

2023 - 2024



Reaching Educationally Aspiring Dynamic Youth

•Fatima Joyner, Principal

•Gale Mills, Assistant Principal

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Dear New & Returning Parents:

WELCOME to the "Family of READY Academy!"...Please thoroughly review all information enclosed in the Enrollment Packet. The **\$200.00 Registration Fee** is required immediately to secure your child's spot and to initiate the enrollment processes: **To minimize potential delays for a child to be allowed attendance on the designated start date, ALL FEES and 1st MONTH'S TUITION, COMPLETED ENROLLMENT PACKET WITH ALL SUPPORTING DOCUMENTS and SUPPLIES MUST BE PRESENTED ACCORDING TO THE DESIGNATED DEADLINES.** **The Original Versions of the forms/documents listed below are required and must be submitted BEFORE a child can attend class.** Additional requirements for "New Students" are indicated by (N/S):

- | | |
|---|---|
| (1) <input type="checkbox"/> Physical Education Uniform Order Sheet & Student Info Form I | (11) <input type="checkbox"/> 2 Verifications of Address (N/S) |
| (2) <input type="checkbox"/> Registration Emergency Contact / Authorization Form Parts I-II | (12) <input type="checkbox"/> Picture ID for Dismissal (N/S) |
| (3) <input type="checkbox"/> Medical Information & Participation/ Travel/ Walk Permission Form Parts I-II | (13) <input type="checkbox"/> DUE AUG 4th: BOOK FEE |
| (4) <input type="checkbox"/> Release Form | (14) <input type="checkbox"/> DUE JULY 21ST-AUG 25TH: REG PACKET |
| (5) <input type="checkbox"/> Financial Payment & Attendance Policy Form Parts I-II | (15) <input type="checkbox"/> DUE AUG 4th: RESOURCE FEE |
| (6) <input type="checkbox"/> *Commonwealth of VA School Entrance Health Forms Parts I-III | (16) <input type="checkbox"/> DUE AUG 26th: \$30 PSTA/ACTIVITY FEE |
| (7) <input type="checkbox"/> Birth Certificate (N/S) | (17) <input type="checkbox"/> DUE AUG 26th: 1st MONTH'S TUITION |
| (8) <input type="checkbox"/> Official Verification of Child's Next Scheduled Wellness Visit on Physician's Stationery – See Medical Forms for Details | |
| (9) <input type="checkbox"/> MAT Form Completed by Physician and Parent for Medications Administered at School - Request from READY Academy | |
| (10) <input type="checkbox"/> Action-Treatment-Plan for ALL Diagnosis (Allergies, Asthma, Seizures, Etc.) – Request from Child's Physician | |

Physicals Must Be Dated Within 12 Months Of The Student's Assigned Start-Date for PK3-K5 & All New Students

IMPORTANT NOTE: The Required Summer Reading List and School Supply List will be posted on the school's website

(www.readyacademy.org)

(The Summer Assignment is not optional and is due on the Friday of their first week of school.) The first day of school is

Monday – August 28th and the correct attire is Regular Uniform Only: Navy blue uniform pants/shorts and yellow embroidered polo shirt.

ORIENTATION & OPEN HOUSE @The Murray Center: MANDATORY ATTENDANCE FOR ALL NEW & RETURNING PARENTS

Saturday, August 26th @10:00 AM **NO CHILDREN ALLOWED**

ALL SCHOOL SUPPLIES MUST BE DROPPED OFF DURING THE WEEK OF AUG 21ST-AUG 25TH. A SCHEDULE WILL BE SENT OUT WITH THE WELCOME LETTER.

Thank you for your interest in READY Academy. We look forward to a rewarding school year with you and your child.

Reaching Educationally Aspiring Dynamic Youth

"Failure is not an option", "Mediocrity is unacceptable" and "Excellence is our standard"

PHILOSOPHY

The First Baptist Church fosters Reaching Educationally Aspiring Dynamic Youth (READY). The READY Academy Christian School is committed to providing students with educational opportunities and academic challenges necessary to meet world-class standards. By emphasizing high expectations, academic rigor and student achievement, we will encourage students to become productive citizens and life-long learners in a diverse and global 21st century society. As part of philosophy:

- The READY Academy will partner with parents and the community to promote the development of Christian values and high moral standards. *Proverbs 1:7*
- The educational curriculum will have a strong focus on academic achievement in science, technology, engineering, mathematics and the arts (STEMA). *Psalm 24:1, Isaiah 40:22*
- An academic emphasis on high level thinking skills, problem solving and decision-making will prepare students for life-long learning. *Psalm 139:14*

First Baptist Church has historically confronted the ills of the community and sought social justice for all. The READY Academy supports these accomplishments by promoting academic excellence and a belief in the importance of character and moral education, based on Christian values, as the foundation to confront the challenges of the world.

The Board of Education, administration, faculty and staff, in collaboration with parents and community, will provide a safe, nurturing and creative learning environment. Through the use of proven strategies and learning techniques and a special focus on issues of diversity that best support student learning, the READY Academy will have a positive impact on our children in a Christian setting.

Reaching Educationally Aspiring Dynamic Youth

“Failure is not an option,” “Mediocrity is unacceptable” and “Excellence is our standard”

VISION STATEMENT

The READY Academy Christian School, (Reaching Educationally Aspiring Dynamic Youth), is dedicated to preparing Christ-like children and youth, according to their ability, who will be spiritually, morally, academically, physically and socially **ready** to meet the challenges of the 21st century and beyond. *This is a school where “Failure is not an option,” “Mediocrity is unacceptable” and “Excellence is our standard.”*

In addition to acquiring a solid foundation in the Bible, being challenged to achieve excellence in academics, and being nurtured in a loving and caring environment, these students will be intentionally exposed at an early age to the “exciting” world of science, technology, engineering, mathematics and the arts (STEMA).

“... Reaching forward to those things which are ahead, I press toward the goal for the prize of the upward call of God in Christ Jesus.”
-Philippians 3:13b-14 NKJV

MISSION STATEMENT

Reaching Educationally Aspiring Dynamic Youth (READY) is the mission of the First Baptist Church. READY Academy Christian School is committed to providing a Christian foundation and quality education for children. In partnership with families and communities, the READY Academy will emphasize specialization in science, technology, engineering, mathematics and the arts (STEMA) to meet the individual, academic needs of each child.

The First Baptist Church READY Academy Christian School’s Board of Education, administration, faculty and staff believe God has a purpose for each child and that all children can learn.

STATEMENT OF FAITH

The tenets of the school shall be the Word of God interpreted by the following *Purpose Driven* statements of faith:

For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. – *Ephes. 2:10 (NIV)*

- Each one should use whatever gift he has received to serve others. – *Peter 4:10 (NIV)*
- So in Christ we who are many form one body, and each member belongs to all others. – *Romans 12:5 (NIV)*
- Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. – *Mark 12:30 (NIV)*
- Your attitude should be the same as that of Christ Jesus. – *Philippians 2:5 (NIV)*
- Be wise in the way you act toward outsiders; make the most of every opportunity. – *Colossians 4:5 (NIV)*

Reaching Educationally Aspiring Dynamic Youth
“Failure is not an option,” “Mediocrity is unacceptable” and “Excellence is our standard”

ENROLLMENT & GENERAL INFORMATION GUIDELINES

- Enrollment is open to children ages (3-10) for the appropriate PK3-5th grade-level-based on age on **September 30th**.
- The child must be fully toilet trained prior to enrollment.
- To be eligible for enrollment, parents **must** present the following at the time of registration:
 - *Original Birth Certificate
 - Picture ID for Dismissal
 - Proof of Address
 - Record of Current Physical Examination Completed by a Physician
 - Official Verification of Child's Next Scheduled Wellness Visit on Physician's Stationery
 - Up-to-Date Immunization Records (*See Below for Additional Medical Information)
- **Immunization record(s) and annual physical examination(s) must be included for: PK3, PK4, K5 and ALL FIRST TIME STUDENTS TO READY ACADEMY.**
- **IT IS MANDATORY TO SUBMIT A CURRENT-YEAR COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM AND EACH PAGE MUST BE FULLY COMPLETED (PAGES 1-4, TOP TO BOTTOM) IN ITS ENTIRETY, AT THE ONSET OF ENROLLMENT. ALL PAGES (1-4) MUST REFLECT THE DESIGNATED PARENTAL/MEDICAL-PERSONNEL SIGNATURES. EXPIRED FORMS ARE CONSIDERED INVALID.**
- **If a condition and/or section does not pertain to the student, PLEASE DO NOT LEAVE A "LINE/SECTION" EMPTY. These sections can be marked "N/A" indicating Not Applicable. This confirms to staff that the student is not impacted by the information requested as well as the parent/guardian has reviewed the information in question.**
- **READY Academy reserves the right to request additional information at any time and can decline/postpone/suspend enrollment/attendance until all information deemed necessary has been submitted, accordingly.**
- **READY Academy requires additional forms/documentation issued by the student's physician for ALL prescriptions being requested to be administered during the period while the student is at school. --- Action/Treatment Plans may also be mandated from the designated medical authority.**
- **FIRST DAY OF SCHOOL REQUIREMENTS: It is mandatory for all students to wear their yellow, READY Academy Monogrammed shirts/blouses. READY Academy Monogrammed shirts/blouses may be ordered on-line at FrenchToast.Com or by placing orders at READY Academy for a local vendor to process. All students are required to wear READY Academy Spring/Winter Physical Education Uniforms, according to the printed uniform schedule.**
- **The A-Beka Curriculum will be used for Christian Education and Academic Subjects, along with external resources.**
- **Special Emphasis in STEMA (Science, Technology, Engineering, Mathematics, and the Arts).**
- **The Parent-Student Handbook, Monthly Newsletters and Parent Portal lists a Calendar-of-Events as well as weekly updates.**
- **Assessments will be conducted within approximately the first 45-60 days of the official August start-date, which would be the Monday prior to Labor Day. Class performance and/or test scores may require for a student's grade level to be changed.**
- **READY ACADEMY RESERVES THE RIGHT TO MAKE ALL SUPERSEDING DECISIONS REGARDING ADMISSION, FINANCES, CONTINUATION OF ENROLLMENT, DISCREPANCIES, AND/OR ANY "FACTORS OF CONCERN."**

*Present Forms to Administrator for validating authenticity of the original documents and recording necessary information. The READY Academy admits students of any race, color, gender, religious affiliation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL

ANNUAL FEES FOR EACH GRADE LEVEL

GRADE LEVEL	NEW STUDENT APPLICATION & ENROLLMENT FEE *NON-REFUNDABLE* DUE AT TIME OF REGISTRATION	RETURNING STUDENT ENROLLMENT FEE *NON-REFUNDABLE* DUE AT TIME OF REGISTRATION	BOOK FEES PER GRADE LEVEL *DUE AT TIME OF REGISTRATION	RESOURCE FEES *DUE AT TIME OF REGISTRATION Includes Technology Fee, Transportation Fee, Annual Assessment Fees, Maintenance Fee, Recreation Fee, Physical Education Uniforms, STEMA T-Shirt and Chapel Tie
PK3	\$200.00	\$185.00	\$150.00	\$210.00
PK4	\$200.00	\$185.00	\$180.00	\$210.00
K5	\$200.00	\$185.00	\$210.00	\$210.00
1 ST / 2 ND	\$200.00	\$185.00	\$390.00	\$215.00
3 RD / 4 TH / 5 TH	\$200.00	\$185.00	\$400.00	\$215.00

ENROLLMENT FEE DUE DATES

- **Registration Fee: DUE AT TIME OF REGISTRATION**
- **Book Fee: DUE AT TIME OF REGISTRATION AND NO LATER THAN MONDAY – AUG 4TH**
- **Resource Fee: DUE AT TIME OF REGISTRATION AND NO LATER THAN MONDAY – AUG 4th**
- **First Month's Tuition: DUE SATURDAY – AUG 26th**

MONTHLY TUITION

GRADE LEVEL	ACADEMIC DAY 8:00AM–3:30 PM	BEFORE/AFTER CARE 6:30-7:45AM/4:00–6:00 PM	EXTENDED DAY W/ BEFORE & AFTERCARE
PK3 /PK4	\$580.00	\$70.00	\$650
K5	\$580.00	\$70.00	\$650
1 ST / 2 ND	\$590.00	\$70.00	\$660
3 RD / 4 TH / 5 TH	\$625.00	\$70.00	\$695

EDUCATIONAL EXCEPTIONS DISCLAIMER:

Children with a learning disability and or certain medical diagnoses that result in unmanageable behaviors may be denied admittance to READY Academy unless full disclosure and documentation is presented, evaluated and considered on a trial basis, before consideration for full enrollment. READY Academy administration and staff may require additional documentation and or a review of previous student records to determine if we are equipped to meet the needs of the student. Full parental cooperation is required during the evaluation process as well as

PAYMENT ADDENDUM:

- All Enrollment Fees are Due at Time of Registration and No Later Than August 4, 2023.
- *Visa/MasterCard/AMEX, Money Orders & Cashier's/Personal Checks Honored for tuition and fees. **NO CASH/DISCOVER CARDS.**
- ACADEMIC DAY TUITION INCLUDES LUNCH ONLY.
- EXTENDED DAY TUITION INCLUDES BREAKFAST, LUNCH AND AFTERNOON SNACK
- BREAKFAST 7:00AM – 7:30AM SNACK 3:30PM – 4:00PM.
- Tuition 10% Discount Eligibility (Based on Regular Tuition Rates Only) – Only 1-Type of Discount Per Family Allowed:
 - First Baptist Church Norfolk Members •Active Duty Military Parent(s) •Multi-Child (Discount After the First Child)

HIGHLIGHTS FOR RESOURCE FEE:

- Assessment Supplies, Instructional Materials, Paper Products, Transportation Fee and Technology Fee
- Maintenance of School Building, External Recreational Area, Parking Lot, Lawn & Garden Features
- Physical Education Uniforms and Accessory Attire for ALL Students:
 - (1) Fall/Winter Physical Education Uniform ▪ (1) Chapel Tie
 - (1) Spring/Summer Physical Education Uniform ▪ (1) READY T-Shirt: Distributed in Spring of 2024 for STEMA Fair

FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL

DAILY UNIFORM DRESS CODE & SEASONAL PHYSICAL EDUCATION UNIFORM CALENDAR

READY UNIFORMS MAY BE PURCHASED FROM THE FRENCHTOAST WEBSITE: WWW.FRENCHTOAST.COM OR CALL [1.800.373.6248](tel:1.800.373.6248)

ALL READY ACADEMY UNIFORM TOPS: POLO SHIRTS / BLOUSES / VESTS/ CARDIGAN SWEATERS MUST BE MONOGRAMMED

ATTIRE CAN BE MONOGRAMMED BY FRENCH TOAST – **SOURCE CODE QS5EVJM** OR READY’S AUTHORIZED LOCAL VENDOR (PRICES VARY PER ITEM)

MONDAY: GIRLS CHAPEL ATTIRE

- NAVY BLUE V-NECK PLEATED JUMPER / *YELLOW PETER PAN BLOUSE - LONG OR SHORT SLEEVES
- NAVY BLUE & GOLD PLAID CROSS TIE / SOLID BLACK /LEATHER SOLE BUCKLED DRESS SHOES
- NAVY/YELLOW DRESS SOCKS OR TIGHTS

PK3 & PK4 MUST WEAR VELCRO CLOSURES - NO TENNIS SHOES

MONDAY: BOYS CHAPEL ATTIRE

- NAVY DRESS PANTS / *YELLOW CLASSIC DRESS SHIRT - LONG OR SHORT SLEEVES
- NAVY BLUE & GOLD PLAID TIE / BLACK BELT
- BLACK SOCKS / SOLID BLACK RUBBER SOLE DRESS SHOES

PK3 & PK4 MUST WEAR VELCRO CLOSURES - NO TENNIS SHOES

TUESDAY: PHYSICAL EDUCATION FOR BOYS & GIRLS

- SUMMER/SPRING SHORT PHYSICAL EDUCATION UNIFORMOR....FALL/WINTER PHYSICAL EDUCATION UNIFORM
- BLACK CREW SOCKS & SOLID BLACK TENNIS SHOES – WITH BLACK SHOE STRINGS ONLY

