



Dear Potential Families of Excell Academy:

Thank you for your interest in Excell Academy. Per your request we are sending you this registration/information packet. We hope this packet of information will assist you in making a decision in enrolling your child/ren in Excell Academy for Higher Learning Charter School. We will be hosting a Family Information Meeting / Kindergarten Round Up soon. You may contact us for the date and time. You may also contact us for any questions you may have about Excell Academy.

This “registration packet” consists of materials you will need to enroll your child in Excell Academy. The “registration packet” contains the following important forms:

1. Official Enrollment Form
2. Health, Medical, Field Trip Form
3. Family Agreement Form
4. Student Goals
5. Uniform Policy Information
6. Parent Empowerment Workshop Agreement
7. Kindergarten Age Extended Day Option Agreement
8. Fee Schedule
9. Excell Information Brochure

The above listed forms along with ½ of the listed fee amount are needed to complete the first phase of enrollment in Excell Academy. You must include ½ of the required fees to secure an Extended Day slot. Enrollment is on a “first come first serve basis”. ***Excell Academy does not and will not discriminate against any child or family on the basis of race, ethnicity, religion, gender, mental or physical ability, etc.***

### **Enrollment Procedures/Process**

1. Complete and return all of the enclosed forms along with ½ of the listed fees (these fees are non-refundable).
2. Balance of the fees are due by July 1, 2008.
3. Attend a Family Information Meeting / Kindergarten Round Up.
4. Attend a scheduled family parent(s) and/or guardian(s) and student interview/goal setting conference.
5. Child’s name placed on Official Enrollment.
6. Other important registration forms are due.

Thanks again for your interest in Excell Academy.

# EXCELL Academy For Higher Learning (2008-2009)

Enrollment Form for September 2, 2008 *(1<sup>st</sup> Day for all students)*

(PLEASE PRINT)

Date of Application \_\_\_\_\_ Desired Date of Enrollment \_\_\_\_\_

Child's Name (Last, First, Middle)		
Address (Street, City, County, State, Zip Code)		
<b>FAMILY SITUATION</b>		
Who does the child live with? Mother_____ Father _____ Both Parents_____ Other _____		
Has there been a death of a parent or sibling (which) ? _____		
Names and ages of other adults and/or children in the home: _____		
Have you recently moved to our district within the past 36 months for temporary or seasonal agricultural or fishing work? _____ Yes _____ No <b>*Original birth certificate for child must be presented to the school by the first day of classes.</b>		
<b>IDENTIFYING INFORMATION</b>		
A) Mother's (Guardian) Name	Home Telephone Number ( )	Cell/Pager Number ( )
Address (Street, City, State, Zip Code)		
Place of Employment	Work Hours and Phone Number	
B) Father's (Guardian) Name	Home Telephone Number ( )	Cell/Pager Number ( )
Address (Street, City, State, Zip Code)		
Place of Employment	Work Hours and Phone Number	
<b>EMERGENCY CONTACTS (OTHER THAN PARENT(S) OR A DOCTOR)</b>		
Name	Telephone Number(s) ( )	
Address (Street, City, State, Zip Code)		
Name	Telephone Number(s) ( )	
Address (Street, City, State, Zip Code)		
<b>PERSON(S) AUTHORIZED TO PICK UP CHILD FROM SCHOOL</b>		<b>PERSON(S) <u>UNAUTHORIZED</u> TO PICK UP CHILD FROM SCHOOL</b>
Name		Name
Name		Name
<b>EDUCATIONAL HISTORY</b>		Previous School Attended (Name, Address, Phone)
How did you find out about Excell Academy?	Grade entering September 2008?	
<b>TO BE COMPLETED BY EXCELL ACADEMY ADMINISTRATION</b>		
Admission Date	Waiting List Date	
Discharge Date / Reason?		



# Excell Academy for Higher Learning Family Agreement Form

## Family Involvement Agreement (Policy)

Families are an integral part of the success of Excell Academy and its students. Educational research shows that students are happier, healthier, and more successful academically and socially when their families (especially) parents and/or guardians are actively involved in the child/children's school life. Active involvement at Excell Academy includes, **but is not limited to**, participation/volunteering in three or more of the following areas with the **highlighted** areas being mandatory:

**homework help**  
correcting papers  
carpooling  
fundraising

mentoring  
classroom helper  
after school activities  
tutoring

reading aloud to students  
planning committees  
**attending all student conferences**  
plus many, many, more

## Homework Policy

Students will have homework daily, with the exception of some weekends. The child's teacher(s) will send work home for the child to complete. Families must agree to help supervise and/or guide their child with his/her homework. If no work is sent home, families must read to or listen to their child read for at least 15 minutes.

## Uniform Policy

Every student of Excell Academy **must** wear the complete required uniform daily. If student is unable to wear the appropriate school uniform because of an emergency, a note must accompany him/her with an explanation. There will be a fee assessed for each time your child is out of uniform.

## Mandatory Parent Empowerment Workshops

Excell Academy requires all parents/guardians to attend the mandatory Parent Empowerment Gathering (PEG) workshops. Parents are required to attend at least 3 of 5 two-hour sessions. Parents with students who exhibit excessive behavioral challenges will be required to attend all of the 5 sessions. These workshops are designed to ensure that parents/guardians and Excell Academy staff members are working together towards a common goal. Parents/guardians will be notified in advance of the dates and times of these sessions. Childcare is available upon request.

