

The Mission Church Academy

Early Childhood Learning Center

Student Registration Forms 2024-2025



STUDENT INFORMATION:

Student Name: _____

D/O/B: _____

Parent or Guardian Name(s): _____

Address: _____

Phone #: _____ Email: _____

Does wear glasses or contacts: _____ Is student "potty trained?": _____

Allergies: _____

Pediatrician Name: _____ Phone Number: _____

Medications, Medical/Physical conditions, or Special Needs: _____

Prior broken bones, injuries, or deformities: _____

Is the child the subject of a Custody/Visitation Order? _____

**If yes, please provide necessary paperwork if needed.*

How did you become aware of the Academy? _____

PROGRAMS & TIMETABLE

Please note: Any changes in schedules must be emailed over to the Academy office for approval first; and will occur the following month based upon availability.

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Tuition Agreement/Policy

Please note: This form is to be completed by the student's parent(s) or legal guardian(s). All terms and conditions within this agreement apply to the 2024-2025 academic year. Please read all policies and procedures within the Academy Policy Handbook.

STUDENT INFORMATION (please print)

Last Name

First Name

Date of Birth

Gender

Age as of December 1, 2024: _____

NOTE: Entrance into Academy is based upon space availability, and receipt of all requested forms and fees.

PARENT/GUARDIAN AGREEMENT

I/We understand that The Mission Church Academy & Preschool is a faith-based educational program providing religious instruction, which will be available to my/our child as we fulfill the terms of the tuition agreement as stated below.

I/We affirm that our child is physically, emotionally, socially, and cognitively able to participate at the required grade level in which he/she is enrolled. I will remind and instruct my child that participating in all school activities must be done without infringing upon the rights of others. Further, I/we will ensure that my/our child adheres to the codes of conduct of The Mission Church Academy & Preschool's Policy.

I/We agree to be financially responsible for the Academy tuition and fees for additional programs in which my/our child is registered. **In the event that I/we become delinquent in my financial obligation or need to withdraw my child for any reason, I/we hereby acknowledge that I/we will be required to pay any and all fees incurred over the duration of my/our child's enrollment.**

I/We understand that The Mission Church Academy & Preschool shall have the unilateral right to cancel this agreement and exclude my child from participation in the Academy program **if payment is not received by payment due date which I understand is the first day of each month.**

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ENROLLMENT

I/We hereby register the above- named student for the following faith-based educational programs, and/or optional programs, and payment plans as indicated below:

Tuition Costs: *(Registration Fees are required for each program, per child and are non-refundable)*

- ☐ \$250.00 Registration Fee *(non-refundable)*
- ☐ \$165.00 Registration Fee for each additional sibling *(non-refundable)*.

Book, Supply: Snack Fee

- ☐ Progressive Bridge/Kindergarten: \$325.00
- ☐ All Other Programs: \$100.00

Academy Programs (please select accordingly):

- ☐ **Infants:** 6 weeks as of December 1, 2024 (8 hour minimum)

Infant Program: Tuition based on an Annual/Monthly Basis per need (on a \$14.50 per hour rate; 8 hours minimum per week.).

Full Time Enrollment: \$1725.00

Please complete drop off and pick- up days and times below:

- ☐ Mondays: Time Frame: _____am _____pm
- ☐ Tuesdays: Time Frame: _____am _____pm
- ☐ Wednesdays: Time Frame: _____am _____pm
- ☐ Thursdays: Time Frame: _____am _____pm
- ☐ Fridays: Time Frame: _____am _____pm
- ☐ Full Time Enrollment: \$1725.00
- ✓ \$250.00 Registration Fee (non-refundable)
- ✓ \$165.00 Registration Fee for each additional sibling (non-refundable)
- ✓ \$100.00 Book/Supply/Snack Fee

Progressive Bridge/K Program: (9am-3pm) Five Days \$7,500.00 per year/\$750.00 monthly payment plan

- ☐ \$750.00 Per Month
 - ✓ \$250.00 Registration Fee (non-refundable)
 - ✓ \$165.00 Registration Fee for each additional sibling (non-refundable)
 - ✓ \$325.00 Book/Supply/Snack Fee

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Four-Year Old Program (9am-12pm) Please Circle Preferred Days:

M	Tu	Wed	Th	Fri
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- ☐ (3) Day: \$310.00 per month
- ☐ (4) Day: \$395.00 per month
- ☐ (5) Day: \$485.00 per month
 - ✓ \$250.00 Registration Fee (*non-refundable*)
 - ✓ \$165.00 Registration Fee for each additional sibling (*non-refundable*).
 - ✓ \$100.00 Book/Supply Fee/ Snack Fee (non-refundable)

Three-Year Old Program (9am-12pm) Please Circle Preferred Days:

M	Tu	Wed	Th	Fri
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- ☐ (2) Day: \$275.00per month
- ☐ (3) Day: \$360.00 per month
- ☐ (4) Day: \$450.00 per month
- ☐ (5) Day: \$540.00 per month
 - ✓ \$250.00 Registration Fee (*non-refundable*)
 - ✓ \$165.00 Registration Fee for each additional sibling (*non-refundable*).
 - ✓ \$100.00 Book /Supply/Snack Fee (non-refundable)

Toddler Program: (9am-12pm) Please Circle Preferred Days:

M	Tu	Wed	Th	Fri
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- ☐ (2) Day: \$285.00 per month
- ☐ (3) Day: \$370.00 per month
- ☐ (4) Day: \$460.00 per month
- ☐ (5) Day: \$550.00 per month
- ☐ Full Time Enrollment \$1,620.00
 - ✓ \$250.00 Registration Fee (*non-refundable*)
 - ✓ \$165.00 Registration Fee for each additional sibling (*non-refundable*).
 - ✓ \$100.00 Book/Supply/Snack Fee (non-refundable)

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Morning Faith Based Program (7am-9am)

\$12.50 per hour

- ✓ \$100.00 Registration Fee (*non-refundable*)
- ✓ \$100.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book/Supply/Snack Fee (*non-refundable*)

Please complete all that apply: Start Time

- ☐ Mondays: Time Frame: _____am
- ☐ Tuesdays: Time Frame: _____am
- ☐ Wednesdays: Time Frame: _____am
- ☐ Thursdays: Time Frame: _____am
- ☐ Fridays: Time Frame: _____am

After Care through School Age Tuition

\$12.50 per hour

- ✓ \$100.00 Registration Fee (*non-refundable*)
- ✓ \$100.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book/Supply/Snack Fee (*non-refundable*)

Please complete all that apply: Pick Up Time

- ☐ Mondays: Time Frame: _____pm
- ☐ Tuesdays: Time Frame: _____pm
- ☐ Wednesdays: Time Frame: _____pm
- ☐ Thursdays: Time Frame: _____pm
- ☐ Fridays: Time Frame: _____pm

****Please note there is no Before or After care on days where the Academy is scheduled to be closed.
Please refer to the Academy calendar.***

Registrations/Book/ Supply/Snack Fees

- ✓ Registration fee: \$250.00 (*non-refundable*)
- ✓ Registration fee for each additional sibling: \$165.00 (*non-refundable*)
- ✓ Supply/Snack Fee Per Student: Before School Program=\$50.00(*non-refundable*)
- ✓ Supply/Snack Fee Per Student: After School Program: =\$50.00(*non-refundable*)
- ✓ Book/Supply/ Snack Fee Per Student: Progressive Bridge/ Kindergarten= \$325.00 (*non-refundable*)

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- ✓ Book/Supply/Snack Fee Per Student: Infants/Toddlers/ Preschool 3's & 4's= \$100.00 (*non-refundable*)

