

# The Conrad Academy

## PARENT'S STATEMENT OF COOPERATION

\_\_\_ I understand that my child must be in school uniform before he/she can start school.

\_\_\_ I understand that it is my responsibility to provide all application paperwork and documentation that is required in order to successfully enroll my child each year.

\_\_\_ I agree to support the standards of the school in every area of its philosophy and policies including academic, behavioral, spiritual, dress, moral, and disciplinary policies. In the event that I am unsatisfied, I agree to make an appointment to speak to an administrator or lead teacher. I will conduct myself in a respectful and appropriate manner when dealing with TCA educational and office staff, and my failure to do so can result in my child being dismissed. **Withdrawal fee of \$300.00 will apply.**

\_\_\_ I agree that if I am not satisfied with the educational program of the school, I should try every avenue available to settle my grievance with first the classroom teacher, then the lead teacher, and finally the administrator. Appointments can be set through the school office. If I am still unsatisfied, I should withdraw my child(ren) from the school immediately. **Withdrawal fee of \$300.00 will apply.**

\_\_\_ I understand that, if I voluntarily withdraw my child or my child is dismissed from the school once classes have begun, **I am responsible to pay a \$300.00 withdrawal fee, plus the remaining month's tuition (including if the dismissal occurs on the first day of the month).** In case of voluntary withdrawal, the withdrawal process must be completed through the school office (completed withdrawal form and payment). I also understand that records cannot and will not be forwarded to another school until all financial obligations have been satisfied. No tuition will be refunded. Withdrawal fees will only be waived for a move beyond 30 miles.

\_\_\_ The Conrad Academy reserves the right to refuse any application, or dismiss any child at any time, for unacceptable work or conduct, or any other circumstance it deems as reasonable. Neither this application nor payment of fees is considered to be binding to The Conrad Academy. Withdrawal fees will apply.

\_\_\_ If legal or collection action is required to collect tuition or a scholarship check that the school is legally due, the undersigned will be responsible to pay attorney and/or all Third Party fees as well as any fees associated with the collection of the funds, and it will be reported to all credit bureaus.

\_\_\_ I understand that if my child receives John McKay or Step Up for Students scholarship, I must sign the check within **ten days of receipt. Scholarship payments are received on September 1, November 1, February 1, and April 1. I realize these funds are crucial for the fiscal school operation and I will be assessed a \$25 late fee after the tenth day if I have not signed the check.**

\_\_\_ I understand any fees or tuition/books not covered by my child's scholarship must be placed on a Conrad Acceptance Corp. contract. This contract will include interest and late fees if payments are not made as agreed. All fees must be paid or placed on contract before my child can begin classes.

\_\_\_ I understand that my child will be checked into Extended Day if I do not pick them up within 15 minutes after dismissal time (3:15 p.m.). Extended Day services are available for students in **Kindergarten – 8<sup>th</sup> Grade only**. High School students must leave campus by 3:15pm, unless other arrangements have been made and approved by the school administration. **If I do not pick my child up by 6:00 p.m., I will automatically be charged a \$10 late fee plus \$1 per minute for every minute I am late.**

\_\_\_ I understand that my child **MUST** be supervised after school and I agree to instruct my child to follow the school policy regarding after-care and sign-in and stay in the extended care program. I understand that if I fail to manage my child after school, he/she will not be allowed to remain on campus after school. **If I fail to cooperate with this requirement, my child will be dismissed. Withdrawal fees will apply.**

\_\_\_ If an accident occurs on school property, I understand my insurance must be the primary, and the school's insurance will be secondary. I understand I must file all necessary documentation through the school's finance office within 30 days of the injury so my account can be processed with the school's insurance company.

\_\_\_ I understand that if/when the school holds periodic parent meetings to inform families about upcoming events and/or changes in policy, I will have my family represented. If I am unable to be represented at the meeting, I will inquire about any changes in policy. I realize it is not a lack of communication on the school's part if I do not attend the meetings.

\_\_\_ I understand the uniform requirements policy. I will be contacted to pick up my child or bring appropriate dress for the following reasons: shorts too short, no uniform, wrong uniform, slides, house slippers or flip flops. Should uniform violations become a habitual problem my child may receive discipline at school or possibly suspension.

\_\_\_\_ I understand the school's phones are used for business. My child will only be able to call home in case of emergency. He/she cannot call for homework, lunch, or PE uniform.

\_\_\_\_ For the safety and protection of all students, I realize **I must check in with the main office before entering any building or classroom.** I will either be given a visitor badge or escorted to my child's class. I understand that I may not enter a classroom to pick up my child while school is in session.

\_\_\_\_ School hours are 8:30am – 3:00pm. I understand that TCA will not release any child for early dismissal after 2:45 p.m. If I arrive after 2:45pm I must wait for my child until regular dismissal time. I realize it is my responsibility to make sure my children attend school and are not late. The Conrad Academy must abide by Florida Department of Education standards for school attendance and tardiness. TCA follows the Orange County guidelines regarding absences. As such 19 days is the maximum absences allowed (excused or unexcused) in order to be promoted or receive credit for courses. (9 days for semester courses) I realize if my child is consistently late or absent, my child may not be promoted to the next grade and/or I may be turned into the State's Attorneys office, reported to the Department of Motor Vehicles or Department of Children and Families.

\_\_\_\_ If my child drives to campus, I understand it is my responsibility to supply the school with a copy of the automobile insurance card. I further understand my child may not leave campus without being properly signed-out in the school office. This includes a phone call with office personnel. Leaving campus without permission from the school office will result in suspension and possibly loss of driving privileges on school campus.

\_\_\_\_ I understand that summer school may be required to complete courses or a school year if my child has exceeded the attendance threshold. The cost of summer school is not covered by any scholarship and must be paid by the parent.

\_\_\_\_ Tardiness is excused for an illness or accident in the morning. Other cases must be addressed to the main office by the parent for an excused absence. I understand oversleeping, morning traffic, or lack of preparation on our part does not merit an excused tardy. If I do not sign my child in under any case, my child will be considered unexcused.

\_\_\_\_ If a textbook is lost, stolen, or damaged beyond usability, the student will be required to purchase another textbook from the school at its full replacement cost. The books must be returned without excessive wear at the completion of the school year or an additional fee will be assessed. If a textbook is missing for three consecutive class days, it is to be considered lost and another textbook must be purchased from the school.

\_\_\_\_ All tuition and fees are the parent's responsibility. If anticipated scholarship funds are not received in a timely manner for any reason, parents will be responsible for all amounts due.

#### **Cell Phone and other Personal Electronic Device Policy**

\_\_\_\_ I understand that use of cell phones/personal electronic devices is not permitted during the school day. I understand that my child's phone must be **off** and turned into their homeroom teacher daily. Cell phones are brought to the school office and kept in a secure area during the day. I agree to comply with the school's request to not allow my child to bring a phone to school if the school determines that my child's phone is a problem. **The school is not responsible for any lost or stolen electronics or similar devices brought onto the campus.**

My signature of the Acknowledgement of the Parent Statement of Cooperation indicates that I have read, understand, and agree with the Parent's Statement of Cooperation and understand that it applies to this current school year as well as subsequent years if I choose to re-register my child.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature