



REGISTRATION CONTRACT
School Year 2024-2025

Main Campus / Administrative Office
12101 S.W. 34 Street Miami, Fl. 33175
305-552-0202

info@highpointacademy.com
www.highpointfamilies.com

STUDENT'S INFORMATION

Name: First: _____ Middle: _____ Last: _____
Birth Date: _____ Age: _____ Male: Female: Place of Birth: _____ Ethnicity: _____
Primary Home Address: _____ City: _____ State: _____ Zip: _____

NEW STUDENT
Name of school and grade currently attending (or last attended): _____
Grade: _____
 CURRENT HIGHPOINT STUDENT
Currently enrolled at Highpoint in Grade: _____
Initial enrollment year: _____ in Grade: _____

GRADE REGISTERING FOR:
 Toddlers (age 2) Jr. Pre-Kinder (age 3) Pre-Kindergarten/VPK (age 4)
 Kindergarten (age 5) 1st Grade 2nd Grade 3rd Grade
 4th Grade 5th Grade 6th Grade 7th Grade 8th Grade

PARENT or LEGAL GUARDIAN #1 INFORMATION:

Full Name: _____ Relationship to Child: _____ Cell Phone: _____
Home Phone: _____ Employer: _____ Business Phone: _____
Home Address: _____ E-Mail Address: _____

PARENT or LEGAL GUARDIAN #2 INFORMATION:

Full Name: _____ Relationship to Child: _____ Cell Phone: _____
Home Phone: _____ Employer: _____ Business Phone: _____
Home Address: _____ E-Mail Address: _____

Parents' Marital Status: Married Separated Divorced Other: _____

Custody (if divorced): Joint Custody -or- Name of primary Custodial Parent or Legal Guardian: _____

EMERGENCY CONTACTS (Please list three.)

Name: _____ Relationship: _____ Cell Phone: _____
Name: _____ Relationship: _____ Cell Phone: _____
Name: _____ Relationship: _____ Cell Phone: _____

How did you initially hear about Highpoint Academy? Referred by someone. Name of person referring: _____

Internet search Social Media posting Advertising

ANNUAL REGISTRATION CONTRACT TERMS

This Contract is between HIGHPOINT ACADEMY, INC. and the parent(s) or legal guardian(s) (hereinafter "PARENTS") of the child named above (hereinafter "STUDENT"). All persons signing this Contract are jointly and severally liable for the tuition and fees set forth herein. Parent's signature and/or initials on this Contract evidence Parent's understanding and agreement to the terms of this Contract, as follows:

1. ADMISSIONS:

Admission process is described in our "Admissions Policies" that is available on the Highpoint Families website. Once a Student is accepted, Parents acknowledge that the final determination of classroom or grade placement and Homeroom Teacher assignment will be made by the School Administration's sole discretion in accordance with the School's Admissions Policies and/or practices. This Contract is valid for the academic year stated herein and does not entitle Student to any future enrollment.

2. APPLICATION:

Parents understand that for the School to consider Student's application and to conditionally reserve a place for Student for the academic year stated above, Parents must submit this original executed Contract, along with the required ANNUAL REGISTRATION FEE made payable to HIGHPOINT ACADEMY, INC. within five (5) days of the date of this Contract. The **Registration Fee is not refundable** unless the School rejects, in its sole discretion, Student's application for admission and unilaterally cancels this Contract. A non-refundable **\$75.00 Admissions Testing Fee** is also required for NEW Students applying for K-8th Grades only.

3. LIABILITY DISCLAIMER/WAIVER: 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/after school hours, or during any Field Trip or Extra-Curricular class or activity.

Parent Initials: _____

4. ANNUAL REGISTRATION FEE and TUITION:

ANNUAL REGISTRATION FEE:

(payable in full at time of registration)

- **\$600.00...Preschool** (Toddlers, Jr. Pre-K & VPK) *
 - **\$700.00...Elementary** (Grades K to 5)
 - **\$800.00...Middle School** (Grades 6 to 8)
- ~ Registration Fee includes **ONE YEARBOOK** per family.
* \$100.00 discount if Registration Fee is received on or before January 17, 2025.

ANNUAL TUITION SCHEDULE:

- **\$ 9,300.00... Pre-School Division** (Toddlers, Jr. Pre-K and VPK)
 - **\$ 9,700.00... Elementary Division** (Grades K to 5)
 - **\$ 9,900.00... Middle School Division** (Grades 6 to 8)
- ~ **Parents awarded with Scholarships will be responsible only for the tuition difference.**
~ **Lunch Fee:** Catered lunch is included for Toddlers, Jr. Pre-K and VPK only. Students in Kinder thru 8th Grade must bring a balanced healthy lunch from home or order online from Highpoint's Lunch Vendor. For everyone's safety, microwave ovens are not provided.
~ **Toilet Training:** An additional **\$50.00/mo.** will be charged until child is fully toilet trained.

