

2023 - 2024



Reaching Educationally Aspiring Dynamic Youth

•Fatima Joyner, Principal

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Dear New & Returning Parents:

WELCOME to the "Family of READY Academy!"...Please thoroughly review all information enclosed in the Enrollment Packet. The **\$200.00 Registration Fee** is required immediately to secure your child's spot and to initiate the enrollment processes: **To minimize potential delays for a child to be allowed attendance on the designated start date, ALL FEES and 1<sup>st</sup> MONTH'S TUITION, COMPLETED ENROLLMENT PACKET WITH ALL SUPPORTING DOCUMENTS and SUPPLIES MUST BE PRESENTED ACCORDING TO THE DESIGNATED DEADLINES.** **The Original Versions of the forms/documents listed below are required and must be submitted BEFORE a child can attend class.** Additional requirements for "New Students" are indicated by (N/S):

- |   |   |
|---|---|
| (1) <input type="checkbox"/> Physical Education Uniform Order Sheet & Student Info Form I   | (11) <input type="checkbox"/> 2 Verifications of Address (N/S)                                |
| (2) <input type="checkbox"/> Registration Emergency Contact / Authorization Form Parts I-II   | (12) <input type="checkbox"/> Picture ID for Dismissal (N/S)                                  |
| (3) <input type="checkbox"/> Medical Information & Participation/ Travel/ Walk Permission Form Parts I-II   | (13) <input type="checkbox"/> <b>DUE AUG 4<sup>th</sup>: BOOK FEE</b>                         |
| (4) <input type="checkbox"/> Release Form   | (14) <input type="checkbox"/> <b>DUE JULY 21<sup>ST</sup>-AUG 25<sup>TH</sup>: REG PACKET</b> |
| (5) <input type="checkbox"/> Financial Payment & Attendance Policy Form Parts I-II  | (15) <input type="checkbox"/> <b>DUE AUG 4<sup>th</sup>: RESOURCE FEE</b>                     |
| (6) <input type="checkbox"/> *Commonwealth of VA School Entrance Health Forms Parts I-III   | (16) <input type="checkbox"/> <b>DUE AUG 26<sup>th</sup>: \$30 PSTA/ACTIVITY FEE</b>          |
| (7) <input type="checkbox"/> Birth Certificate (N/S)  | (17) <input type="checkbox"/> <b>DUE AUG 26<sup>th</sup>: 1<sup>st</sup> MONTH'S TUITION</b>  |
| (8) <input type="checkbox"/> Official Verification of Child's Next Scheduled Wellness Visit on Physician's Stationery – See Medical Forms for Details |   |
| (9) <input type="checkbox"/> MAT Form Completed by Physician and Parent for Medications Administered at School - Request from READY Academy           |   |
| (10) <input type="checkbox"/> Action-Treatment-Plan for ALL Diagnosis (Allergies, Asthma, Seizures, Etc.) – Request from Child's Physician            |   |

**Physicals Must Be Dated Within 12 Months Of The Student's Assigned Start-Date for PK3-K5 & All New Students**

**IMPORTANT NOTE:** The Required Summer Reading List and School Supply List will be posted on the school's website

([www.readyacademy.org](http://www.readyacademy.org))

(The Summer Assignment is not optional and is due on the Friday of their first week of school.) The first day of school is

**Monday – August 28<sup>th</sup>** and the correct attire is Regular Uniform Only: Navy blue uniform pants/shorts and yellow embroidered polo shirt.

**ORIENTATION & OPEN HOUSE @The Murray Center: MANDATORY ATTENDANCE FOR ALL NEW & RETURNING PARENTS**

**Saturday, August 26<sup>th</sup> @10:00 AM \*\*NO CHILDREN ALLOWED\*\***

**ALL SCHOOL SUPPLIES MUST BE DROPPED OFF DURING THE WEEK OF AUG 21<sup>ST</sup>-AUG 25<sup>TH</sup>. A SCHEDULE WILL BE SENT OUT WITH THE WELCOME LETTER.**

Thank you for your interest in READY Academy. We look forward to a rewarding school year with you and your child.