PK3 & PK4 MUST WEAR VELCRO CLOSURES

WEDNESDAY & THURSDAY: GIRLS

- NAVY KICK PLEAT SKOOTER/ SLACKS/ SHORTS
- YELLOW POLO SHIRT - LONG OR SHORT SLEEVES
- NAVY/YELLOW SOCKS OR TIGHTS & SOLID BLACK RUBBER SOLE OR SOLID BLACK TENNIS SHOES

WEDNESDAY & THURSDAY: BOYS

- NAVY SLACKS OR SHORTS
- YELLOW POLO SHIRT - LONG OR SHORT SLEEVES
- BLACK SOCKS & SOLID BLACK RUBBER SOLE OR SOLID BLACK TENNIS SHOES

FRIDAY: PHYSICAL EDUCATION FOR BOYS & GIRLS

- SUMMER/SPRING SHORT PHYSICAL EDUCATION UNIFORM.... OR....FALL/WINTER PHYSICAL EDUCATION UNIFORM
- BLACK CREW SOCKS & SOLID BLACK TENNIS SHOES WITH BLACK SHOE STRINGS ONLY

PK3 & PK4 MUST WEAR VELCRO CLOSURES

PHYSICAL EDUCATION UNIFORM SEASON CALENDAR	STARTING MONTH	ENDING MONTH
Summer / Spring	SEPTEMBER	MID-LATE OCTOBER
Fall / Winter	NOVEMBER	MID-LATE APR
Summer / Spring	APR	JUNE

ADDENDUM:

- STUDENTS MUST WEAR THEIR YELLOW MONOGRAMMED POLO SHIRT UNDERNEATH THEIR FALL / WINTER PHYSICAL EDUCATION UNIFORM.
- PLEASE BE ADVISED, IF THERE ARE ANY CHANGES TO BE MADE TO THE ABOVE SCHEDULE, PARENTS WILL BE NOTIFIED IN ADVANCE.
- STUDENTS MUST WEAR GIRLS / BOYS NAVY CARDIGAN SWEATER, ONLY IN THE CLASSROOM... NO OTHER SWEATER/ COAT/ JACKET MAY BE WORN IN THE CLASSROOM.
- BARRETT'S MUST BE SOLID BLUE/ SOLID YELLOW/ SOLID WHITE/ SOLID CLEAR/ NO OTHER COLORS ALLOWED.
- JEWELRY – NO SILLY BANDS, FINGER RINGS, INAPPROPRIATE OR DANGLING EARRINGS
 - Acceptable studs: gold, navy blue, diamond-like.

FINANCIAL PAYMENT GUIDELINES & PAST DUE ACCOUNT POLICY - (PARENT COPY)

1. I agree to pay a **non-refundable Registration Fee**, at the time of enrollment and again at the beginning of each school year. Seat-Hold expires the first day school officially begins in September, for the current academic year.
2. I agree to pay all Academic Fees (i.e. **Book and Resource Fees** at the beginning of each school year).
3. I understand that the tuition is divided into **10 equal monthly payments, beginning August thru May OR Other Payment Options of Yearly or Bi-Yearly Tuition Payments are available.**
4. I agree to pay the **Tuition Fee** on the 1st of each month and according to the terms of my financial agreement. If the 1st is on the weekend, I agree to pay tuition on the following Monday. Late fees will be applied on the sixth day of each month.
5. **No student will be permitted to attend school if the tuition is more than 30 days past due. Report cards and other records will be held until the tuition balance is zero. Non-Essential School Trips and/or graduation participation can be withheld until all financial obligations are met.**
6. The tuition fee will be paid via Procure in the form of credit/debit card, electronic check, money order or cashier's check. **Cash is not accepted for tuition payments.**
7. If tuition is not paid prior to the close of business on the fifth day of the month, a **Late Payment Fee** of \$25.00 will be automatically posted to the student's account.
8. A **\$25.00 Stop Payment Fee** will be assessed for any stopped automatic tuition payment or stopped payments on personal/business checks.
9. I agree to pay the full monthly tuition fee even if my child is absent for one or more days during that month.
10. I agree to pay a **Late Pickup Fee** per child for **each minute** my child is not picked up from School past the designated pick-up time. A late pick-up fee will be charged for **each minute** after the closing time of 6:00 p.m. for **Extended Day** Students and each minute after 3:35PM for **Academic Day** Students.
11. I agree to complete an official form to change the "**Tuition Rate and Term of Day**, in accordance with my tuition contract. I also agree to submit the above referenced form no later than the **15th of the month, prior to the change being in effect.**
12. I agree and understand that if my child has a pattern of staying beyond the "Term-of-Day" that I selected, I will be assessed the entire tuition rate that coincides with the extended time they were present at READY Academy.
13. Any parent receiving funding from external providers, such as an **EMPLOYER RELATED TUITION REIMBURSEMENT PROGRAMS, WORKFORCE CHILDCARE REIMBURSEMENT PROGRAM, etc.),** must inform a finance administrator of his/her intent to use this funding to subsidize tuition. Parents receiving this funding must also attend a financial assistance meeting with a finance administrator to ensure that the parent understands his/her financial commitment beyond the external funding; and to ensure that all necessary paperwork is completed.
14. **Multiple Siblings Discount Rule:** A 10% Discount will be applied to each additional sibling after the 1st enrolled student. The discount will be applied to the sibling(s) with the higher tuition rate. **(NOT TO BE COMBINED w/OTHER DISCOUNTS).**
15. All Accounts Must Receive Clearance before a child's name can be placed on the travel roster for the **Upper Class & Senior Trip.** Accounts must also be **Granted Clearance (3) "Business Days"** Prior to the date of travel.
16. **IN ORDER TO ACQUIRE APPROVAL FOR ANY SPECIALIZED PAYMENT ARRANGEMENT, A FORMAL REQUEST NEEDS TO BE SUBMITTED DIRECTLY TO A FINANCE ADMINISTRATOR. ALL ADDENDUM FORMS/STIPULATIONS MUST BE FULLY ADHERED TO AND DOCUMENTED/SIGNED BY THE FINANCE ADMINISTRATOR IN ORDER TO MAINTAIN ENROLLMENT.**
17. **Withdrawal Procedure & Policy:** Any student withdrawing during the school year for medical reasons or for military relocation must submit official documentation **30** days prior to the date of the official withdrawal. All Official Withdrawal Forms must be completed by both a Parent/Guardian and a READY Academy Student Account Representative before a withdrawal is considered official. There must also be a zero balance on the student account before a withdrawal is considered official. All student records will be held until there is a zero balance on the account. All other withdrawals will be assessed **30%** of the remaining contract.
18. **Parent Volunteer Hour Addendum:** In an attempt to maintain low and competitive tuition rates, READY Academy requires that all READY families complete a total of 4 volunteer hours. **(REFER TO VOLUNTEER GUIDELINES)**