5. PAYMENT PLANS: Tuition payments, or co-payments for students with a Scholarship, must be paid as follows:

- **Plan A (Three Payment Plan):** Three payments due **August 1st, November 1st, and March 1st.**
- **Plan B (Ten Payment Plan):** Ten payments due the 1st day of each month with first payment due on **August 1st** and last payment due on **May 1st.**

6. **SCHOLARSHIP OPTIONS:** Numerous State Scholarships are available for ALL families, regardless of financial income. Parents must go on-line in advance to apply or renew. [CLICK HERE](#) for Scholarship options and links to websites. **Parents are responsible for the timely payment of any tuition portions not covered by the Scholarship program.**

7. ADDITIONAL TUITION, FEES & PENALTIES:

- **Students needing special accommodations.** Special accommodations and/or additional resources, as determined by the School Administration, will be provided to students at Main Campus that are receiving the **"Family Empowerment Scholarship for Unique Abilities" (FES/UA).** Tuition for these students will be an additional **\$2,000.00 per school year.**
- **Credit Card fee:** All payments made with a credit card will be charged an automatic fee of up to 3% per transaction.
- **Late Payment Penalties:** **\$50.00** late payment penalty will be charged when tuition or tuition co-payment is paid on or after the **8th day of each month.** (Students whose accounts are **15 days past due** may not be admitted in school until tuition is paid.)
- **Bank Fees:** **\$40.00** penalty fee will be charged for all checks returned by the Bank.
- **Fee for lost ID Badges:** **\$15.00** fee will be charged for replacement of lost ID Badge.
- **Late Pick-Up fees:** After **5:30 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 child after closing hours. Late pick-up charges also apply on all early dismissal days.
- **Tardy Fees:** Please refer to Highpoint's **"ATTENDANCE POLICIES"** (inside the **INFORMATION MANUAL**) regarding tardy fees.
- **Not included in Tuition:** E-Books, Textbooks, Workbooks, Supplies, After-School Sports, and Extra-Curricular Classes.

8. **CAMPUS HOURS:** Campus is open from **7:30 a.m. to 5:30 p.m. only.** Students must be dropped off and picked up at the Main Entrance driveway only.

9. **DEDUCTIONS:** No deductions will be made for days, weeks or months absent from school. Vacations, Holidays, absences due to long illnesses, or half-days of attendance will not be deducted from Annual Tuition. Tuition must be paid in a timely manner in order for student to maintain enrollment.

10. **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 suspended or expelled by the school administration or withdraws and transfers to another school by choice.

11. **DEFAULT OF PAYMENTS:** All accounts must be current before Student records and transcripts can be released or transferred to other schools. Report Cards, Evaluations, Transcripts, etc. will not be issued to Parents with past due accounts. This includes amounts due for Registration Fee, Tuition, late payment penalties/returned check penalties, late pick-up or tardy charges, extra-curricular activity fees or any fund-raising amounts that are owed. Student will not be allowed to continue to attend classes or participate in school activities unless tuition and fees are paid by stated deadlines; (or until Parent makes other written arrangements.)

12. **POLICIES, RULES & REGULATIONS:** Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, financial terms and other published documents, which may be amended from time to time by the school. Parent hereby agrees to abide by all the written **Policies, Rules & Regulations** as described in the published **"INFORMATION MANUAL for Parents & Students"** posted on the **HIGHPOINT FAMILIES WEBSITE** (www.highpointfamilies.com).

13. **PRESCHOOL "SPEECH & LANGUAGE" and "OCCUPATIONAL SKILLS" SCREENING REQUIREMENT:** Student's enrolling in **Jr. Pre-K thru Kindergarten** are required to have their child tested by a licensed Speech & Language Pathologist, prior to commencing school. A discounted rate of \$55.00 for both screenings is offered to Highpoint students by **Children's First Bilingual Speech & Language Center** (305-228-4732) www.childrensfirstcenter.com

14. **PARENTAL SUPPORT:** Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards. Parents are expected to be in regular contact with Student's teachers; and to attend mandatory meetings called by the School. Parent also agrees to support, to the best of Parent's ability, the School's entire program through time, attendance at parent meetings, and participation in various School activities.

