



EXCEL ACADEMY 2017- 2018
AFTER SCHOOL REGISTRATION

| | |
|-------------------|--------------------------|
| After School Care | <input type="checkbox"/> |
| SmartMindz | <input type="checkbox"/> |
| Karate | <input type="checkbox"/> |
| Bricks4kidz | <input type="checkbox"/> |
| Blue Flames Dance | <input type="checkbox"/> |

| | |
|------------------|--------------------------|
| Wize Academy | <input type="checkbox"/> |
| 3M Music Academy | <input type="checkbox"/> |
| Art Classes | <input type="checkbox"/> |
| Aqua Tots | <input type="checkbox"/> |
| Mad Science | <input type="checkbox"/> |

STUDENT INFORMATION

Student's Name: _____

Grade: _____ Attending School _____

Student's Age: _____ Student's Birthdate: _____

Parent/Guardian: _____

Home Address: _____

City, State & Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Allergies (If Applicable) _____

Emergency Contact Information

Contact 1

Name: _____

Relationship: _____

Phone Number: _____

Contact 2

Name: _____

Relationship: _____

Phone Number: _____

I authorize Excel Academy's staff to allow my child to leave the facilities ONLY with the individuals listed above. _____ (Please Initial)

In case any of the parents or emergency contacts are unable to be reached, I authorize the person in charge to take my child to:

Name of the Medical Facility: _____

Name of the Physician: _____

Address: _____

Phone Number: _____

I give consent to the facility to secure all necessary emergency medical care for my child. _____

Signature - Parent or Legal Guardian

Transportation Agreement

Sponsor/Guardian/Parent's Full Name (Please print) _____

Child's Full Name (Please Print) _____

School: _____ EXCEL ACADEMY

School Transportation

I give permission for my childcare provider or any approved employee/partner of the above program, to transport my child (ren) for the following reasons

Transportation between public school and IXL Academy

Emergency purposes.

I understand that this service is being provided for a nominal fee for, my convenience and I voluntarily accept said transportation and acknowledge that I am under no compulsion to do so.

Release from Liability/Hold Harmless Agreement

I hereby agree to release, indemnify, defend, and hold harmless, Excel Academy, their employees, agents, successors and assigns, from any claims, damages, liabilities, losses, injuries, deaths, and costs and expenses including attorney's fees, and cost of suits arising out of or claimed on account of my child's transportation. I agree that this release not only binds myself, but also my family, heirs, assigns, administrator, and executor.

Sponsor/Guardian/Parent Signature: _____

Date: _____

CHILD RELEASE PROCEDURES

Please choose the child release procedure that you want to follow. **If no Option is checked, Option A will be used.**

_____ **Option A: Authorized List:** The child will be released only to an adult on the authorized list. Proof of identification or a previously identified passcode may be required if the school staff is unfamiliar with the individual picking up the child. This option should be used for children who may be picked up by various individuals or by parents who desire enhance child release procedures. (Please note – if the individual is not on the authorized list, the child will not be released until permission is obtained from a parent/guardian).

_____ **Option B: Authorized List/Proof of Identification:** The child will be released only to an adult on the authorized list **only after proof of identification has been provided.** The individual on the authorized list **must sign-out the child.** This option should be used in extreme cases for parent who desire significant child release restrictions. (Please note – if the individual is not on the authorized list and/or does not have proof of identification, the child will not be released until permission is obtained from a parent/guardian).

Please provide an authorized list during enrollment and when authorized list changes.

(Parent/Guardian signature)

(Date)

(Parent/Guardian name– Please PRINT)

Payment Policy

- A non-refundable registration fee of \$80 is due at the time of enrollment. The enrollment form needs to be filled out and an acknowledgement signed by the representative of the school AND the parent/guardian accepting the non-refundable terms.
- A non-refundable annual supply fee of \$50 is due on the first day of enrollment
- Tuition is due on the 1st of every month (or the 1st working day) with a grace period of 2 working days. After that, penalty of \$25 will be charged as late fee until the end of the month. Nonpayment at the end of the month may result in forfeiture of the child's enrollment in the school
- We accept checks only. The checks are payable to "Excel Academy". You have an option to enroll in ACH for automatic deduction from your bank account
- Two weeks advance will be collected at the time of enrollment. A notice of at least two weeks is required to pull out the child from the school. Failure to do so will result in the use of the advance as the two week's payment. The advance will also be used for the last payment of the academic year
- A fee of \$30 will be charged for returned or invalid checks (that is the fee that the bank charges us)
- Late pick up – We understand that there are situations where the children need to be picked up late. The following condition applies:
 - A late fee of \$10 will be assessed for every 15 minutes. Please note that the late fee will be applied the 1st minute after the end of the regular period and after every 15 minutes

Vacation and Holiday Policy

- All public holidays observed by the Coppell and CFB ISD will be observed. Please check the school calendar for the holiday schedule.
- If the child has to go on an extended vacation for one month or more, the following rules apply
 - * If you would like to pull out the child and re-enroll, registration of \$80 is due again but the seat cannot be guaranteed.
 - * If to continue, 50% of the missed fee is required to retain the seat.
 - * Either way, the school needs to be informed at least one month in advance. Failure to do so will result in paying the full month tuition. There are no exceptions.
- School is not liable for lack of children's attendance due to bad weather and other extraneous reasons beyond the control of the school. No refund is provided

Acknowledge BY

(Parent/Guardian signature)

| Month | Registered in | Excel Comments |
|-----------|---------------|----------------|
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |