academy

2009/2010

## VIDEO RELEASE FORM

I hereby authorize Heritage Academy to use, in perpetuity, footage of my child that has been recorded on videotape by Oasis World Outreach Ministries, for any advertising/commercial purpose.

I fully understand the conditions set forth in this document and agree to the conditions in this release.

Name of student: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Administrator Initials: \_\_\_\_\_





# Heritage Academy

2009/2010

## STUDENT INFORMATION FOR CLASSROOM TEACHER

### STUDENT INFORMATION

Student's full legal name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Grade Entering: \_\_\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Place of birth: \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_ Attend regularly?  Yes  No

Has the student ever been retained or placed in special classes?  Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Father's/Guardian's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's/Guardian's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Who does student live with? \_\_\_\_\_

Who should be contacted concerning academic achievement/behavior problems? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please list and explain any special needs including physical, medical, emotional, mental, etc: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any special skills or experience you would be willing to share with the class: \_\_\_\_\_

\_\_\_\_\_

Would you consider volunteering in the classroom?  Yes  No

Are you able to drive for field trips?  Yes  No (You must have a valid Florida Driver's License and proof of current automobile insurance.)



# Heritage Academy

2009/2010

## Admissions Packet

**PLEASE FILL OUT ALL FORMS**

**COMPLETELY**

**AND RETURN AS SOON AS POSSIBLE**

(ALL FORMS MUST BE RECEIVED PRIOR TO THE 1<sup>ST</sup> DAY OF SCHOOL IN ORDER FOR YOUR CHILD TO ATTEND)

**BE SURE TO GET FORMS NOTORIZED**

**WHEN RETURNING YOUR APPLICATION PLEASE  
INCLUDE THE FOLLOWING DOCUMENTS:**

- **COPY OF BIRTH CERTIFICATE**
- **ORIGINAL STATE OF FLORIDA (BLUE FORM)  
IMMUNIZATION RECORD**
- **ORIGINAL UP-TO-DATE STATE OF FLORIDA  
(GOLD FORM) PHYSICAL EXAM**
- **ORIGINAL TRANSCRIPTS OR SIGNED  
RELEASE OF RECORDS FORM**
- **K4 ONLY - MUST HAVE A VPK CERTIFICATE  
CONTACT CDS AT 1-800-443-1024 FOR INFORMATION  
ON HOW TO OBTAIN YOUR VPK CERTIFICATE**



# Heritage Academy

2009/2010

## SCHOOL/PARENTAL POLICY & AGREEMENT OF ACCOUNTABILITY & COOPERATION

PLEASE INITIAL EACH STATEMENT

Heritage Academy expects full cooperation from both students and parents in the total education and discipline of students. If at any time the school administration feels this cooperation is lacking, the student may be dismissed from school. Heritage Academy reserves the right to dismiss any student who fails to comply with established rules and regulations of discipline or whose financial obligation remains unpaid after the due date.

**FEES:** Since the fees do not completely cover the cost of educating our child, we recognize the importance of and agree to support Heritage Academy in prayer, fundraisers, service, and gifts.

\_\_\_\_\_  
P/G #1      P/G #2

**PERMISSION:** I give Heritage Academy permission for my child to take part in all school related activities including but not limited to bus trips, sports activities, and school sponsored trips away from the school premises.

\_\_\_\_\_  
P/G #1      P/G #2

**DISCIPLINE:** The teacher and administration are given full discretion in the discipline of our children. I agree that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. Corporal punishment may be administered at the request of and with written consent of the parent or legal guardian.

\_\_\_\_\_  
P/G #1      P/G #2

**LIABILITY:** I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of injury or alleged injury to my child. Should legal action, for any reason, be taken against Heritage Academy or any employee or agent thereof, on my child's behalf and the school or its employee or its agent not be found at fault, I agree to pay any and all attorney fees, court fees, damages, or other costs that Heritage Academy or its employee or its agents should incur to defend itself against such action. This Parental Agreement of Accountability and Cooperation will be in effect for as long as my child(ren) (or others enrolled) attend/are enrolled in any program at Heritage Academy (including but not limited to school, after school care, before school care, middle school, elementary, kindergarten, K4, K3, and/or summer program) and for a period of time up to seven years from the time a student withdrawals from any program at Heritage Academy.

