



We're Changing Tomorrows
for Children Today.

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 amounts **if you are enrolling in the kindergarten age extended day program**) 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 Program slot (see inside of packet for more details). 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 **if you are enrolling in the kindergarten age extended day program**). **ALL PAYMENTS ARE NON-REFUNDABLE**
2. Balance of the fees are due by June 1, 2011.
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

Enrollment Form (2011-2012)

(PLEASE PRINT)

Date of Application _____ Desired Date of Enrollment _____

| | | | |
|---|--|---|--------------------------|
| Child's Name (Last, First, Middle) | | | |
| Address (Street, City, County, State, Zip Code) | | | |
| FAMILY SITUATION | | | |
| Who does the child live with? Mother_____ Father _____ Both Parents_____ Other _____ 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 *Original birth certificate for child must be presented to the school by the first day of classes. | | | |
| IDENTIFYING INFORMATION | | | |
| 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 | |
| EMERGENCY CONTACTS (OTHER THAN PARENT(S) OR A DOCTOR) | | | |
| Name | | Telephone Number(s) () | |
| Address (Street, City, State, Zip Code) | | | |
| Name | | Telephone Number(s) () | |
| Address (Street, City, State, Zip Code) | | | |
| PERSON(S) AUTHORIZED TO PICK UP CHILD FROM SCHOOL | | PERSON(S) <i>UNAUTHORIZED</i> TO PICK UP CHILD FROM SCHOOL | |
| Name | | Name | |
| Name | | Name | |
| Name | | Previous School Attended (Name, Address, Phone) | |
| How did you find out about Excell Academy? | Grade entering September 2011? | | |
| TO BE COMPLETED BY EXCELL ACADEMY ADMINISTRATION | | Date received: | Received by: |
| Admission Date: | Teacher Assigned To: | | |
| Discharge Date / Reason? | Amount Received with Application: | Waiting list Date: | |

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 2010–2011) 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 2011–2012 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 2010–2011 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).

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?

| | |
|------------------------------|-----|
| First and last name of child | Age |
|------------------------------|-----|

Name/signature of parent/guardian completing goals sheet

EXCELL ACADEMY

FEES SCHEDULE

2011-2012

Excell Academy offers ½ day Kindergarten at no cost to families. All Kindergarten students have the option to attend the Kindergarten Age Extended Day program for a fee. The extended day program runs from 12:00 noon until 4:00 p.m.

Please note that ½ of the fees are due when you turn in this registration packet. The remaining ½ is due by June 1, 2011. If you are receiving this packet after June 1, 2011, the complete amount is due when you turn in the forms. All payments are non-refundable.

\$25 Extended day registration fee

\$30 Snacks for the school year

\$30 Materials Fee

\$150 Extended day monthly fee

½ Pmt _____ Full Pmt

Fees for students participating in the Kindergarten Age Extended Day Program:

(Includes, snack, materials, and XDay registration and first month fee)

\$117.50 \$235

Excell Academy
Kindergarten Age Extended Day Option Agreement
2011-2012 School Year

(This form should only be completed if you are choosing to enroll your child in the
Extended Day Program)

Kindergarten is held from 9:00 am until 12:00 noon. The Kindergarten Age Extended Day program will run from 12:00 noon to 4:00 pm. The extended day program 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 school lunches. The fee for this program is \$150.00 per month. Payments are due in advance according to the 2011-2012 payment schedule. If fees are not paid in a timely manner, students will be dismissed from the extended day program. **This program should not be confused with the Before and After School Program.** Students will stay in their same classrooms with their same teachers until 4:00 pm.

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 may be asked to leave the program.

I _____ the parent/guardian of
(please print name)

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

(signature)

(date)

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

Excell Academy
Audio/Video Release Form
2011-2012

Dear Parents:

Throughout the school year, the media may visit our school to cover special events. Excell Academy may also wish to use your child's photograph, voice or student work for promotional and educational reasons, such as in brochures and newsletters, on the web site or at community fairs. Because of state law, a school must obtain your permission before your child's photograph or voice can be used by the media or by our school.

Please sign and return the bottom part of this page stating whether Excell Academy and the media have permission to use your child's photograph, student work or voice for promotional and educational purposes. Thank you for your cooperation.

.....
Please fill out below and return it to the school office.

_____ ***I give permission for*** _____

Student's name

to be filmed/photographed/interviewed by the media during school events and for Excell Academy to use my child's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

_____ ***I do not give permission for*** _____

Student's name

to be filmed/photographed/interviewed by the media during school events and for Excell Academy to use my child's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

EXCELL ACADEMY

Tuition-Based, Extended Day Kindergarten Age Program

Financial Questions and Answers

Whom do we pay?