15. **iPAD REQUIREMENTS:** All Kinder thru 8th Grade students are required to bring their own iPad to school every day. This is a supplementary educational tool so only school-approved APPS are allowed to remain on their iPads. All other APPS will be deleted the week prior to 1st day of school. Parents are responsible for purchasing their child's iPad, with a hard protective case and other accessories, and for replacing (or insuring) any lost, broken or stolen iPads. Please refer to Highpoint's **"TECHNOLOGY, iPAD & CELL PHONE POLICIES"** (available inside the **INFORMATION MANUAL**) regarding iPad and cell phone use Policies.

16. **TERMINATION OF STUDENT'S ATTENDANCE:** The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent and Student Information Handbook (or other published document), for reasons that the School Administration considers detrimental to the School community, student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance; (including any amounts charged on Student's account with the School.)

17. **PHOTOS AND IMAGES:** Parents agree to allow the Student's name, photograph, videos, voice, images, etc. to be used by the School for use in the School's publications, promotion materials, social media, digital devices/computer, and the school websites, without compensation and without prior notice. Parent also allows Student to be interviewed by the media on campus or at school-related events. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information. The Parent hereby gives permission for the Student's photo(s) or video(s) to be published in the the school Yearbook, School or Teacher's Social Media sites, and/or any school brochure, advertising, or other publication.

18. **CHAT GROUPS:** Parents authorize the School to share their cell phone number with other Parents in a class or group chat (ie. What'sApp.) Parents acknowledge that this contact information may only be shared with other parents, and may not be used for commercial or other personal purposes.

19. **SCHOOL/FAMILY RELATIONSHIP:** A positive and constructive relationship between the School and Family Members (defined as Parents, Student, or other person associated with the Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that are disruptive, intimidating, overly aggressive, considered illegal, or reflects a loss of confidence in or disagreement with the School's policies, rules, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the School community. The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School's sole discretion. There will be no refund of tuition where such dismissal occurs and any unpaid balance must payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Registration Contract, at the sole discretion of the School's Administration.

20. **CONSENT TO ONSITE MEDICAL CARE AND STUDENT COUNSELING:** Parents hereby authorize Highpoint Academy, it's Directors, employees or volunteers, to give my child First-Aid medical treatment, including over the counter medicines. These include allergy medications, fever medication, Epi-Pen, use of Defibrillator, or other minor medical care as determined to be appropriate or necessary by the School Staff. The Parent also authorizes a member of the School's Administration to meet with Student and provide general advice or counseling regarding emotional, social, family issues, or other personal circumstances. Parent hereby releases and holds the School harmless from any liability which might arise from the provision of such medical care or counseling services.

21. **NEW STUDENT TRANSCRIPTS:** If Student is transferring from another school, it is the Parent's responsibility to ensure that the transferring school promptly provides the School with an official transcript, current Report Card, Standardized Test Scores, Psycho-Ed Evaluations, etc.

22. **STUDENT'S SATISFACTORY COMPLETION OF CURRENT SCHOOL YEAR:** This Contract is conditioned upon the Student successfully completing the current school year in good standing, both academically, emotionally, and behaviorally. If, after completion of the current school year, the School determines in its sole discretion that Student has not met these requirements, the School has the right to not promote the student to the next grade level.

23. **RELEASE OF STUDENT RECORDS:** Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.

24. **STATEMENTS AND ADMINISTRATIVE DECISIONS:** The School continually strives to ensure the accuracy of all written materials, including but not limited to the following: promotional information, website contents, brochures, handbooks, and social media contents. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, accreditation, teacher qualifications, specializations, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making decision to enroll Student in the School, please verify the accuracy of information with the Admissions Office. It is understood that even if the information was accurate at the time the Student was enrolled, the information may change prior to commencement of classes or during attendance at the School. Only the Principal (or his/her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other deviations or changes from the School's regular curriculum.

25. **GOVERNING LAW/WAIVER OF JURY TRIAL:** This Contract and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of Florida without regard to principles of conflicts of law. The parties agree to waive the right to jury trial over any claims pertaining to Student's enrollment, attendance, or separation from the School including, but not limited to, claims of breach of contract, under statute, ordinance, or common law. The exclusive venue for any claim shall be the Southern District of Florida or any Florida state court in Miami-Dade County, Florida, as appropriate.

26. **UNDERSTANDING OF TERMS:** Please read this Contract carefully. By signing below, Parents acknowledge that they understand the terms of this Contract, their obligation to pay the full year's tuition even if the Student is withdrawn, dismissed or expelled, and all other obligations set forth herein. If Parents have questions about the terms, Parents are encouraged to seek advice of counsel or to seek clarification from the School's Business Manager.