Reaching Educationally Aspiring Dynamic Youth

"Failure is not an option", "Mediocrity is unacceptable" and "Excellence is our standard"

## ANNUAL FEES FOR EACH GRADE LEVEL

GRADE LEVEL	NEW STUDENT APPLICATION & ENROLLMENT FEE <b>*NON-REFUNDABLE*</b> DUE AT TIME OF REGISTRATION	RETURNING STUDENT ENROLLMENT FEE <b>*NON-REFUNDABLE*</b> DUE AT TIME OF REGISTRATION	BOOK FEES PER GRADE LEVEL <b>*DUE AT TIME OF REGISTRATION</b>	RESOURCE FEES <b>*DUE AT TIME OF REGISTRATION</b> Includes Technology Fee, Transportation Fee, Annual Assessment Fees, Maintenance Fee, Recreation Fee, Physical Education Uniforms, STEMA T-Shirt and Chapel Tie
PK3	\$200.00	\$185.00	\$150.00	\$210.00
PK4	\$200.00	\$185.00	\$180.00	\$210.00
K5	\$200.00	\$185.00	\$210.00	\$210.00
1 <sup>ST</sup> / 2 <sup>ND</sup>	\$200.00	\$185.00	\$390.00	\$215.00
3 <sup>RD</sup> / 4 <sup>TH</sup> / 5 <sup>TH</sup>	\$200.00	\$185.00	\$400.00	\$215.00

## ENROLLMENT FEE DUE DATES

- Registration Fee: DUE AT TIME OF REGISTRATION
- Book Fee: DUE AT TIME OF REGISTRATION AND NO LATER THAN MONDAY – AUG 4<sup>TH</sup>
- Resource Fee: DUE AT TIME OF REGISTRATION AND NO LATER THAN MONDAY – AUG 4<sup>TH</sup>
- First Month's Tuition: DUE SATURDAY – AUG 26<sup>TH</sup>

## MONTHLY TUITION

GRADE LEVEL	ACADEMIC DAY 8:00AM–3:30 PM	BEFORE/AFTER CARE 6:30-7:45AM/4:00–6:00 PM	EXTENDED DAY W/ BEFORE & AFTERCARE
PK3 / PK4	\$580.00	\$70.00	\$650
K5	\$580.00	\$70.00	\$650
1 <sup>ST</sup> / 2 <sup>ND</sup>	\$590.00	\$70.00	\$660
3 <sup>RD</sup> / 4 <sup>TH</sup> / 5 <sup>TH</sup>	\$625.00	\$70.00	\$695

### EDUCATIONAL EXCEPTIONS DISCLAIMER:

Children with a learning disability and or certain medical diagnoses that result in unmanageable behaviors may be denied admittance to READY Academy unless full disclosure and documentation is presented, evaluated and considered on a trial basis, before consideration for full enrollment. READY Academy administration and staff may require additional documentation and or a review of previous student records to determine if we are equipped to meet the needs of the student. Full parental cooperation is required during the evaluation process as well as

### PAYMENT ADDENDUM:

- All Enrollment Fees are Due at Time of Registration and No Later Than August 4, 2023.
- \*Visa/MasterCard/AMEX, Money Orders & Cashier's/Personal Checks Honored for tuition and fees. **NO CASH/DISCOVER CARDS.**
- ACADEMIC DAY TUITION INCLUDES LUNCH ONLY.
- EXTENDED DAY TUITION INCLUDES BREAKFAST, LUNCH AND AFTERNOON SNACK
- BREAKFAST 7:00AM – 7:30AM     SNACK 3:30PM – 4:00PM.
- Tuition 10% Discount Eligibility (Based on Regular Tuition Rates Only) – Only 1-Type of Discount Per Family Allowed:
  - First Baptist Church Norfolk Members
  - Active Duty Military Parent(s)
  - Multi-Child (Discount After the First Child)

### HIGHLIGHTS FOR RESOURCE FEE:

- Assessment Supplies, Instructional Materials, Paper Products, Transportation Fee and Technology Fee
- Maintenance of School Building, External Recreational Area, Parking Lot, Lawn & Garden Features
- Physical Education Uniforms and Accessory Attire for ALL Students:
  - (1) Fall/Winter Physical Education Uniform
  - (1) Chapel Tie
  - (1) Spring/Summer Physical Education Uniform
  - (1) READY T-Shirt: Distributed in Spring of 2024 for STEMA Fair