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ agree to comply with the above policies of Excell Academy for Higher Learning.

Parent/Guardian please complete this form and return with other application/registration materials.

I authorize \_\_\_\_\_ school (the school my child

attended 2007–2008) to release \_\_\_\_\_

(Child's first, middle and last name)

school records to Excell Academy for Higher Learning.

Parent/Guardian Name \_\_\_\_\_

(Please Print)

\_\_\_\_\_  
(Signature) (date)

### **Medical Emergency/Liability Waiver**

I hereby give my permission for Excell Academy for Higher Learning staff members to procure all necessary medical help for my child or ward while this person is under the supervision of Excell Academy for Higher Learning and grant permission to its representatives to authorize competent medical persons to do all things reasonably necessary to take care of any injury or sickness. There is no health or medical insurance provided by Excell Academy. The signing of this form acknowledges that the student's parent/guardian accepts responsibility for payment of any emergency medical treatment.

Signature of Parent/Guardian \_\_\_\_\_ date\_\_\_\_\_

### **Medical Records**

*No student will be admitted to Excell Academy for Higher Learning until all of her/his immunizations are updated and a copy of these records have been sent to Excell Academy's office. Birth Certificates are required.*

### **Field Trips**

Field trips are an important part of Excell Academy for Higher Learning. Your signature authorizes your child to attend field trips that are developed as a part of Excell Academy. You will be notified in advance of field trips that will take place during the school year.

Signature of Parent/Guardian\_\_\_\_\_ date\_\_\_\_\_

This form was completed by \_\_\_\_\_, and my

relationship to \_\_\_\_\_ is

(Student's Name)

\_\_\_\_\_.

# Student Goals for 2008–2009 School Year

Dear Families:

This two–page form serves as a tool for you and Excell Academy to better accommodate your child’s academic, social and creative needs for the 2008–2009 school year. Please fill out the following questionnaire as thoroughly and detailed as possible, and return it with the enrollment forms.

This goal sheet is in no way designed to discriminate against any child in any way. Its sole purpose is for you and Excell Academy to better support the needs of your child. *Please feel free to use the back of this sheet if you need more space to write.*

1. What one task does your child enjoy the most? (Place an X on the correct line).

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worksheets

-----  
written assignments

-----  
cut and paste projects

2. Does your child prefer to work alone or with others?
3. Does your child work better with a group or individually?
4. What’s the best way to get your child to follow instructions? How do you get your child to follow your instructions?
5. Is your child more comfortable in a very structured environment or in an environment where there are more choices?
6. How well does your child get along with his/her siblings or other children?

7. What three (fun/play) things does your child enjoy doing the most? the least?
  
8. What academic areas does your child enjoy the most? the least?
  
9. Overall, what social and/or academic areas do your child need more development in?
  
10. What two things would you like to see happen in your child this school year?

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First and last name of child	Age	Birth date
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**Name/signature of parent/guardian completing goals sheet**

# EXCELL ACADEMY

## FEES SCHEDULE

### 2008–2009

Please note that ½ of the fees are due when you turn in this registration packet. The remaining ½ is due by July 1, 2008. If you are receiving this packet after July 1, 2008, the complete amount is due when you turn in the forms.

\$30 Snacks for the school year

\$10 Instructional Materials Fee

*School year 2008–2009 Excell Academy will offer ½ day Kindergarten at no cost to families. All Kindergarten students have the option to attend the Extended Day program for a fee. These additional fees are only for students entering Kindergarten and are a part of the Extended Day Program. Extended day is from 12:00 noon until 4:00 p.m.*

\$25 Extended day registration fee

\$20 Materials Fee

\$150 Extended day monthly fee

	½ Pmt	Full Pmt
Fees for students entering ½ day Kindergarten thru 6 <sup>th</sup> grade <i>(Includes fees for snack and/or materials)</i>	\$20.00	\$40
Fees for students participating in the Kindergarten Age Extended Day Program: <i>(Includes, snack, materials, and XDay registration and first month fee)</i>	\$112.50	\$225

**Excell Academy**  
**Kindergarten Extended Day Option Agreement**  
**2008–2009 School Year**

Kindergarten is held from 9:00 am until 12:00 noon. Extended day will be from 12:00 noon to 4:00 pm. The extended day is not curriculum based. However students will participate in enrichment activities such as music, art, foreign language and character education. Students participating in the extended day program will be required to purchase a nap mat and lunches. The fee for this program is \$150.00 per month. This is payable on the first school day of each month. If fees are not paid in a timely manner, students will be dismissed from the extended day program. **This program is not to be confused with the Before and After School Program.**

We realize that we have an extensive and involved school day and that some kindergarten students will not be able to handle the transition. Students who are registered for the Kindergarten Extended Day Option and are not able to handle the adjustment will be recommended to attend the regular Kindergarten day only.

I \_\_\_\_\_ the parent/guardian of  
(please print name)

\_\_\_\_\_ would like to enroll my student in the Extended Day Program. I have read the above statements and will comply with the rules and regulations governing this program.

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(signature)

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(date)

Administration reserves the right to dismiss students whose behaviors are consistently inappropriate and/or a disruption to the program.