Additional Terms & Conditions

- Ten percent reduction in tuition for second child enrolled simultaneously at The Mission Church Academy. Fifteen percent reduction in tuition for third child. Twenty percent reduction in tuition for four and more children.
- School closure due to unforeseen emergencies will not result in refunds.
- Late pickups (pick-ups after the child's regularly scheduled time, will be subject to an additional charge of \$25.00.
- Monthly tuition is derived from an annual fee divided by a 10- month academic school year term.
- Tuition is due the 1st of each month. (if the 1st falls on a weekend or closed school day, payment is due prior to the 1st.)
- Late tuition will result in a \$25.00 late fee.
- One month's tuition is expected at the time of registration as well as the student's registration fee and books/supplies fee cost. This will secure placement for your child in the designated Academic School year and is nonrefundable. An advanced payment of the final month (June) of the school year is due the first day of school.
- Student enrollments after September 1st are expected to make an advance payment of the June Tuition. This is due two weeks from the child's official start date and is non-refundable.
- Please note that late tuition fee(s) will be assessed for June payment if payment exceeds the two-week deadline.
- Summer Tuition: a non-refundable \$75.00 registration fee; total summer tuition is due by May 1, 2023.
- Cash is accepted though must be personally given to an administrator at the front desk. Please do not send any form of money in your child's backpack/folder/or in your child's possession at any time. The Mission Church Academy is not responsible for lost or unfound money of this sort.
- Payments may also be paid online at academy.themissionchurch.online
- Any overdue tuition may result in termination of enrollment.
**All checks should be made payable to The Mission Church.*
- Reduction/Change Fee: \$100.00 per child/per occurrence.

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TUITION OBLIGATION AND ENROLLMENT POLICY AGREEMENT

Please note the below required payments:

Monthly Tuition: the parent(s) or guardian(s) of the above student acknowledge and agree to pay the monthly tuition due on the first day of each month.

Registration Fees: a non-refundable \$250.00 registration fee; \$165.00 for each additional sibling, and non-refundable first month's tuition payment is due at the time of registration in addition to fees for books, supplies, and snacks.

Reduction/Change Fee: \$100.00 per child/per occurrence.

Advanced Final Payment: an advance payment of the tenth prorated payment is due the first day of the upcoming school year.

Bank Service Fees: returned or rejected payments shall be assessed a bank service fee.

Late Tuition Payments: late tuition payments shall be assessed penalty fees (\$25.00 after the 1st of each month, \$20.00 after the 11th day of the month) in accordance with the Academy's "Tuition Policy/Agreement." Failure to pay late tuition payments will result in student's suspension.

Please note the following from the Academy's "Tuition Policy/Agreement."

1. One month's tuition is expected at the time of registration as well as the student's registration fee and books/supplies fee cost. This will secure placement for your child in the designated Academic School year and is nonrefundable. An advance payment of the tenth prorated payment (June) is due the first day of the upcoming school year.
2. Tuition is due the first of each month. (If the first falls on a weekend or closed school day, payment is due the following business day.)
3. Late tuition will result in a \$25.00 late fee.
 - a. After the 11th day of the month an additional \$20.00 late fee will be assessed accompanied by an email, letter, text, and/or phone call from the treasurer.
 - b. After the 15th of the month failure to pay the outlined charges will result in suspension of student attendance accompanied by email notification, letter, text, and or follow up phone call from the treasurer.
4. All checks should be made payable to "The Mission Church."
5. Cash is accepted but must be personally given to an administrator at the front desk to receive a receipt. Please do not send any form of money in your child's backpack/folder/or in your child's possession at any time. The Mission Church Academy is not responsible for lost or missing money.
6. Payments may also be paid online at academy.themissionchurch.online

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Payment Options

- ☐ Annual Payment - elect to pay tuition in full by August 1 (less 2% prepay discount)
- ☐ Month to Month (due on or before the first of each month or a late payment fee will be applied)

Credit Card Payments Online

Credit Card Payments log onto: academy.themissionchurch.online and click onto the area that states, "Pay My Tuition." All credit card payments are subject to a 3% credit card fee. This fee will be listed on all invoices. If paying by cash, check, or ACH bank account you may deduct this fee from your invoice.

ACKNOWLEDGEMENT

NOTE: Both parents and/or legal guardians must accept financial responsibility for payment of tuition and sign below.

I/We the undersigned hereby agree to all terms and conditions of The Mission Church Academy & Preschool as stated in the Academy Policy Handbook. I/We further agree to be in compliance with the Enrollment and Tuition Agreement and the terms stated therein.