**FINANCIAL PAYMENT GUIDELINES & PAST DUE ACCOUNT POLICY - (PARENT COPY)**

1. I agree to pay a **non-refundable Registration Fee**, at the time of enrollment and again at the beginning of each school year. Seat-Hold expires the first day school officially begins in September, for the current academic year.
2. I agree to pay all Academic Fees (i.e. **Book and Resource Fees** at the beginning of each school year).
3. I understand that the tuition is divided into **10 equal monthly payments, beginning August thru May OR Other Payment Options of Yearly or Bi-Yearly Tuition Payments are available.**
4. I agree to pay the **Tuition Fee** on the 1<sup>st</sup> of each month and according to the terms of my financial agreement. If the 1<sup>st</sup> is on the weekend, I agree to pay tuition on the following Monday. Late fees will be applied on the sixth day of each month.
5. **No student will be permitted to attend school if the tuition is more than 30 days past due. Report cards and other records will be held until the tuition balance is zero. Non-Essential School Trips and/or graduation participation can be withheld until all financial obligations are met.**
6. The tuition fee will be paid via Procure in the form of credit/debit card, electronic check, money order or cashier's check. **Cash is not accepted for tuition payments.**
7. If tuition is not paid prior to the close of business on the fifth day of the month, a **Late Payment Fee** of \$25.00 will be automatically posted to the student's account.
8. A \$25.00 **Stop Payment Fee** will be assessed for any stopped automatic tuition payment or stopped payments on personal/business checks.
9. I agree to pay the full monthly tuition fee even if my child is absent for one or more days during that month.
10. I agree to pay a **Late Pickup Fee** per child for **each minute** my child is not picked up from School past the designated pick-up time. A late pick-up fee will be charged for **each minute** after the closing time of 6:00 p.m. for **Extended Day** Students and each minute after 3:35PM for **Academic Day** Students.
11. I agree to complete an official form to change the "**Tuition Rate and Term of Day**, in accordance with my tuition contract. I also agree to submit the above referenced form no later than the **15<sup>th</sup> of the month, prior to the change being in effect.**
12. I agree and understand that if my child has a pattern of staying beyond the "Term-of-Day" that I selected, I will be assessed the entire tuition rate that coincides with the extended time they were present at READY Academy.
13. Any parent receiving funding from external providers, such as an **EMPLOYER RELATED TUITION REIMBURSEMENT PROGRAMS, WORKFORCE CHILDCARE REIMBURSEMENT PROGRAM, etc.),** must inform a finance administrator of his/her intent to use this funding to subsidize tuition. Parents receiving this funding must also attend a financial assistance meeting with a finance administrator to ensure that the parent understands his/her financial commitment beyond the external funding; and to ensure that all necessary paperwork is completed.
14. **Multiple Siblings Discount Rule:** A 10% Discount will be applied to each additional sibling after the 1<sup>st</sup> enrolled student. The discount will be applied to the sibling(s) with the higher tuition rate. **(NOT TO BE COMBINED w/OTHER DISCOUNTS).**
15. All Accounts Must Receive Clearance before a child's name can be placed on the travel roster for the **Upper Class & Senior Trip.** Accounts must also be **Granted Clearance (3) "Business Days"** Prior to the date of travel.
16. **IN ORDER TO ACQUIRE APPROVAL FOR ANY SPECIALIZED PAYMENT ARRANGEMENT, A FORMAL REQUEST NEEDS TO BE SUBMITTED DIRECTLY TO A FINANCE ADMINISTRATOR. ALL ADDENDUM FORMS/STIPULATIONS MUST BE FULLY ADHERED TO AND DOCUMENTED/SIGNED BY THE FINANCE ADMINISTRATOR IN ORDER TO MAINTAIN ENROLLMENT.**
17. **Withdrawal Procedure & Policy:** Any student withdrawing during the school year for medical reasons or for military relocation must submit official documentation **30** days prior to the date of the official withdrawal. All Official Withdrawal Forms must be completed by both a Parent/Guardian and a READY Academy Student Account Representative before a withdrawal is considered official. There must also be a zero balance on the student account before a withdrawal is considered official. All student records will be held until there is a zero balance on the account. All other withdrawals will be assessed **30%** of the remaining contract.
18. **Parent Volunteer Hour Addendum:** In an attempt to maintain low and competitive tuition rates, READY Academy requires that all READY families complete a total of 4 volunteer hours. **(REFER TO VOLUNTEER GUIDELINES)**

**SUSPENSION GUIDELINES FOR NON-PAYMENT & PAST DUE ACCOUNT POLICY - (PARENT COPY)**

A suspension of a student's account is a rare occurrence. But when it occurs, it can be inconvenient for both the parent and the student. READY Academy makes every attempt to avoid these circumstances; however, they do sometimes occur. Listed below are reasons why a student account will be suspended and the procedure that must be followed in order to re-instate the student account:

1. Suspension of all academic and/or extended-care services will be executed due to failure to submit all requested/required documentation.
2. Suspension of all academic and/or extended-care services will be executed due to failure to maintain payment terms as well as failure to meet any other requirements according to the READY Academy Admission Criteria, Enrollment Continuation Standards, Financial Contract, and any Financial Addendums.