Make all checks payable to **Excell Academy**.

How much do we pay?

The full-year cost is \$1430 which includes a one time \$25 registration fee, \$30 snack fee, and \$25.00 materials fee. Your tuition fee is \$150 per month.

Is there financial assistance available?

Currently, there are no scholarships available. However, you may apply through your county office for daycare assistance.

Will I get a refund if I change my mind and withdraw my child from the program?

No, all payments are non-refundable. Payments are due in advance of service. Full payment is due whether or not your child is in attendance. No refunds are made due to absences. Excell Academy reserves the right to discontinue or limit service due to non-payment. Late payments are subject to a \$10 late fee. Families with accounts in default incur any costs for collection including legal fees.

When are payments due?

Monthly payments are due by the 15th day of each month beginning on August 15th. The final payment will be due April 15th. Multiple monthly payments may be submitted if so desired. You may request a receipt when making your monthly payment. You will not receive a monthly bill or statement for this service. A late fee of \$10 will be assessed for payments received after the first of each month. A 30-day notice is required prior to dropping out of the **Tuition-Based, Kindergarten Age Extended Day Program**.

Whom do we call with questions about our account?

Please refer your questions to Mrs. Willis at (763) 533-0500 ext. 156.



Participation – Children can participate in the total school experience, such as special events, remedial programs, enrichment activities. Kindergarten Age children benefit from being a part of the total, extended day experience.

Individualization – Teachers have more contact time with each child therefore they plan instruction to meet individual needs. A program which is individualized meets the needs of children who are at many developmental levels.

Learning environment – A quality extended day setting provides a safe, stimulating environment for learning in a social setting. This may be better than the out-of-school environment for many children.

Pacing – The kindergarten age extended day program’s schedule permits a child-centered focus in which the teacher is responsive to the needs of the total child. The pace of the program is flexible and the teacher is able to respond to the child and not to the schedule. In this type of program the child is not tired due to stress.

Curriculum – An extended day program gives time for child-initiated learning which requires more time than teacher-directed learning. More learning and learning of greater significance will occur when the program is paced to the needs and development of the child. Rather than crowding the curriculum with more content in an extended day kindergarten age program, a developmentally appropriate curriculum builds upon what the child knows and extends, and expands those learning.

Consistent Schedules – In an extended day daily schedule there is more consistency in the child’s routine before, during, and after school.

Home/School Partnership – One of the goals of the extended day program is to form a partnership between the home and school.

An Extended Day Schedule – Many young children are already involved in childcare programs or educational experiences outside the home. Therefore, being away from home and/or being away all day is not a new experience. Many children feel disappointed to have so little time in a school setting.

Classroom Environment – Because the child’s environment does not need to be changed to include a second group of children, greater curriculum integration is possible. Projects can be developed and extended over a period of several days. This results in greater depth and variety of experience.

Tuition-Based Kindergarten Age Extended Day Program

Registration and Financial Agreement Form

Child to be Enrolled

| | |
|-----------------------|---|
| Child's Name: | Home Phone: |
| Date of Birth: | Other Siblings at Excell Academy |

Mother/Guardian Information

| | |
|--------------------|--------------------------|
| First Name: | Last Name: |
| Address: | City: State: Zip: |
| Home Phone: | Occupation: |
| Employer: | Work Hours: |
| Work Phone: | Cell Phone: |

Father/Guardian Information

| | |
|--------------------|--------------------------|
| First Name: | Last Name: |
| Address: | City: State: Zip: |
| Home Phone: | Occupation: |
| Employer: | Work Hours: |
| Work Phone: | Cell Phone: |

Financial Agreement

Payments are due in advance of service according to the 2011-2012 payment schedule. Multiple monthly payments may be submitted if so desired. You may request a receipt when making your monthly payment. You will not receive a monthly bill or statement for this service. A late fee of \$10 will be assessed for payments received after the fifth of each month. A 30-day notice is required prior to dropping out of the **Tuition-Based, Kindergarten Age Extended Day Program**. All payments are non-refundable. Full payment is due whether or not your child is in attendance (including Holidays and school release days). No refunds are made due to absences. Excell Academy reserves the right to discontinue or limit service due to non-payment. Late payments are subject to a \$10 late fee. Families with accounts in default incur any costs for collection including legal fees.

I agree to abide by this contract and the financial policies of the Tuition-Based, Kindergarten Age Extended Day Program.

Parent/Guardian Signature: _____ Date: _____