SUSPENSION GUIDELINES FOR NON-PAYMENT & PAST DUE ACCOUNT POLICY - (PARENT COPY)

A suspension of a student's account is a rare occurrence. But when it occurs, it can be inconvenient for both the parent and the student. READY Academy makes every attempt to avoid these circumstances; however, they do sometimes occur. Listed below are reasons why a student account will be suspended and the procedure that must be followed in order to re-instate the student account:

- 1. Suspension of all academic and/or extended-care services will be executed due to failure to submit all requested/required documentation.**

- 2. Suspension of all academic and/or extended-care services will be executed due to failure to maintain payment terms as well as failure to meet any other requirements according to the READY Academy Admission Criteria, Enrollment Continuation Standards, Financial Contract, and any Financial Addendums.**

An account that has generated a total of (3) Suspension Notifications for any reason, within the same (10-month) academic-year, will be placed on Probation. Account(s) will incur the following penalties and the following protocols must be completed in order to re-instate the account:

- All academic services will be suspended according to the date listed on the notification.
- The student will not be allowed to return to school without clearance from the finance administrator.
- Student records will be placed in a "Hold Status" and will not be released or available for viewing, etc. until the entire tuition/fee amounts for the remaining (10-month) academic year are paid in their entirety.
- The Student account will no longer be eligible for any payment plan or financial assistance for the next 10 month academic year.
- An Appointment for reinstatement must be requested in writing and submitted to a finance administrator. (Yellow Appointment Slips are located at the Payment Station)

*** READY Academy reserves the right to make all superseding decisions regarding any student account and suspension.***

Please Note:

- **Financial assistance at READY Academy is based on donations received.**
- **Please be advised that it is the responsibility of the parent/guardian to maintain timely payments in accordance with the READY Academy Tuition Contract.**

FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL

Parent Student Teacher Association

Dear Parents:

On behalf of the Parent Student Teacher Association Executive Board, we WELCOME you to READY Academy Christian School. READY's PSTA mission is: To build a trusting and lasting partnership with READY Academy Christian School families, teachers and community. READY's PSTA is focused on enhancing the students learning and development by supporting READY's Vision, Philosophy and Mission; and providing the essential tools to meet the standard of excellence.

Please Support your PSTA by paying your PSTA Membership dues of \$5.00 per family and PSTA Activity fee of \$25.00 per student. If multiple siblings are attending READY, a \$5.00 discount is given to the 2nd and subsequent student(s). The purpose for the PSTA Dues is to have the parent(s)/guardian(s) be active and supportive members of READY's PSTA. An official PSTA card will be given to members. The purpose for the PSTA Activity Fee is to ensure funds for school and classroom celebrations. Please see below a list of classroom celebrations and additional support PSTA provides to READY. **Please be advised READY Academy PSTA utilizes a different account than the school. All payments made to READY ACADEMY PSTA MUST BE MADE IN A SEPARATE FORM OF PAYMENT AND TRANSACTION. Do not pay via Procure!!!** For your convenience, PSTA payment envelopes are located at the front counter. **\$30 PSTA Fees Due: Saturday – August 26th, 2023. Please remember to use a SEPARATE Check , SEPARATE Money Order, or SEPARATE Credit Card Transaction (via Pay Pal) or Cash.**

MONTH	EVENT	ADDITIONAL SUPPORT
August	"Return to School" Faculty & Staff Luncheon	
October/November	Harvest Fest Celebration	
December	Christmas Classroom Celebrations and Gifts	Provide Christmas Gifts for Faculty and Staff
January	Winter PSTA Sponsored Events	
February	Valentine's Day Classroom Celebrations	Support Read Across America
March/April	Easter Classroom Celebrations and Easter Egg Hunt.	Purchase Gifts for Volunteers and Donors
May	Donate to and Award the Kimberly Brown-Hyman Scholarship Teacher Appreciation Week Sponsor Spelling Bee	Provide Food and Gifts During "Teacher/CORE Team Appreciation" Week Scholarship
June	READY's End of the Year Celebrations, K5 Graduation Gifts, and graduation reception, 5 th Grade Crossing Over Gifts.	Support/Sponsor Field Day