An account that has generated a total of (3) Suspension Notifications for any reason, within the same (10-month) academic-year, will be placed on Probation. Account(s) will incur the following penalties and the following protocols must be completed in order to re-instate the account:

- All academic services will be suspended according to the date listed on the notification.
- The student will not be allowed to return to school without clearance from the finance administrator.
- Student records will be placed in a "Hold Status" and will not be released or available for viewing, etc. until the entire tuition/fee amounts for the remaining (10-month) academic year are paid in their entirety.
- The Student account will no longer be eligible for any payment plan or financial assistance for the next 10 month academic year.
- An Appointment for reinstatement must be requested in writing and submitted to a finance administrator. (Yellow Appointment Slips are located at the Payment Station)

**\* READY Academy reserves the right to make all superseding decisions regarding any student account and suspension.\***

**Please Note:**

- Financial assistance at READY Academy is based on donations received.
- Please be advised that it is the responsibility of the parent/guardian to maintain timely payments in accordance with the READY Academy Tuition Contract.

**FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL**

**Parent Student Teacher Association**

Dear Parents:

On behalf of the Parent Student Teacher Association Executive Board, we WELCOME you to READY Academy Christian School. READY's PSTA mission is: To build a trusting and lasting partnership with READY Academy Christian School families, teachers and community. READY's PSTA is focused on enhancing the students learning and development by supporting READY's Vision, Philosophy and Mission; and providing the essential tools to meet the standard of excellence.

Please Support your PSTA by paying your PSTA Membership dues of \$5.00 per family and PSTA Activity fee of \$25.00 per student. If multiple siblings are attending READY, a \$5.00 discount is given to the 2<sup>nd</sup> and subsequent student(s). The purpose for the PSTA Dues is to have the parent(s)/guardian(s) be active and supportive members of READY's PSTA. An official PSTA card will be given to members. The purpose for the PSTA Activity Fee is to ensure funds for school and classroom celebrations. Please see below a list of classroom celebrations and additional support PSTA provides to READY. **Please be advised READY Academy PSTA utilizes a different account than the school. All payments made to READY ACADEMY PSTA MUST BE MADE IN A SEPARATE FORM OF PAYMENT AND TRANSACTION. Do not pay via Procure!!!** For your convenience, PSTA payment envelopes are located at the front counter. **\$30 PSTA Fees Due: Saturday – August 26<sup>th</sup>, 2023. Please remember to use a SEPARATE Check , SEPARATE Money Order, or SEPARATE Credit Card Transaction (via Pay Pal) or Cash.**

MONTH	EVENT	ADDITIONAL SUPPORT
August	"Return to School" Faculty & Staff Luncheon	
October/November	Harvest Fest Celebration	
December	Christmas Classroom Celebrations and Gifts	Provide Christmas Gifts for Faculty and Staff
January	Winter PSTA Sponsored Events	
February	Valentine's Day Classroom Celebrations	Support Read Across America
March/April	Easter Classroom Celebrations and Easter Egg Hunt.	Purchase Gifts for Volunteers and Donors
May	Donate to and Award the Kimberly Brown-Hyman Scholarship Teacher Appreciation Week Sponsor Spelling Bee	Provide Food and Gifts During "Teacher/CORE Team Appreciation" Week Scholarship
June	READY's End of the Year Celebrations, K5 Graduation Gifts, and graduation reception, 5 <sup>th</sup> Grade Crossing Over Gifts.	Support/Sponsor Field Day

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 2023-2024 TUITION CONTRACT

Student Name		Date of Birth	Grade 2023-2024	Please Indicate: Returning Student - R New Student- N	Academic Day Extended Day
			PK3    PK4 K5     1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup>	Returning:    R  New:            N	Academic Day:    AD Extended Day:    ED
			PK3    PK4 K5     1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup>	Returning:    R  New:            N	Academic Day:    AD Extended Day:    ED
			PK3    PK4 K5     1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup>	Returning:    R  New:            N	Academic Day:    AD Extended Day:    ED

### Parent(s) or Guardian(s) Information:

Mother's Name:			
Father's Name:			
Address:			
City/State/Zip:			
Cellular Phone Number(s):	Mother:	Father:	
Home Phone Number:	Mother:	Father:	
Email Address(es): Print Exactly as listed	Mother:	Father:	

