



2019-2020

AGREEMENT FORM

(for current Highpoint Students)

FOR OFFICE USE ONLY

Student No.: _____
Date Rec'd: _____
Reg. Fee Paid: \$ _____
Ck. #: _____ Cash: _____ C. Card: _____
Tested/Interviewed on: (date): _____

Processed by: _____

Student's Name: _____

Date of Birth: _____ Age: _____ Sex: _____ School previously attended: _____

Grade applying for: (please check off one)

Pre-School: Toddlers (2 yrs.) Jr. Pre-Kinder. (3 yrs.) VPK (4 yrs.)

Elementary: Kindergarten (5 yrs.) 1st Gr. 2nd Gr. 3rd Gr. 4th Gr. 5th Gr.

Middle School: 6th Gr. 7th Gr. 8th Gr.

Primary Address: _____ Zip Code: _____

Mother's Name: _____ Home Phone: _____

Cell: _____ E-Mail: _____

Father's Name: _____ Home Phone: _____

Cell: _____ E-Mail: _____

Note: Please report all changes in email address, phone, home address, contact information, etc. to the Main Office immediately.

TERMS OF AGREEMENT

- TUITION PAYMENT METHOD:** Annual tuition is based on a 10-month school year. It may be paid in the following manner:
 - **Monthly** (10 payments due the 1st day of each month, from August thru May).
 - **Quarterly** (3 payments, in advance, due on August 1st, November 1st, & March 1st).
 - **Annually** (full tuition paid in advance ~ \$100.00 discount).
- DEDUCTIONS:** Absolutely **NO DEDUCTIONS** will be made for days, weeks or months absent from school. Vacations or long illnesses will not be deducted from Tuition. Tuition must be paid in order for student to maintain enrollment.
- REFUND POLICY:** All payments made to the school are **NON-REFUNDABLE**. Highpoint Academy, Inc. will not be required to refund any monies if, at any time, the student is expelled by the school administration or withdraws by choice.
- PENALTIES:** A **\$40.00** late payment penalty will automatically be added when tuition is paid **on or after the 10th day of each month**. Students whose accounts are **15 days past due** will not be admitted in school until tuition is paid. If monthly tuition is not paid by the end of the month, student may be automatically suspended or expelled. *Account will be submitted to a collection agency. If applicable, Parents will be liable for all collections costs, including Attorney's fees and Court costs.* There is a **\$35.00** penalty charge on all checks returned by the Bank.
- PAST DUE ACCOUNTS:** Progress Reports, Evaluations, Transcripts and Exams will NOT be issued to parents with past due Accounts. This includes amounts due for either Registration Fee, Tuition, late payment penalties or returned check penalties, late pick-up charges, extra-curricular activities fees or any fund-raising proceeds that are owed.
- DISCLAIMER:** Highpoint Academy, Inc., its Owners, Directors, Employees and/or volunteers will not be liable for any claims due to injuries, accidents or incidents suffered before, during or after school hours or while participating in any extra-curricular activities. The insurance benefits cover emergency treatment ONLY, not Liability.
- EXTRA-CURRICULARS:** Extra-curricular classes such as Modeling & Etiquette, Home Economics, Ballet, Choir or Music, Karate, Cheerleading, Drama Club, Arts & Crafts, Scrapbooking and all Athletic dues are not included in the Tuition. These fees will vary and will be charged separately. All payments for extra-curricular classes must be made payable to each individual Extra-Curricular Instructor or Coordinator. Parents will be required to purchase E-Books for iPad, Textbooks/Workbooks and a Yearbook. These will be sold during Book Sale week in early August.
- TRANSPORTATION:** Highpoint Academy, Inc. does not own any vehicles. All optional transportation is sub-contracted. Therefore, individual arrangements must be made directly with any bus Company with regard to fees, hours, etc. All payments are to be made directly to the bus Company. Highpoint Academy is not liable for any accidents or incidents occurring while student is being transported to and from school or during any Field Trip, Sports Event or Extra-Curricular activity.

9. **HOURS OF SERVICE/LATE PICK UP FEES:** Our Campus opens at 7:00 a.m. and closes at 6:00 p.m. sharp. After 6:00 p.m., a late pick-up charge of **\$5.00 for every 15 minutes**, or fraction thereof, must be paid directly to staff member assuming responsibility for the student after closing hours. These late pick-up charges also apply on Parent-Teacher Nights when our school closes at 3:00 p.m. sharp. **NOTE:** Progress Report will not be given to Parents if there are any outstanding late pick-up fees. **Our school will be CLOSED two weeks for Christmas vacation, one week for Spring Break, two days for Thanksgiving, Teacher Work Days and all Legal Holidays.**

VPK Students only: **8:15 a.m. to 11:15 a.m. only (no lunch or before/after care)** **Full-Day option**

10. **CLOSED-DOOR POLICY:** For the safety of all Highpoint students, parents are not allowed anywhere inside school campus or inside any school bus for a Field Trip without first registering at the office and obtaining a "Visitor's Pass." All students must be dropped off and picked up at designated areas. Appointments must be requested in order for parents to speak with teachers. Teachers are not permitted to meet with parents at the school entrance, parking lot, hallways or in front of the classrooms.