\_\_\_\_\_  
P/G #1      P/G #2

**COOPERATION:** I make this agreement between the Lord, myself, and Heritage Academy; that I will, in a spirit of cooperation and love, commit myself to abide by Matthew 18:15-20 in regard to any problems, concerns, or offenses that may occur pertaining to Heritage Academy and/or its Administrators, staff, or representatives by following the steps listed below:

1. I agree to first talk to the person/s with whom the problem/concern exists and not talk to anyone else about the issue. (Matthew 18:15).
2. If no solution is reached through using step 1, I agree to present the problem/concern to the supervisor of the person/s involved. (i.e. if teacher - go to an administrator; if administrator - go to the Chancellor) (Matthew 18:16)
3. If no solution is reached in step 2, I agree to submit a written request for a meeting with the entire board for resolution of the matter. (Matthew 18:17)

\_\_\_\_\_  
P/G #1      P/G #2

\_\_\_\_\_  
P/G #1      P/G #2

\_\_\_\_\_  
P/G #1      P/G #2

I agree that a positive attitude toward Heritage Academy, its administrators, teachers, staff, and representatives as well as its policies has a positive affect on the emotional and academic stability of my child. I agree to support and uphold the ideals of the school and all school policies as stated in the Heritage Academy Parent-Student Handbook and any and all policies that are amended or issued throughout the school year. I also agree to abide by the discipline and regulations of the administration. I understand that it is a privilege to attend Heritage Academy and that Heritage Academy reserves the right to determine which students will be admitted to and/or removed from the school. I further understand and agree that Heritage Academy reserves the right to dismiss any student who does not cooperate with the educational process or does not adhere to the standard of conduct established by Heritage Academy.

\_\_\_\_\_  
P/G #1      P/G #2

I pledge my loyalty to the aims and ideals of the school. I will bring all questions and criticisms directly to the administration so that they may be properly considered by those in authority.

\_\_\_\_\_  
P/G #1      P/G #2

Heritage Academy agrees to work closely with parents or guardians in helping the students to learn and solve their school related problems. This cooperation includes provisions of competent teachers, a full and balanced curriculum, regular reporting, supervision of the students and the program, and cooperation with the parents or guardians.

**ACCEPTANCE, WITHDRAWALS, AND TRANSFERS:** I understand and agree to abide by the policy that all students are accepted on a trial basis. No student is guaranteed re-enrollment each year. Enrollment is conditional on acceptable progress and behavior.

\_\_\_\_\_  
P/G #1      P/G #2

I understand and agree that if my child is dismissed for any reason, including but not limited to withdrawal, transfer, or expulsion, I am fully responsible for payment of the full month of tuition (even if my child was not here the full month) as well as any unpaid tuition, lunch charges, or other fees that have not been paid. If I have prepaid for the entire year, I understand and agree that if my child withdraws or is expelled from Heritage Academy before year-end I will incur a 10% penalty and any refunds will be pro-rated and that I will only be refunded the portion that has not been used.

\_\_\_\_\_  
P/G #1      P/G #2

I agree to notify the school administration in writing 10 days in advance of withdrawing or transferring my child from Heritage Academy and that I will fully settle all accounts.

\_\_\_\_\_  
P/G #1      P/G #2

I understand and agree that Heritage Academy reserves the right to refuse any application or dismiss any child at any time for unacceptable academic performance, conduct, or for any other reason deemed necessary according to their standards. I further understand and agree that the application or payment of fees is not considered to be a binding contract with Heritage Academy, its Administrators, staff, or representatives.

\_\_\_\_\_  
P/G #1      P/G #2

I understand and agree that before any student can be accepted to Heritage Academy, they will be required to have a written reference from their previous school's administration. This reference must include, but is not limited to, grades, behavior, and conduct.

\_\_\_\_\_  
P/G #1      P/G #2

**ACCOUNTABILITY:** I understand and agree that I am accountable and responsible for all financial and moral responsibilities that come with being a part of Heritage Academy and I will comply. I further understand and agree that if I do not comply with all Heritage Academy standards and policies, I will be required to attend a meeting with the Board of Directors and at said meeting I will be asked to voluntarily withdraw my child from the school immediately and to pay all outstanding balances in full. If I refuse to do so, my child will be expelled immediately and I will still be responsible for full payment of all outstanding balances. In either case, I understand and agree that Heritage Academy will not release any school records (health records being exempt by law) until all financial obligations have been met by me.

\_\_\_\_\_  
P/G #1      P/G #2

**ADMISSION:** Admission to Heritage Academy is open to any young person who meets the entrance requirements regardless of race, color, or national and ethnic origin. In addition, we are committed to helping students of various academic levels provided the students are working to the best of their ability to succeed academically and the students' behavior and /or academic performance does not impede the affected class. All students who are admitted to Heritage Academy are admitted on the basis of former academic and behavior records and/or entrance and placement tests. In addition, an interview by the Administration is also required for new students.

\_\_\_\_\_  
P/G #1      P/G #2

I agree to support the standards of Heritage Academy in every area of its philosophy and policies including but not limited to academic, behavioral, spiritual, dress, moral, and disciplinary procedures.

\_\_\_\_\_  
P/G #1      P/G #2

I have read, understand, and agree to comply with the policies stated in this Parental Agreement of Accountability and Cooperation as they currently stand and as they are modified in the future.

\_\_\_\_\_  
P/G #1      P/G #2

\_\_\_\_\_  
Parent or Guardian #1 (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #2 (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian #2 Signature

\_\_\_\_\_  
Date