### METHOD OF PAYMENT: PLEASE SELECT ONE \*NO DISCOUNTS OF ANY TYPE CAN BE COMBINED\*

<b>Annual Tuition Payment</b> <input type="checkbox"/>  (10) Total Months REQUIRED = 15% Discount Payment Due by August 26, 2023	<b>Semi-Annual Tuition Payment</b> <input type="checkbox"/>  2 (5) Total Month Payments REQUIRED = 12% Discount *1 <sup>st</sup> Payment Due by August 26, 2023 *2 <sup>nd</sup> Payment Due by Jan. 9, 2024
<b>Monthly Tuition Payment</b> <input type="checkbox"/>  10 Payments Due on the 1s of Each Month 1 <sup>st</sup> Payment Due NO LATER THAN AUG 26 <sup>th</sup>  <u>Payment Schedule:</u> August 2023-May 2024 <input type="checkbox"/>	<b>Bi-Weekly Tuition Payment</b> <input type="checkbox"/> <span style="color: red;">&gt;(*Auto-Payments Only)</span>  20 equal Payments Due on the 1 <sup>st</sup> and 15 <sup>th</sup> of each month 1 <sup>st</sup> Payment Due NO LATER THAN AUG 26 <sup>th</sup>  <u>Payment Schedule:</u> August 2023-May 2024 <input type="checkbox"/>

### DISCOUNT AND EXTERNAL FUNDING SOURCES: SELECT ANY APPLICABLE \*DISCOUNTS CANNOT BE COMBINED\*

Type of Discount	External Provider Funding Source
First Baptist Church Member                      10% Discount <input type="checkbox"/>	Workforce Childcare Reimbursement Program <input type="checkbox"/>
Active Duty Military                                      10% Discount <input type="checkbox"/>	Employer Tuition Assistance Subsidy <input type="checkbox"/>
Multiple Siblings enrolled at READY Academy 10% Discount <input type="checkbox"/>	READY Academy Donor Sponsored Scholarship <input type="checkbox"/>

**\*Multiple Sibling Discount Rule:** A 10% Discount will be applied to each additional sibling after the 1<sup>st</sup> enrolled student. The discount will be applied to the sibling(s) with the higher tuition rate. \*NO DISCOUNTS OF ANY TYPE CAN BE COMBINED\*  
 By signing below I/We acknowledge that I/We have read and agree to carry out the financial responsibilities listed in this document.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 2023-2024 TUITION CONTRACT

GRADE LEVEL	ACADEMIC DAY 8:00 AM – 3:30 PM	BEFORE/AFTER CARE 6:30-7:45AM/4:00-6:00 PM	EXTENDED DAY W/BEFORE & AFTERCARE
PK3 / PK4 / K5	\$580.00	\$70.00	\$650
1 <sup>ST</sup> / 2 <sup>ND</sup>	\$590.00	\$70.00	\$660
3 <sup>RD</sup> / 4 <sup>TH</sup> / 5 <sup>TH</sup>	\$625.00	\$70.00	\$695

### 1<sup>ST</sup> MONTHLY TUITION – DUE AUGUST 26<sup>TH</sup>

Print Full Name of Student: \_\_\_\_\_

GRADE:  PK3     PK4     K5     1<sup>st</sup> Grade     2<sup>nd</sup> Grade     3<sup>rd</sup> Grade     4th Grade     5th Grade

I/We hereby enter into a \_\_\_\_\_ month contract beginning **AUG 2023-MAY 2024** with READY Academy Christian School for Tuition Fees in the following amount per month.

Number of Payments	Bi-Monthly Payment Amount	Monthly Payment Amount	Bi-Yearly Total 12% Discount	Yearly Payment 15% Discount
	\$ .00	\$ .00	\$ .00	\$ .00

### ANNUAL FEES FOR EACH GRADE LEVEL

GRADE LEVEL	NEW STUDENT REGISTRATION FEE <small>*NON-REFUNDABLE*</small> DUE AT TIME OF REGISTRATION	RETURNING STUDENT REGISTRATION FEE <small>*NON-REFUNDABLE*</small> DUE AT TIME OF REGISTRATION	BOOK FEE DUE BY AUGUST 4 <sup>TH</sup>	RESOURCE FEE DUE BY AUGUST 4 <sup>TH</sup>
PK3	\$200.00	\$185	\$150.00	\$210.00
PK4	\$200.00	\$185	\$180.00	\$210.00
K5	\$200.00	\$185	\$210.00	\$210.00
1 <sup>ST</sup> / 2 <sup>ND</sup>	\$200.00	\$185	\$390.00	\$215.00
3 <sup>RD</sup> / 4 <sup>TH</sup> / 5 <sup>TH</sup>	\$200.00	\$185	\$400.00	\$215.00