27. **FORCE MAJEURE:** The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

28. **REIMBURSEMENT FOR DOMESTIC LEGAL ISSUES:** Parents understand that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents and that the School may need to pay for legal fees and costs associated with such issues. Therefore, Parents agree to promptly reimburse the School for all expenditures incurred by the School as a result of Parent's domestic legal disputes, including, but not limited to: Parental disagreements about Student's education or placement; divorce proceedings; custody proceedings, etc. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with Parent or Parent's Counsel, Guardians Ad Litem or Attorneys Ad Litem; responses to subpoenas; draft letters or motions, copying of documents or records, payment for engaging substitute teachers, and/or any travel expenses. Parent agrees to reimburse the School for such fees/costs within thirty (30) days of School billing Parent for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents.

29. **PARENT'S COMMITMENT TO TRUTHFULNESS IN THE ADMISSIONS AND ENROLLMENT PROCESS:** The School is relying on the completeness and truthfulness of the information provided by the Parents in the admissions/enrollment process. If the School finds out after the Student has been admitted and enrolled that Parents were not truthful in the admissions and enrollment process on any issue that the School, in its sole discretion, finds to be important, the School has the absolute right to terminate this Contract. There will be no refund of tuition where such termination occurs and any unpaid balance is payable in full according to the terms of this Contract.

30. **AUTHORITY:** Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as agent for the other. Modification of this relationship shall be in writing and delivered to the School. No oral modifications will be recognized.

31. **ENTIRE AGREEMENT:** This Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein.

AGREEMENT TERMS

The amount of \$ _____ is due for the **ANNUAL REGISTRATION FEE** which includes insurance coverage for EMERGENCY TREATMENT ONLY, not for Liability or Student Accident Policy, and ONE School Yearbook per family.

I/we hereby agree to pay the ANNUAL TUITION amount of \$ _____ for the 2024/2025 school year as follows:

I/we hereby assume all financial responsibilities with regard to this obligation and will be paying either the entire tuition or the scholarship co-payment tuition, by check, credit card or cash, in a timely manner, as per the Payment Plan indicated in #5 above.

My child has already been approved to receive the Scholarship indicated below. I understand I/we will be responsible for paying the difference in the amount due for tuition and/or any fees, in a timely manner, per the Plan chosen herein.

I/we have already applied for a financial Scholarship and are waiting to receive the letter of approval. In the meantime, I/we hereby assume all financial responsibilities with regard to this obligation and will be paying the tuition and/or any fees, in a timely manner, per the Plan indicated herein.

I/we also understand the following:

- All payments made to the school are **NON-REFUNDABLE**.
- Highpoint is not liable for any accidents/incidents occurring before, during, or after school or while being transported to any school related event.
- All Highpoint's Rules, Policies and Procedures are posted on the Highpoint Families website within the Parent and Student Information Manual.
- I/we will be responsible for the payment of all penalties and Attorney's Fees if this account is sent to collection for failure to pay tuition or other fees.
- All payments made with a credit card will be charged an automatic fee of **up to 3% per each transaction**.
- I/we will be expected to cooperate with Highpoint's Parent Teacher Organization (PTO) and with all 8th Grade fund-raising events throughout the year. I/we understand that the only PTO mandatory fund-raiser is the sale of chocolate bars, which are not returnable.
- I/we 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/we are aware that **"video surveillance cameras"** are recording 24/7 inside classrooms and in most exterior areas of the Campus and that these are being monitored on a regular basis by School Administrators.

PERSON(S) ACKNOWLEDGING THE TERMS OF THIS CONTRACT AND ASSUMING RESPONSIBILITY

The person(s) signing below agree to be responsible for all terms, including financial obligations, and co-payments, as set forth herein.

*I/we also agree to abide by the contents stated in Highpoint's **"Information Manual for Parents and Students"** which is published on the Highpoint Families website.*

Registration Fee in the amount of \$ _____ will be paid by: _____ *(Registration Fee must be paid within 24 hours of submitting this form.)*

Payment method: **Check** **Cash** **Credit Card** *(signed Credit Card Authorization Form must be on file. A 3% CC fee will be added.)*

Tuition will be paid primarily with funds from the following Scholarship Program

Step-Up AAA Family Empowerment Scholarship for Education Options (FES/EO) Family Empowerment Scholarship for Unique Abilities (FES/UA)

School Readiness VPK

My child receives FES/UA Scholarship and may need special accommodations and/or resources; (an additional **\$2,000.00** annual tuition will be charged to account.)

Tuition will be paid by Parent(s) without any Scholarship funds.

Signature of Parent(s) / Legal Guardian(s) registering child.

Relationship: _____ **Date signed:** _____

Signature of Parent(s) / Legal Guardian(s) registering child.

Relationship: _____ **Date signed:** _____