



THE MASTER'S ACADEMY

PRE SCHOOL FAMILY APPLICATION *

Pursuing Spiritual and Academic Excellence with Christian Families by Going the Second Mile.

FAMILY INFORMATION

Applying for the 20__ - 20__ School Year

Student lives with: Both parents Father only Mother only Legal Guardian

FATHER / STEPFATHER (Please Circle) Married Single Widowed Divorced

(Dr./Rev./Mr.) Name _____ Preferred Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-mail for correspondence _____

Employer _____ Occupation/Title _____

Employer Address _____

MOTHER / STEPMOTHER (Please Circle) Married Single Widowed Divorced

(Dr./Mrs./Miss) Name _____ Preferred Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-mail for correspondence _____

Employer _____ Occupation/Title _____

Employer Address _____

If the student does not live with both natural parents, please provide information on the non-custodial parent.

Would this parent like correspondence? Yes No

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

STUDENT INFORMATION

Classroom Entering (Circle one) Infant Toddler K3 K4

(Student must be 3 years old by September 1st for K3; 4 years old by September 1st for K4)

Name _____ Preferred Name _____

Address _____ City _____ State _____ Zip _____

Male Female Birth Date _____ Social Security Number _____

African American Asian Caucasian Hispanic Other _____ Prior School _____

Names and ages of all brothers and sisters _____

BILLING INFORMATION

Bill To _____

Address _____ City _____ State _____ Zip _____

Billing Plan Monthly Weekly

If Selecting Weekly Billing Please Provide Name of Financial Institution _____

PLSA

*Submitting an application to TMA does not guarantee enrollment in TMA. TMA has the sole discretion to accept or reject any application based on TMA's ability to meet the needs of each child.

SPIRITUAL INFORMATION

The mission of TMA involves a partnership with “Christian families.”
To fulfill that portion of the mission statement for the enrollment process, please answer the following questions:

CHURCH INFORMATION

Church your family attends _____

Address _____ City _____ State _____ Zip _____

Name of Pastor _____ Denomination _____

Reference Contact from Church (*i.e. Pastor, Sunday School Teacher, Small Group Leader, etc.*)

Name _____ Phone _____ Position _____

In accordance with TMA’s admission policy, at least one parent & the student must be in regular weekly church attendance (*3 - 4 times a month*).

We affirm we are in regular church attendance. Yes No

PARENT TESTIMONIES

FATHER

Have you come to the place in your spiritual life that you know for certain that if you were to die today, you would go to Heaven? _____

Please share when you accepted Jesus Christ as your personal Savior.

Please identify any disagreement or variance you may hold with the TMA Statement of Faith.

MOTHER

Have you come to the place in your spiritual life that you know for certain that if you were to die today, you would go to heaven? _____

Please share when you accepted Jesus Christ as your personal Savior.

Please identify any disagreement or variance you may hold with the TMA Statement of Faith.

TMA will admit students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We will not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational and admission policies or in scholarship, athletic, and other programs.

PARENT FINANCIAL AGREEMENT

I understand my financial responsibilities as follows:

- The enrollment/materials fee is due in full at registration unless I make arrangements for a payment plan. These fees are **non-refundable** once they have been paid or billed.
- Tuition is paid in monthly installments and is due by the first day of each month. A weekly payment option is available for the infant and toddler program and requires an auto-draft be established to withdraw each week’s payment on the Friday prior to the week care is provided. Children may not attend if tuition is not paid prior to the start of a week.
- Tuition is charged for all weeks of a month based on the child’s age on the first of that month. Program changes (2 days, 3 days, or 5 days) can only be made effective for the beginning of a month, and changes must be requested by submitting a new tuition agreement.
- Monthly payments are due to TMA by the first of each month. A late fee of **\$30** will be applied when accounts are not paid by the seventh of the month; a second late fee of **\$50** will be applied on the fourteenth of the month if the account is still outstanding.
- Tuition is charged for an entire week regardless of absences. After a student has been enrolled for one full year they earn one week vacation credit. A written request on a credit form may be submitted to request a credit for days missed. The maximum number of vacation credits granted in a year equal the number of days per week a student attends (2, 3, or 5 days).
- If any check or automatic draw is returned for “Insufficient Funds” or other reason, a fee of \$15 is levied against the account, and if two checks or auto-drafts are returned by the bank the account will be placed on a “cash only” basis.
- I will be responsible for any additional fees including lunch, late pick up charges and tuition accrued through the end of the month of withdrawal may mid-month.

I (we) agree to abide by the terms and conditions herein outlined.

Both parents/guardians must sign in order for both to have access to financial information.

Father or Legal Guardian Date

Mother or Legal Guardian Date

PROMOTIONAL PERMISSION

Your child may have the opportunity to appear in promotional activities for The Master’s Academy via the school’s website, Facebook, Twitter, blogs, etc. No names or identifying information is listed for preschool children appearing in promotional material.

I give permission to have my child(ren) in promotional activities for The Master’s Academy.