I/We also agree to pay Annual Academic fees in the following amounts:

Fee Schedule	Fee Amount
Registration Fee *(non-refundable)	\$ .00
Book Fee	\$ .00
Resource Fee	\$ .00

Monthly payments are billed on the 1<sup>st</sup> of each month. A late payment fee of **\$25.00** will be assessed for all late tuition payments made after the 5<sup>th</sup> of each month. Bi-Weekly payments are a courtesy, therefore, all bankcard declinations/delinquent Bi-Weekly Payments received after the 5<sup>th</sup> and the 20<sup>th</sup> will each be charged a **\$25.00** late payment fee. A return item fee of **\$50.00** will be assessed for all returned auto-drafts and returned checks. **A stop payment fee of \$25.00 will be assessed for all requested stop payments on credit card drafts that are made outside of the required 15 day period.**

Any student withdrawing during the school year for medical reasons or for military relocation must submit official documentation **30** days prior to the date of the official withdrawal. All Official Withdrawal Forms must be completed by both a Parent/Guardian and a READY Academy Student Account Representative before a withdrawal is considered official. There must also be a zero balance on the student account before a withdrawal is considered official. All student records will be held until there is a zero balance on the account. All other withdrawals will be assessed **30%** of the remaining contract balance.

**Parent Volunteer Hour Addendum:** In an attempt to maintain low and competitive tuition rates, READY Academy requires that all READY families complete a total of **8** volunteer hours. There is a **\$100** fee assessed to each student's account at the end of the academic year, if hours are not completed and submitted by the designated deadline date(s). **(REFER TO VOLUNTEER GUIDELINES)**



**READY Academy**  
**Financial Agreement Acknowledgement Form**

**\*FINANCIAL PAYMENT GUIDELINES & PAST DUE ACCOUNT POLICY ATTACHED TO CONTRACT\***

As outlined in the Financial Contract, tuition guidelines are based on a 10-month-payment schedule which mandates a **FULL MONTH'S TUITION TO BE PAID FOR MAY-JUNE 2024:**

**STANDARD SCHEDULE: AUGUST 2023 - MAY 2024**

Any students enrolling after August 28<sup>th</sup> will have a modified payment schedule based upon the student's enrollment date, which still mandates a **FULL MONTH'S TUITION TO BE PAID FOR MAY-JUNE 2024**. Please sign here stating that you have received and read the Financial Payment Guidelines & Past Due Account Policy:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACKNOWLEDGEMENTS AND ASSIGNMENT OF RESPONSIBILITY:**

**SUSPENSION GUIDELINES FOR NON-PAYMENT & PAST DUE ACCOUNT POLICY:** By signing this form, I accept responsibility to meet my financial obligations as stated in the payment schedule above, agree to the past due policy, and commit my family to four hours per school year of volunteer work at/for the school.

**Signature of the responsible party for payment of tuition and fees:**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*READY Academy reserves the right to deny admittance of any child who does not qualify according to the designated admissions criteria which includes: overall ability of the prospective student, behavior, staffing/funding/facility mandates, etc. Parents will be notified and pre-paid enrollment fees will be refunded, ONLY IF admissions declination is prior to the student's first day of school. READY Academy Reserves the right to make all superseding decisions for any "other factors of concern" and/or discrepancies that arise.



## PHYSICAL EDUCATION UNIFORM ORDER SHEET

**PLEASE NOTE:** Due to uniform bulk order deadlines, Physical Education uniform order forms must be **COMPLETED AND RETURNED NO LATER THAN MONDAY, August 21<sup>ST</sup>**

**STUDENT:** (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (FULL MIDDLE) \_\_\_\_\_

**AGE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **2023-2024 GRADE:** \_\_\_\_\_

**ATTENTION PARENTS: Please Be Sure to Order the Correct Size for Your Child. \*\*NO RETURNS OR EXCHANGES**

<p><b>SWEAT PANTS</b></p> <p><input type="checkbox"/> SIZE – YXS</p> <p>=====</p> <p><input type="checkbox"/> - NEW STUDENT</p> <p><input type="checkbox"/> - RETURNING STUDENT</p>	<p><b>SWEAT PANTS</b></p> <p><input type="checkbox"/> SIZE - YS</p>	<p><b>SWEAT PANTS</b></p> <p><input type="checkbox"/> SIZE - YM</p>	<p><b>SWEAT PANTS</b></p> <p><input type="checkbox"/> SIZE - YL</p>	<p><b>SWEAT PANTS</b></p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>
<p><b>SWEAT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YXS</p>	<p><b>SWEAT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YS</p>	<p><b>SWEAT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YM</p>	<p><b>SWEAT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YL</p>	<p><b>SWEAT SHIRT</b></p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>