11. **iPAD REQUIREMENTS:** All VPK thru 8th Gr. students are required to have their own individual iPad (wi-fi 3) available at all times during the school day. Parents are responsible for purchasing their child's iPad, hard protective case (such as an Otterbox or Griffin Survivor) and all accessories and for replacing (or insuring) any lost, broken or stolen iPads. *(Detailed information and rules regarding our iPad program and list of required apps are available at all times on the Highpoint Families website: www.highpointfamilies.com).*

12. **SCHOLARSHIP OPTIONS:** Highpoint students may qualify for numerous scholarships. Parents should go on-line to www.stepupforstudents.org -or- www.vpkhelp.org to obtain information on several Scholarship Programs available including: "Voluntary Prekindergarten (VPK)", "School Readiness Scholarship", "Step-Up For Students", "McKay Scholarship", "The Gardiners Scholarship", etc. **Parents are responsible for the timely payment of any tuition portion not covered by Scholarship or Financial Aid funds.**

ANNUAL TUITION RATES & FEES (for current Highpoint Students only)

DIVISION / GRADES:	ANNUAL REGISTRATION FEE:	INCREASE IN STUDENT'S CURRENT ANNUAL TUITION IF REGISTERING ON OR BEFORE 1/16/19:	ANNUAL TUITION IF REGISTERING ON OR AFTER 1/17/19: <i>(New Student Annual Rates)</i>
Pre-School (ages 2 to 4)	\$300.00	\$10.00 per month (\$100.00/year)	\$ 8,100.00 <i>(\$30.00 per month additional if child is not fully toilet trained.)</i>
Elementary (Grades K thru 5)	\$400.00 <i>(incl. Standardized Test)</i>	\$10.00 per month (\$100.00/year) * Kindergarten: \$30.00 per month (\$300.00/year)	\$ 8,300.00
Middle School (Grades 6 thru 8)	\$500.00 <i>(incl. Standardized Test)</i>	\$10.00 per month (\$100.00/year) * 6 th Grade: \$30.00 per month (\$300.00/year)	\$ 8,500.00

* **NOTE:** Tuition for Students entering Kindergarten (Elementary) and 6th Grade (Middle School) will increase an additional \$200.00 per year in proportion to the rate increase for each division.

- **LUNCH FEE:** Lunch is included for Toddlers thru VPK. Kinder thru 8th Grade Students may purchase a healthy hot lunch ON-LINE for \$6.00 per day or it may be brought from home; *(microwave time limited to one minute warm-up; no cooking capability; no restaurant deliveries.)*
- **BEFORE/AFTER CARE.** Before/After School Care Program (7:00 a.m. to 6:00 p.m.) is included in the Tuition only as a privilege to accommodate working parents. Students that fail to abide by ALL disciplinary policies will lose this privilege and must be picked up at 3:00 p.m. *(The School Administration reserves the right and has the full authority to make this decision at any time during the school year.)*
- **SIBLING DISCOUNT:** \$200.00 per year discount given to each additional child in family; (Brother/Sister relationship only.)

FINANCIAL AGREEMENT

The amount of \$_____ is hereby paid for the **2019/2020 REGISTRATION FEE** which includes insurance coverage for EMERGENCY TREATMENT ONLY, not Liability. I understand that this fee is NON-REFUNDABLE. I hereby agree to pay the Annual Tuition amount of \$_____ for the 2019/2020 school year, and hereby assume all financial responsibilities with regard to this obligation. I understand I will be responsible for all penalties and Attorney's Fees if this account is sent to collection. I understand that my child will be required to follow Highpoint's BEHAVIOR MANAGEMENT PLANS and all RULES, REGULATIONS & POLICIES as stated in the published "HANDBOOK" and as posted on the HIGHPOINT FAMILIES WEBSITE (www.highpointfamilies.com). I understand the school reserves the right to suspend or expel my child if my child uses inappropriate language that threatens or abuses another child or if he/she fails to abide by Rules & Regulations and/or this Agreement. **I UNDERSTAND THAT TUITION IS BASED ON A 10-MONTH SCHOOL YEAR AND THAT IF PAID MONTHLY, PAYMENTS MUST BE MADE IN ADVANCE ON THE FIRST DAY OF EACH MONTH, STARTING IN AUGUST AND ENDING IN MAY OF EACH YEAR. I UNDERSTAND HIGHPOINT'S REFUND POLICIES WHICH STATE THERE ARE NO REFUNDS FOR PRE-PAID TUITION AND NO DISCOUNTS FOR DAYS/WEEKS/MONTHS MY CHILD IS ABSENT FROM SCHOOL OR IF MY CHILD IS EXPELLED OR WITHDRAWS BY CHOICE. ALL PAYMENTS MADE, INCLUDING ANY ADVANCE ANNUAL TUITION PAYMENTS, ARE NON-REFUNDABLE.**

I also understand that I will be expected to cooperate with the PTO's numerous fund-raising events and that the only mandatory fund-raiser is the sale of chocolate bars, which are not returnable. *(Statements will NOT be sent home on the 1st day of each month; if paying by check, please deposit check in Reception box).* I have already filled out the "REGISTRATION FORM" giving the school all the pertinent information regarding my child. I hereby authorize Highpoint Academy, its Employees or volunteers to give First-Aid treatment, incl. over the counter meds, to my child. I hereby authorize my child to be transported by a sub-contracted bus/van to and from a Field Trip scheduled by my child's teacher. I further relieve Highpoint Academy, Inc., its Owners, Directors, employees and volunteers of any and all liability as to any type of accident or incident that my child may be involved in during these trips, or before, during and after school hours. I have seen the entire school campus, including all Playground areas and fields, and have found them to be safe and suitable for my child. I hereby give permission for my child's photo(s) or videos to be published in the the school Yearbook, digital monitor, school websites or any school brochure and/or other school publication. I give permission for my child to access all books, including literature books, i-books, e-books, etc. located throughout the Campus or inside any digital device or computer.

CHECK-OFF PAYMENT SCHEDULE: Monthly Quarterly Annually

Data signed: _____
Signature of Parent (or Legal Guardian)
Relationship