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

2023-2024 TUITION CONTRACT

Student Name		Date of Birth	Grade 2023-2024	Please Indicate: Returning Student - R New Student- N	Academic Day Extended Day
			PK3 PK4 K5 1 st 2 nd 3 rd 4 th 5 th	Returning: R New: N	Academic Day: AD Extended Day: ED
			PK3 PK4 K5 1 st 2 nd 3 rd 4 th 5 th	Returning: R New: N	Academic Day: AD Extended Day: ED
			PK3 PK4 K5 1 st 2 nd 3 rd 4 th 5 th	Returning: R New: N	Academic Day: AD Extended Day: ED

Parent(s) or Guardian(s) Information:

Mother's Name:			
Father's Name:			
Address:			
City/State/Zip:			
Cellular Phone Number(s):	Mother:	Father:	
Home Phone Number:	Mother:	Father:	
Email Address(es): Print Exactly as listed	Mother:	Father:	

METHOD OF PAYMENT: PLEASE SELECT ONE *NO DISCOUNTS OF ANY TYPE CAN BE COMBINED*

<p>Annual Tuition Payment <input type="checkbox"/></p> <p>(10) Total Months REQUIRED = 15% Discount Payment Due by August 26, 2023</p>	<p>Semi-Annual Tuition Payment <input type="checkbox"/></p> <p>2 (5) Total Month Payments REQUIRED = 12% Discount *1st Payment Due by August 26, 2023 *2nd Payment Due by Jan. 9, 2024</p>
<p>Monthly Tuition Payment <input type="checkbox"/></p> <p>10 Payments Due on the 1s of Each Month 1st Payment Due NO LATER THAN AUG 26th</p> <p><u>Payment Schedule:</u> August 2023-May 2024 <input type="checkbox"/></p>	<p>Bi-Weekly Tuition Payment <input type="checkbox"/> (*Auto-Payments Only)</p> <p>20 equal Payments Due on the 1st and 15th of each month 1st Payment Due NO LATER THAN AUG 26th</p> <p><u>Payment Schedule:</u> August 2023-May 2024 <input type="checkbox"/></p>

DISCOUNT AND EXTERNAL FUNDING SOURCES: SELECT ANY APPLICABLE *DISCOUNTS CANNOT BE COMBINED*

Type of Discount	External Provider Funding Source
First Baptist Church Member 10% Discount <input type="checkbox"/>	Workforce Childcare Reimbursement Program <input type="checkbox"/>
Active Duty Military 10% Discount <input type="checkbox"/>	Employer Tuition Assistance Subsidy <input type="checkbox"/>
Multiple Siblings enrolled at READY Academy 10% Discount <input type="checkbox"/>	READY Academy Donor Sponsored Scholarship <input type="checkbox"/>

*Multiple Sibling Discount Rule: A 10% Discount will be applied to each additional sibling after the 1st enrolled student. The discount will be applied to the sibling(s) with the higher tuition rate. ***NO DISCOUNTS OF ANY TYPE CAN BE COMBINED***
By signing below I/We acknowledge that I/We have read and agree to carry out the financial responsibilities listed in this document.

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

2023-2024 TUITION CONTRACT

GRADE LEVEL	ACADEMIC DAY 8:00 AM – 3:30 PM	BEFORE/AFTER CARE 6:30-7:45AM/4:00-6:00 PM	EXTENDED DAY W/BEFORE & AFTERCARE
PK3 / PK4 / K5	\$580.00	\$70.00	\$650
1 ST / 2 ND	\$590.00	\$70.00	\$660
3 RD / 4 TH / 5 TH	\$625.00	\$70.00	\$695

1ST MONTHLY TUITION – DUE AUGUST 26TH

Print Full Name of Student: _____

GRADE: PK3 PK4 K5 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade

I/We hereby enter into a _____ month contract beginning **AUG 2023-MAY 2024** with READY Academy Christian School for Tuition Fees in the following amount per month.

Number of Payments	Bi-Monthly Payment Amount	Monthly Payment Amount	Bi-Yearly Total 12% Discount	Yearly Payment 15% Discount
	\$.00	\$.00	\$.00	\$.00

ANNUAL FEES FOR EACH GRADE LEVEL

GRADE LEVEL	NEW STUDENT REGISTRATION FEE <small>*NON-REFUNDABLE*</small> <small>DUE AT TIME OF REGISTRATION</small>	RETURNING STUDENT REGISTRATION FEE <small>*NON-REFUNDABLE*</small> <small>DUE AT TIME OF REGISTRATION</small>	BOOK FEE <small>DUE BY AUGUST 4TH</small>	RESOURCE FEE <small>DUE BY AUGUST 4TH</small>
PK3	\$200.00	\$185	\$150.00	\$210.00
PK4	\$200.00	\$185	\$180.00	\$210.00
K5	\$200.00	\$185	\$210.00	\$210.00
1 ST / 2 ND	\$200.00	\$185	\$390.00	\$215.00
3 RD / 4 TH / 5 TH	\$200.00	\$185	\$400.00	\$215.00

I/We also agree to pay Annual Academic fees in the following amounts:

Fee Schedule	Fee Amount
Registration Fee *(non-refundable)	\$.00
Book Fee	\$.00
Resource Fee	\$.00

Monthly payments are billed on the 1st of each month. A late payment fee of **\$25.00** will be assessed for all late tuition payments made after the 5th of each month. Bi-Weekly payments are a courtesy, therefore, all bankcard declinations/delinquent Bi-Weekly Payments received after the 5th and the 20th will each be charged a **\$25.00** late payment fee. A return item fee of **\$50.00** will be assessed for all returned auto-drafts and returned checks. **A stop payment fee of \$25.00 will be assessed for all requested stop payments on credit card drafts that are made outside of the required 15 day period.**

Any student withdrawing during the school year for medical reasons or for military relocation must submit official documentation **30** days prior to the date of the official withdrawal. All Official Withdrawal Forms must be completed by both a Parent/Guardian and a READY Academy Student Account Representative before a withdrawal is considered official. There must also be a zero balance on the student account before a withdrawal is considered official. All student records will be held until there is a zero balance on the account. All other withdrawals will be assessed **30%** of the remaining contract balance.

Parent Volunteer Hour Addendum: In an attempt to maintain low and competitive tuition rates, READY Academy requires that all READY families complete a total of 4 volunteer hours. **(REFER TO VOLUNTEER GUIDELINES)**

READY Academy
Financial Agreement Acknowledgement Form

FINANCIAL PAYMENT GUIDELINES & PAST DUE ACCOUNT POLICY ATTACHED TO CONTRACT

As outlined in the Financial Contract, tuition guidelines are based on a 10-month-payment schedule which mandates a **FULL MONTH'S TUITION TO BE PAID FOR MAY-JUNE 2024:**

STANDARD SCHEDULE: AUGUST 2023 - MAY 2024

Any students enrolling after August 28th will have a modified payment schedule based upon the student's enrollment date, which still mandates a **FULL MONTH'S TUITION TO BE PAID FOR MAY-JUNE 2024**. Please sign here stating that you have received and read the Financial Payment Guidelines & Past Due Account Policy:

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

ACKNOWLEDGEMENTS AND ASSIGNMENT OF RESPONSIBILITY:

SUSPENSION GUIDELINES FOR NON-PAYMENT & PAST DUE ACCOUNT POLICY: By signing this form, I accept responsibility to meet my financial obligations as stated in the payment schedule above, agree to the past due policy, and commit my family to four hours per school year of volunteer work at/for the school.

Signature of the responsible party for payment of tuition and fees:

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

*READY Academy reserves the right to deny admittance of any child who does not qualify according to the designated admissions criteria which includes: overall ability of the prospective student, behavior, staffing/funding/facility mandates, etc. Parents will be notified and pre-paid enrollment fees will be refunded, ONLY IF admissions declination is prior to the student's first day of school. READY Academy Reserves the right to make all superseding decisions for any "other factors of concern" and/or discrepancies that arise.

PHYSICAL EDUCATION UNIFORM ORDER SHEET

PLEASE NOTE: Due to uniform bulk order deadlines, Physical Education uniform order forms must be **COMPLETED AND RETURNED NO LATER THAN SATURDAY August 21ST**

STUDENT: (LAST) _____ (FIRST) _____ (FULL MIDDLE) _____

AGE: _____ **DATE OF BIRTH:** ____/____/____ **2023-2024 GRADE:** _____

ATTENTION PARENTS: Please Be Sure to Order the Correct Size for Your Child. **NO RETURNS OR EXCHANGES

<p>SWEAT PANTS</p> <p><input type="checkbox"/> SIZE – YXS</p> <p>=====</p> <p><input type="checkbox"/> - NEW STUDENT</p> <p><input type="checkbox"/> - RETURNING STUDENT</p>	<p>SWEAT PANTS</p> <p><input type="checkbox"/> SIZE - YS</p>	<p>SWEAT PANTS</p> <p><input type="checkbox"/> SIZE - YM</p>	<p>SWEAT PANTS</p> <p><input type="checkbox"/> SIZE - YL</p>	<p>SWEAT PANTS</p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>
<p>SWEAT SHIRT</p> <p><input type="checkbox"/> SIZE - YXS</p>	<p>SWEAT SHIRT</p> <p><input type="checkbox"/> SIZE - YS</p>	<p>SWEAT SHIRT</p> <p><input type="checkbox"/> SIZE - YM</p>	<p>SWEAT SHIRT</p> <p><input type="checkbox"/> SIZE - YL</p>	<p>SWEAT SHIRT</p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>

<p>SHORT PANTS</p> <p><input type="checkbox"/> SIZE - YXS</p>	<p>SHORT PANTS</p> <p><input type="checkbox"/> SIZE - YS</p>	<p>SHORT PANTS</p> <p><input type="checkbox"/> SIZE - YM</p>	<p>SHORT PANTS</p> <p><input type="checkbox"/> SIZE - YL</p>	<p>SHORT PANTS</p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>
<p>SHORT SHIRT</p> <p><input type="checkbox"/> SIZE - YXS</p>	<p>SHORT SHIRT</p> <p><input type="checkbox"/> SIZE - YS</p>	<p>SHORT SHIRT</p> <p><input type="checkbox"/> SIZE - YM</p>	<p>SHORT SHIRT</p> <p><input type="checkbox"/> SIZE - YL</p>	<p>SHORT SHIRT</p> <p><input type="checkbox"/> SIZES – YXL</p> <p><input type="checkbox"/> ADULT SM</p> <p><input type="checkbox"/> ADULT MED</p>