<p><b>SHORT PANTS</b></p> <p><input type="checkbox"/> SIZE - YXS</p>	<p><b>SHORT PANTS</b></p> <p><input type="checkbox"/> SIZE - YS</p>	<p><b>SHORT PANTS</b></p> <p><input type="checkbox"/> SIZE - YM</p>	<p><b>SHORT PANTS</b></p> <p><input type="checkbox"/> SIZE - YL</p>	<p><b>SHORT PANTS</b></p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>
<p><b>SHORT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YXS</p>	<p><b>SHORT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YS</p>	<p><b>SHORT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YM</p>	<p><b>SHORT SHIRT</b></p> <p><input type="checkbox"/> SIZE - YL</p>	<p><b>SHORT SHIRT</b></p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**REGISTRATION/EMERGENCY CONTACT/AUTHORIZATION FORM – PART II**

NAME OF STUDENT: \_\_\_\_\_  
(Last) (First) (Full Middle)

It is important to prioritize the emergency contacts in chronological order, according to the preference of who should be contacted first – **PARENTS MUST INCLUDE THEMSELVES IN THE ORDER OF PREFERENCE, IF THEY ARE TO BE LISTED FOR AN EMERGENCY CONTACT. ALL CHANGES/UPDATES MUST BE PROVIDED IN WRITING BY THE AUTHORIZED PARENT/GUARDIAN IN ORDER TO KEEP THE INFORMATION CURRENT FOR THE OFFICIAL STUDENT DATA FORMS. PARENTS ARE RESPONSIBLE TO SUBMIT CHANGES IMMEDIATELY.**

PRIORITY	FULL NAME	RELATIONSHIP	CONTACT NUMBERS
#1-			Daytime# (    ) _____ - _____ Alternate# (    ) _____ - _____
#2			Daytime# (    ) _____ - _____ Alternate# (    ) _____ - _____
#3			Daytime# (    ) _____ - _____ Alternate# (    ) _____ - _____
#4			Daytime# (    ) _____ - _____ Alternate# (    ) _____ - _____

NAME OF SIBLING ATTENDING READY ACADEMY: \_\_\_\_\_  
 NAME OF SIBLING ATTENDING READY ACADEMY: \_\_\_\_\_

Additional persons (not listed above) who can pick up my child without the school having to first notify me:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

**\*\*Persons not authorized to pick-up child. Please be advised that appropriate legal documentation\*\* (ie: divorce/custody agreement), must be submitted if a parent is not authorized to pick up the child.**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL

## MEDICAL INFORMATION & PARTICIPATION/TRAVEL/WALK PERMISSION FORM - PART I

NAME OF STUDENT: \_\_\_\_\_  
(LAST) (FIRST) (FULL MIDDLE NAME)

**MARK ONLY for DECLINATION** of child **NOT** granted permission to participate in READY Academy’s transportation and field trips.

Physician’s Name: \_\_\_\_\_

Physician’s Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Hospital/Clinic Preference: \_\_\_\_\_

Date of Last Tetanus Immunization: \_\_\_\_/\_\_\_\_/\_\_\_\_ Allergies: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_ Medications: \_\_\_\_\_

• **Initial: \_\_\_\_\_ Current School Physical form and Immunization Record or Official Verification of Child’s Next-Scheduled Wellness Visit on Physician’s Stationery MUST ACCOMPANY CHILD’S CURRENT PHYSICAL AND IMMUNIZATION RECORD (COMPLETED WITHIN THE LAST 12MONTHS OF THE STUDENT STARTING SCHOOL). STUDENTS WILL NOT BE ALLOWED TO BEGIN CLASSES WITHOUT DOCUMENTED PROOF OF THEIR NEXT-SCHEDULED WELLNESS VISIT.**

• **Initial: \_\_\_\_\_ Medication Administration Treatment Form MUST BE COMPLETED BY PHYSICIAN AND PARENT FOR EACH MEDICATION ADMINISTERED AT THE SCHOOL. \*\*\* All Medication(s) must be in the original, sealed, container with the adhesive prescription label attached, accompanied with its designated MAT Form\*\*\*See School Receptionist for MAT Form**

• **Initial: \_\_\_\_\_ An Action-Treatment-Plan is required for EACH of a student’s diagnosis (ie: Allergies, Asthma, Seizures, Etc.) \*\*\*See Physician’s Office for Action-Treatment-Plan**

