

In the Name of Allah, Most Gracious, Most Merciful

Meraj Academy

Pre-School – Kindergarten – Elementary

Admission Agreement

A. Obligations of Me'raj Academy

The school shall provide the following basic services for:

Child Name

Birth Date

Name of person enrolling child

Relationship to child

1. The child shall be involved in a program of learning experiences which are appropriate for the age of the child enrolled in the school. Individual and group activities are provided which are geared toward spiritual, intellectual and social growth.
2. The child shall be placed in a group of peers, based on age or grade level and/or special needs as determined by the staff.
3. The child shall be administered physician-prescribed medication only upon written request of the child's parents or guardians. The school shall not administer a non prescription medication unless it is accompanied by a physician's request. The school shall have no responsibility of any kind for failure to provide requested medication nor for adverse reactions which are caused by the administration of such medication.
4. The school shall give appropriate first aid to an injured child. A parent or guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If the staff determines the child's condition to be an emergency the paramedics will be called and the parents notified.
5. An ill child shall be isolated and the parents will be notified. Proper care will be administered until the parent, or designated representative, arrives.
6. The school shall notify parents of a suspected exposure to any communicable disease.
7. The school shall make every effort to safeguard personal belongings brought to the school by the child; however, the school is not responsible for any lost, stolen or broken items. Valuable items should not be brought to school. All personal items should be labeled as a lost and found area will be maintained.
8. Me'raj staff shall report to Children's Protective Services, or the Police Department, as required by law, any suspicion of physical and/or sexual abuse or neglect.

9. The school shall maintain responsibility for any child in attendance as required by law.
10. The child shall be given assistance with personal care as needed.
11. The pre-school and Kindergarten students shall be provided with an opportunity to nap between 12:00 PM and 2:00 PM, on a cot, or mat, provided by the school.
12. The school shall assume responsibility for the child after the child has been signed in by a parent or designated representative. The school shall retain responsibility until the child is signed out by a parent, or designated representative.

B. Payment Provisions:

In accordance with the statement of tuition and fees:

1. A non refundable annual registration fee shall be paid upon enrollment.
2. This fee is due each May for students who are currently enrolled and plan to continue our program.
3. Optional payment schedules include:
 - A. **PLAN A:** One large Lum Sum paid in the beginning of the year. Parents will receive 3% discount if payment is made in full upon commencement of the school.
 - B. **PLAN B:** Ten-Post dated checks given at the beginning of the school year. Parents will turn in ten checks dated the first of each academic school month (September – June of current school year) in the beginning of the school year. Every month, each check will be debited from the account.
 - C. **PLAN C:** Paying each month. Parents will need to add an **additional \$50** if they chose to pay at the first of each month.

A five day grace period shall be allowed for payments. After the grace period a 3% late charge will be applied.

A 5% discount will be applied to siblings.

No credit is given for days the school is officially closed and the tuition is the same for each month.

Note: Parents must understand and agree that once a child is enrolled and accepted the contract period is 10 months. Fees must be paid accordingly whether or not the child stays for the period of 10 months.

C. Obligations of Parents and Guardians

1. The parent shall furnish requested medical information upon enrollment.
2. The parents shall provide the child with a nutritious lunch.
3. The parents shall see to it that the child is dressed appropriately and has a clean appearance when at school.
4. The parents shall notify the school if a child has been exposed to a communicable disease
5. The parents shall notify the school of the reason for a child's absence within one day of the first day absent.

6. The parents shall give two weeks notice of early withdrawal from the program or forfeit two weeks tuition.
7. The parents shall abide by the parking rules of the school. The parents must not park, stop or turn around in the neighbors driveways.
8. 1 I. The parents shall notify the school if they can not pick up their children in advance.
9. The parents shall direct any problems between children to the staff.
10. The parents shall come to school conferences when asked to do so. If the parent wishes to speak to the teacher the parent shall make an appointment with the school office.
11. Emergency information cards must include names and telephone numbers of all persons authorized to pick up the child at school either in an emergency or at the routine pick up time.
12. A parent shall accompany the child in the morning to school and sign the child in at the appropriate register.
13. At the end of the school day a parent shall sign the child out at the appropriate register.
14. The parents shall notify the school in writing in advance when someone other than persons named on the emergency card comes to pick up the child.
15. Parents of pre-school and kindergarten students shall provide a complete bedding for nap time.

D. Termination of This Agreement

This agreement shall be terminated for the following reasons:

- a. End of the school year
- b. Serious illness of the child prevents attendance.
- c. Tuition is delinquent.
- d. Failure of the parents or the child to meet the obligations listed in this agreement or any rules provided by the school.
- e. If in the case of serious behavior or learning problems the school determines it is not in the best interest of the student or the school for the student to continue the program.
- f. The school's Principal or staff, with the advice of the Education Committee, shall have the sole right and responsibility to judge any factual matters regarding termination of this agreement

I agree to cooperate with the general policies of the school, to perform the obligations of the parents or guardians set forth in this agreement, and to abide by the rules and regulations provided by the school. My signature below indicates that I have read the terms of this agreement and that I have read the rules and regulations provided by the school in the parent handbook as well as the addendum provided to the handbook.

Parent or Guardian _____ **Date** _____
Parent or Guardian _____ **Date** _____
Principal _____ **Date** _____