Parent/ Legal Guardian Signature Date

PARENT’S PLEDGE OF ACCEPTANCE AND COOPERATION

We, who have the responsibility to “train up a child in the way he should go” recognize that the standards for this training are set forth in God’s Word, the Holy Bible. Knowing also that this training comes both by what children hear and what they see, we agree to support, both in our intent and by personal example, Godly principles taught at TMA. We realize it is our responsibility as parents to train our child/children spiritually. As a result, we agree to regularly attend a Bible-believing church of our choice as a family and to avoid any contradictions in our home to Biblical principles, including, but not limited to, engaging in any sexual immorality, such as fornication or homosexual relationships.

We are satisfied with the curriculum, equipment, methods, counseling, discipline, and motives of the school and do pledge to make TMA our glad-hearted choice for our child/children.

We agree with the aims, ideals, Mission Statement, and Statement of Faith of TMA and will bring any and all questions, criticisms and suggestions directly to the teacher and/or administration for consideration. We will not cause any dissension within the school family. We pledge that if, for any reason, our child/children does not respond favorably to TMA, we will not try to change TMA, but will withdraw quietly, without delay, and immediately notify the school office of this decision.

The teacher and administration are hereby given full discretion in the discipline of the child/children within the policies outlined by the Parent-Student Handbook.

We understand that TMA has the complete responsibility in placing our child/children in the proper grade level and class.

We understand that in the event of damage to TMA property by our child/children, we will make full restitution as indicated by assessment of the TMA administration.

We understand that failure to cooperate with the faculty, staff, and administration or a violation of this Parent’s Pledge, the Policies and Procedures, or the Parent-Student Handbook is grounds for dismissal, up to and including immediate dismissal.

We understand that all students are accepted on a conditional basis and that by our signature we are affirming our desire to cooperate fully with the administration of TMA.

Waiver of Jury Trial - Each party hereto irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of this agreement (whether based on contract, tort or any other theory) or the enrollment or attendance at TMA of their child/children of a party hereto. Each party hereto (A) certifies that no representative, agent or attorney of any other party has represented, expressly or otherwise, that such other party would not, in the event of litigation, seek to enforce the foregoing waiver, and (B) acknowledges that it and the other party hereto have been induced to enter into this agreement by, among other things, the mutual waivers and certification in this section.

Father or Legal Guardian Date

Mother or Legal Guardian Date

STUDENT INFORMATION

STUDENT NAME _____

Has this child ever been asked to withdraw from a child care center or group child care setting due to discipline reasons or for outstanding account balances? Yes None of the above If yes, give the name of the school and details. _____

Has this student ever been in a full time child care environment? Yes No Part time child care environment? Yes No

Is the child toilet trained? (For K3 and K4 students only) No Yes

Has this child ever been evaluated for physical, behavioral, mental, emotional or intellectual disabilities by a psychologist, or other medical professional? No Yes If yes, please attach with this application the current evaluation and/or diagnosis. Failure to enclose documents pertaining to a child's needs could be cause for dismissal.

Why is this student leaving his/her current school? _____

Primary Hours of Care From _____ To _____ Days of the Week in Care (*circle all that apply*) M T W Th F

POLICIES & PROCEDURES

I understand and agree to the following policies:

- A child will only be released to the custodial parent or legal guardian or the adult persons listed as authorized to pick up/emergency contact.
- In the event of illness or a medical emergency a representative of The Master's Academy will initially contact the custodial parent or legal guardian. If unable to reach the custodial parent or guardian in a timely manner, emergency contacts will be contacted to pick up the child.
- It is the responsibility of the parent to update parent/guardian and emergency contact information when changes occur.
- The Master's Academy is an allergy aware school and does not prohibit nuts, dairy, eggs or other high allergen foods. Special food restrictions for children are shared with staff and posted in a visible area. Parents are responsible for providing snacks and meals that require special dietary restrictions.
- Morning and afternoon snacks are provided for children 18 months and older, but no meals are provided.
- For children 18 months and older, lunches may be pre-ordered online each month and the family account billed for each lunch ordered.
- Parents will be required to provide certain supplies (see supply list for details).
- There is no reduction in tuition during a week in which The Master's Academy is closed for a holiday. The infant / toddler program is year-round with care available every weekday of the year except for 9 holidays (**New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day**). In the event a holiday falls on a weekend, it will be observed on the closest weekday. K3 and K4 follow the 10 month academic calendar (see school calendar for specific dates).
- Children are not withdrawn until an official withdrawal form is signed and returned to the LS office. If a child is withdrawn after they are placed on the class roster, all fees and tuition accrued through the end of the month of withdrawal are due. For example, weekly tuition billed for the month of August is due unless a withdrawal form is received by the office on or before July 31. If a student is enrolled any part of the month, tuition for that entire month is due.

Father or Legal Guardian

Date

Mother or Legal Guardian

Date

HELPFUL INFORMATION

Please provide any additional information regarding your child that will be helpful to staff when taking care of daily needs. List any concerns that may limit your child in participating in any routine child care activities. _____

How did you hear about The Master's Academy: Internet Radio Magazine Ad Parent Referral

Name of parent or resource: _____