Parent/Guardian Signature: _____ Date: ____/____/____

FIRST BAPTIST CHURCH READY ACADEMY CHRISTIAN SCHOOL
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REGISTRATION/EMERGENCY CONTACT/AUTHORIZATION FORM - PART I

NAME OF STUDENT: _____
 PLEASE PRINT (LAST) (FIRST) (FULL MIDDLE NAME)

GENDER: MALE FEMALE AGE: _____ DATE OF BIRTH: ____/____/____ LAST GRADE COMPLETED: _____

FORMER SCHOOL (NAME AND CITY): _____

PERMANENT HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

WITH WHOM DOES THE CHILD CURRENTLY RESIDE? _____

RELATIONSHIP: _____ HOME#: (_____) _____ - _____

EMAIL ADDRESS (PRINT CLEARLY): _____ @ _____

MOTHER'S NAME: _____ CELL#: (_____) _____ - _____

EMPLOYER: _____ WORK#: (_____) _____ - _____

FATHER'S NAME: _____ CELL#: (_____) _____ - _____

EMPLOYER: _____ WORK#: (_____) _____ - _____

- **Child's Ethnicity (Please check):**

- | | | | |
|--|--|---|------------------------------------|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> African American | <input type="checkbox"/> Caucasian |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> Other | |

Parents are required to complete a Registration Packet for each child they are registering in the school program.

The READY Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship/loan programs, and athletic and/or other school-administered programs.

REGISTRATION/EMERGENCY CONTACT/AUTHORIZATION FORM – PART II

NAME OF STUDENT: _____

(Last)

(First)

(Full Middle)

It is important to prioritize the emergency contacts in chronological order, according to the preference of who should be contacted first – **PARENTS MUST INCLUDE THEMSELVES IN THE ORDER OF PREFERENCE, IF THEY ARE TO BE LISTED FOR AN EMERGENCY CONTACT. ALL CHANGES/UPDATES MUST BE PROVIDED IN WRITING BY THE AUTHORIZED PARENT/GUARDIAN IN ORDER TO KEEP THE INFORMATION CURRENT FOR THE OFFICIAL STUDENT DATA FORMS. PARENTS ARE RESPONSIBLE TO SUBMIT CHANGES IMMEDIATELY.**

PRIORITY	FULL NAME	RELATIONSHIP	CONTACT NUMBERS
#1-			Daytime# () _____ - _____ Alternate# () _____ - _____
#2			Daytime# () _____ - _____ Alternate# () _____ - _____
#3			Daytime# () _____ - _____ Alternate# () _____ - _____
#4			Daytime# () _____ - _____ Alternate# () _____ - _____

NAME OF SIBLING ATTENDING READY ACADEMY: _____

NAME OF SIBLING ATTENDING READY ACADEMY: _____

Additional persons (not listed above) who can pick up my child without the school having to first notify me:

(1) _____

(2) _____

****Persons not authorized to pick-up child. Please be advised that appropriate legal documentation** (ie: divorce/custody agreement), must be submitted if a parent is not authorized to pick up the child.**

(1) _____

(2) _____

Parent/Guardian Signature _____ Date ____/____/____

RELEASE FORM

NAME OF STUDENT: _____
(Last) (First) (Full Middle)

Dear Parents:

Throughout the school year, your child/children will be participating in school events, such as field trips, school programs, Student of the Week, etc., wherein the school will take pictures, conduct live streaming, and post on school related social media sites, etc. Please respond and sign below:

Please check **ONLY** the appropriate box below:

YES, You may use my child's picture(s) and/or image(s) to include but not limited to: live streamed performances, television viewing, newspaper/other print related publications, marketing, social media; school events such as: field trips, school programs, Student of the Week, and posting on school related social media sites, etc.

NO, DO NOT use my child's picture(s) and/or image(s) to include but not limited to: live streamed performances, television viewing, newspaper/other print related publications, marketing, social media; school events such as: field trips, school programs, Student of the Week, and posting on school related social media sites, etc.

Please sign below:

Parent/Guardian Signature _____ Date ____/____/____

This "Release" is to be signed for the current school year. Thank you for your help in spreading the good news about First Baptist Church READY Academy Christian School.

Thank You,
Fatima Joyner, Principal

STUDENT INFORMATION FORM

NOTE: This form is designated for students in Grades PK3 - K5. * It can also be utilized for parents of students in all other grade levels to further elaborate on any special concerns that would be helpful in the overall instruction and/or care of the child.*

Student's Name: _____ Date of Birth: ____/____/____
(Last) (First) (Full Middle)

Favorite Activities: _____

Favorite Toys: _____

Favorite Books: _____

Sleeping Habits: _____

Foods Liked: _____

Foods Not Liked: _____

List Allergies (Specify): _____

***Note: Any concerns, needs, or diagnosis that were marked "YES" on the Medical Information Form, must be included. If needed, please include additional attachments to further elaborate. – Many Thanks!**

Fears: _____

Special Concerns and/or Needs: _____

***Other Helpful Information for Teacher Records:** _____

Parent/Legal Guardian(s) Name(s) : _____

Parent/Legal Guardian(s) Occupation: _____

Daytime#: (_____) _____ - _____ Evening#: (_____) _____ - _____

Area(s) of interest where Parent/Guardian(s) would like to volunteer: _____

Names and Ages of Siblings: _____

Language spoken at home: _____

Street Address: _____ City: _____ State: _____ Zip: _____