Print - Mother's (or Guardian) Full Name _____

Sign - Mother's (or Guardian) Full Name _____

Date: _____

Print - Father's (or Guardian) Full Name _____

Sign - Father's (or Guardian) Full Name _____

Date: _____

Primary Residence of Parent/Guardian of Student: _____

Home Phone# () - _____ - _____ Cell Phone# () - _____ - _____

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Please sign this form, and submit with appropriate fees to:

DISCOUNTS

MISSION CHURCH MEMBERSHIP DISCOUNT (for official church members only)

Will you be applying for a Member Discount? **Y** or **N** (Must meet criteria as outlined in T.M.C. membership definition form)

Sibling Discount(s)

- 10% reduction in tuition for the second child enrolled simultaneously at The Mission Church Academy
- 15% reduction in tuition for the third child enrolled simultaneously at The Mission Church Academy.

Military Waiver (For Active-Duty U. S. Parent/Legal Guardians)

The Mission Church Academy is honored to serve U.S. military families. Qualified families are eligible to receive a registration fee waiver for those families enrolling one or more students.

IMMUNIZATIONS, MEDICAL EXAMINAT AND LEAD SCREENING

In accordance with DCDH regulations, in order for your child to begin attending the Academy, proof must be presented that they have received a complete medical examination by a physician within six (6) months prior to the start of session, accompanied by a written statement giving assurance that there is no medical reason which would prohibit attendance. In addition, proof must be presented indicating that your child has received immunization against; Rubeola (measles), Rubella, Mumps, Diphtheria, Tetanus, Pertussis, Poliomyelitis, Haemophilus Influenzae type b and Hepatitis B, when there are no medical contraindications documented by a physician's certificate. Lastly, prior to or within three (3) months into session attendance, a copy of a Certificate of Lead Screening for your child shall be presented to the Academy for record. When no documentation of Lead Screening exists, the Academy shall provide by waiver to the parent(s) or guardian(s) of a child, information concerning Lead Poisoning and Lead Poisoning Prevention and refer the child's parent(s) or guardian(s) to a physician or to the Local Health Unit to obtain a blood lead test.

Initial/Sign: _____

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AFFIRMATION

I/we affirm that I/we have entered into the registration & enrollment of the above student and the associated Tuition Obligation and Enrollment Contract of my/our own free will and in the absence of coercion and or duress, and further fully understand the terms & conditions contained herein. I/we affirm under penalty of possible student dismissal, that the information provided above is truthful and without error. I also understand that my child cannot begin to attend TMC ACADEMY & PRESCHOOL unless they have received the required physical examination and immunizations

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

**The Mission Church Academy & Preschool
4101 Route 52 Holmes, NY 12531**

do not write below this line

Official Use: 2023 - 2024 Academic Year

Enrollment Accepted by _____ Date: _____

Start Date _____

- ☐ Registered in full during OPEN HOUSE WEEK! Discount of \$50.00 off Registration fee applied!
✓ (First Month/ Book/Supply/Snack Fee & Registration Fees)

Payment Received _____ by _____

Date Received _____

check# _____

cash _____

online credit card payment _____

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PHOTOGRAPHY/VIDEO **OPT-OUT FORM**

(Complete and return this form **ONLY IF YOU DO NOT GIVE PERMISSION** for your student to appear in school publicity images, yearbooks or videos, including postings on the school websites and social media.)

There are many activities and accomplishments that take place in our schools which the Mission Church Academy feels are positive, newsworthy and of interest at time to the community.

If, for any reason, you do not want your child's likeness to be used by The Mission Church Academy about school activities or student achievement, etc. please fill out this form and return to your school office. A separate form is required for each child.

This form only applies to the current school year and to classroom activities or school events that are not already open to the public.

☐ I do NOT wish to have my child photographed/videotaped for news media or school publicity purposes.

Student's full name (please print): _____

Class/Program: _____

Parent or guardian's Name: _____ Date: _____

Parent or guardian's Signature: _____

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CLASS LIST PERMISSION FORM

This is to be completed ONLY if you'd like your name on the list to be shared with the class.

I give my permission to be on the class list. The list will be distributed only to class families.

Child's Name: _____

Parents' Names: _____

Address: _____

Preferred Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Signature _____ Date _____