Has the child been diagnosed for learning disabilities?  Yes\*  No

Does the child have any challenges/concerns?  Yes\*  No

Does the child have any particular fears or special concerns?  Yes\*  No

**\* Note: The READY Academy/Camp does not provide Special Education Services. If either of the above questions received a “YES” answer please explain on the STUDENT INFORMATION FORM in the “OTHER INFORMATION” section. \***

### MEDICAL AUTHORIZATIONS / PERMISSION TO TREAT

I/We the parents/guardians give authorization for the child to participate in READY Academy’s transportation and field trips. The READY Academy Christian School/Camp agrees to notify parent/legal guardian as soon as possible when child becomes ill. When notified of child’s illness, the parent/legal guardian agrees to pick up the child from the READY Academy Christian School /Camp within one hour of being contacted. The parent/legal guardian gives the READY Academy/Camp permission to obtain immediate medical care for the child in case of serious injury or illness. I/We hereby authorize members of READY Academy Christian School/Camp to take such measures as deemed appropriate when my child is ill and/or injured. Furthermore in the event of serious illness and/or injury the rescue squad may be utilized; and examination, anesthesia, x-ray, medical and/or surgical diagnosis treatment, and hospital care may be rendered by, under supervision, and/or on the advice of appropriate medical personnel. In such event, I understand that members of the READY Academy Christian School/Camp will make reasonable efforts to contact a parent, guardian, emergency contact, physician and/or dentist as feasible under the circumstances.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL**

**MEDICAL INFORMATION & PARTICIPATION/TRAVEL/WALK PERMISSION FORM - PART II**

**NAME OF STUDENT:** \_\_\_\_\_  
(Last) (First) (Middle)

**AGE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_/\_\_\_/\_\_\_

**HOME ADDRESS:** \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

I/We, the undersigned do give permission for the above minor to participate in the READY Academy/Camp/Church youth activities at/or sponsored by First Baptist Church/ READY Academy/Camp/Church. I/We also give permission for my/our child to be transported by Chartered Bus/Church bus or van/walked by/with First Baptist Church READY Academy/Camp/Church during his/her duration as a student/camper at READY Academy Christian School.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Parent/Guardian:** \_\_\_\_\_  
(Last) (First) (Middle)

**Home/Work#:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Cell#:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_  
(Last) (First) (Middle Initial)

**Relationship to Student:** \_\_\_\_\_

**Home/Work#:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Cell#:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

I/We understand that First Baptist Church READY Academy/Camp/Church will provide adequate adult supervision and do all in its power to prevent accident or injury. However, should an accident or injury occur, I/We understand it is my/our responsibility to provide medical coverage. I/We therefore give permission for emergency medical treatment to be administered to my child by a qualified medical personnel; during his/her duration as a student/camper at READY Academy Christian School.

**Insurance Company:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Asthmatic:** Yes  No  **Emergency Medicine:** \_\_\_\_\_ **Specify:** \_\_\_\_\_

**Medication Allergies:** \_\_\_\_\_

**Foods Allergies:** \_\_\_\_\_

**Physician's Name:** \_\_\_\_\_ **Physician's Telephone#:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

I am/We are the parent(s) or legal guardian(s) of the above-mentioned minor. By signing this form, I/We release forever discharge and agree to hold harmless First Baptist Church READY Academy/Camp/Church; the pastor, officers and staff for any injury incurred as a result of participating in a First Baptist Church READY Academy/Camp/Church sponsored activity during his/her duration as a student/camper at READY Academy Christian School.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

## RELEASE FORM

**\*Only Complete Form if response has changed from previous school year**

NAME OF STUDENT: \_\_\_\_\_  
(Last) (First) (Full Middle)

Dear Parents:

Throughout the school year, your child/children will be participating in school events, such as field trips, school programs, etc., wherein the school will take pictures, conduct live streaming, and post on school related social media sites, etc. Please respond and sign below:

Please check ONLY the appropriate box below:

**YES**, You may use my child's picture(s) and/or image(s) to include but not limited to: live streamed performances, television viewing, newspaper/other print related publications, marketing, social media; school events such as: field trips, school programs, Student of the Week, and posting on school related social media sites, etc.

**NO, DO NOT** use my child's picture(s) and/or image(s) to include but not limited to: live streamed performances, television viewing, newspaper/other print related publications, marketing, social media; school events such as: field trips, school programs, Student of the Week, and posting on school related social media sites, etc.

Please sign below:

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This "Release" is to be signed for the current school year. Thank you for your help in spreading the good news about First Baptist Church READY Academy Christian School.

Thank You,  
Fatima Joyner, Principal