

SMITH PREPARATORY ACADEMY

New Student Registration Forms 2019-2020



SMITH PREP

Please mail registration forms to
PO Box 521522
Longwood, FL 32752

You may also hand deliver forms at
742 Sanlando Rd.
Altamonte Springs, FL 32714

Registration Process

1. Complete and submit this registration form.
2. Initial, sign, and submit Student and Parent contracts.
3. Submit legible copy of birth certificate(s), up to date immunization record(s) [original of form DH 680] and original of State of Florida School Entry Health Exam form(s).
4. Initial, sign, and submit financial contract and make initial payment accordingly.
5. Once documents and payments are processed you will be notified via email of further steps in preparation for the start of the new school year.

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for double sided printing

Smith Preparatory Academy – Family Enrollment Form

Parent Information

Father's Name

Authorized Driver Yes No

Emergency Contact Yes No

Mother's Name

Authorized Driver Yes No

Emergency Contact Yes No

Street address

_____-_____-_____
Work phone

City State Zip

_____-_____-_____
Home phone

Who will be the primary contact? Father Mother

Preferred phone number _____

Preferred email address _____

Name of Student(s) Registering

1. _____

3. _____

2. _____

4. _____

Emergency Contact

Please provide a local, non-parent emergency contact in case a parent cannot be reached.

First and Last Name Relationship Phone Number

Driver Authorization

Please provide information for all persons (other than parents) who are authorized to pick up your student from SPA. Please include all carpool drivers, family members, and friends.

First and Last Name Relationship Phone Number

First and Last Name Relationship Phone Number

First and Last Name Relationship Phone Number

Communication

_____ Please initial here to acknowledge that email and our school's software system are our primary forms of communication with parents and that you are responsible for reading and responding as needed to SPA communication.

Smith Preparatory Academy – Student Enrollment Form

Complete one per student. Additional student enrollment forms may be downloaded at smithprep.com

Student's Name: _____ Prefers to be called: _____

Birthdate: ____ / ____ / ____ Age: _____ Gender: _____ Ethnicity: _____

Last 4 digits of S.S. #: _____ Student's email (7th grade and older): _____

Status

You may enroll your child as a student or guest. Guests must register with the county or enroll with another private school. Guests receive the same instruction and student life opportunities, but Smith Prep will not maintain records, provide curriculum counseling, or generate transcripts.

Select: Student Guest

If your child is enrolling as a Student you are required to attend an orientation meeting with the Guidance Department. You will receive an email with available dates.

Programs

Check all that apply. Students in the Upper School Comprehensive program, mark the appropriate core program and the desired math and Latin classes.

Lower School Program	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 1/2 Grade	<input type="checkbox"/> 3/4 Grade	<input type="checkbox"/> 5/6 Grade	
Upper School Program	<input type="checkbox"/> 7/8 Grade	<input type="checkbox"/> 9 Grade	<input type="checkbox"/> 10 Grade	<input type="checkbox"/> 11 Grade	<input type="checkbox"/> 12 Grade
Math (Mon. & Wed.)	<input type="checkbox"/> Pre-algebra	<input type="checkbox"/> Algebra 1	<input type="checkbox"/> Algebra 2	<input type="checkbox"/> Geometry	
Latin (Mon. & Wed)		<input type="checkbox"/> Latin I	<input type="checkbox"/> Latin 2	<input type="checkbox"/> Latin 3	

Electives for 10th – 12th Grade (F = Fall, S = Spring)

Foundations of Western Civilization (F) History of Scientific Revolutions (S)

Medical Record

Please list any medical problems and/or medications taken on a regular basis: _____

Please list any allergies, including allergies to food and medicine: _____

Has your child been diagnosed with disabilities or impairments that may adversely affect their academic performance? Yes No

Has your child been involved in disciplinary action, suspended, or expelled from a previous school? Yes No

Has your child ever had a problem caused by the use of drugs or alcohol? Yes No

If you answered yes to any of the questions above, please provide a full explanation on a separate sheet.

Smith Preparatory Academy – Student Contract

Additional student applications may be downloaded at smithprep.com

All Upper School (7th - 12th grade) students are required to initial and sign the student contract. Up to three students may use this form.

Student Information

1. Name: _____ Grade: _____
2. Name: _____ Grade: _____
3. Name: _____ Grade: _____

Commitments

Please place your initials by each statement to indicate your assent.

1. ____ / 2. ____ / 3. ____ I commit to strive for excellence in all I do and to abide by biblical standards of conduct both in and out of school.
1. ____ / 2. ____ / 3. ____ I commit to cooperate respectfully with all representatives of the Smith Prep faculty and of the church which hosts Smith Prep.
1. ____ / 2. ____ / 3. ____ I commit to submit respectfully to all Smith Prep policies, including those governing conduct and dress code. Please refer to the Smith Prep Family Handbook for details.

1. Student signature: _____ Date: _____
2. Student signature: _____ Date: _____
3. Student signature: _____ Date: _____

PARENT COMMITMENT

We commit to uphold biblical standards of conduct for our family in and out of school. We agree that adults, as well as students, should uphold a dress code of modesty and an attitude of respect at all school activities and events.

- Father signature: _____ Date: _____
- Mother signature: _____ Date: _____

Smith Preparatory Academy – Parent Contract for Students

Use this form if your child/children will be enrolled as *private school students* with Smith Prep. Please use the Guest contract otherwise.

Parent Information

_____ / _____
Print Father/Guardian's Name

_____ / _____
Print Mother/Guardian's Name

Commitments and Acknowledgements

Parents/guardians: Please place your initials by each statement to indicate your assent.

_____ / _____ I/We understand that Smith Preparatory Academy (SPA) is a private school. As a private school student my child will be provided with the following services: record keeping, curriculum counseling, standardized testing for grades 4-10, and/or portfolio review for grades K-3. Students in 8th grade and above will also receive credit advising, an accredited diploma, a graduation ceremony, official transcripts, dual enrollment options, and Florida Bright Futures and scholarship documentation.

_____ / _____ I/We will assure that a Letter of Withdrawal is submitted to our previous school when enrolling my child at Smith Prep and understand my child is automatically withdrawn from Smith Prep should he/she be enrolled elsewhere.

_____ / _____ I/We hold harmless Smith Prep from any and all claims of liability resulting from services provided or not provided, errors, omissions, or referrals made by SPA.

_____ / _____ I/We understand that if a student misses evaluations or testing or is missing monthly reports, transcripts will be stamped *Incomplete*.

_____ / _____ Custody or guardianship of the student(s) is held solely by me/us, the natural or adoptive parent(s) or legal guardian(s) with whom the child lives. I/We, the legal guardian(s) or parent(s) of the student(s) in the application, have not been convicted of child abuse, neglect, or endangerment, and upon any incident of the same, occurring after this date, I/we will inform SPA.

_____ / _____ SPA reserves the right to review or request any information or records for the purpose of processing forms or obtaining transcripts or student records; and I/we agree to provide assistance in obtaining information or records for the same.

_____ / _____ Monthly reports for Upper School Students must be received by the 10th of each month. Non submission, late submission, or incomplete monthly reports will result in a late notice and a \$20.00 fine. Lack of response to the late notice will result in suspension/dismissal from the school on the 25th of the month.

_____ / _____ I/We commit to our responsibilities, as parents, to ensure that the formal education begun in the classroom is continued at home by:

- Teaching the required 180 days of school per year.
- Reviewing all assignments sent home on a weekly basis.
- Using the material sent home to teach our child throughout the week and assisting child in learning process.
- Reviewing completed work to ensure our child is working to the best of their abilities.
- Assisting our child in organizing his/her work to be submitted and reviewing all graded work sent home.
- Making available the student's work for inspection upon request of school staff.
- Submitting monthly report for upper school students of daily attendance and grades for non-SPA classes.
- Attending any meeting[s] that the Administration deems necessary.
- Completing an annual evaluation or standardized testing provided by Smith Prep or the SAT, ACT or CPT as deemed appropriate by SPA.
- Having immunization records and physicals up to date and submitted by August 11, 2019.

_____ / _____ I/We have reviewed the Smith Prep Handbook and commit to support and comply with all policies as outlined therein.

_____ / _____ I/We commit to contact our child's teacher should any concerns arise.

_____ / _____ I/We commit to bear any financial responsibility for any and all damages caused to school property by our child.

_____ / _____ I/We consent to my child's image possibly appearing on SPA social media accounts and/or marketing media.

Withdrawal of a Smith Prep Student Initiated by Parents

_____ / _____ If I/We wish to withdraw our student(s) from SPA, I/We will immediately inform the school of our intent in writing to withdraw and will fulfill all policies and requirements regarding withdrawal. All tuition and fees must be satisfied for records to be released, and I understand that all fees are non-refundable at any time for any reason.

_____ / _____ I/We understand that failure to keep up with the academic work, chronic absence or tardiness, unruly behavior, or unpaid fees are among reasons for dismissal from the SPA Student program.

_____ / _____ I/We will participate in an exit interview with a member of the administration.

Withdrawal of a Smith Prep Student Initiated by the Administration

_____ / _____ I/We understand that failure to keep up with the academic work, chronic absence or tardiness, unruly behavior, or unpaid fees are among reasons for dismissal from the SPA Student program.

_____ / _____ I/We understand that failure to comply with the school regulations and policies are cause for suspension and/or dismissal of student(s) with no refund of monies paid to the school. Our child may be removed from enrollment, or enrollment denied or rescinded, at the discretion of the School Administration. School records will then be stamped incomplete. (See SPA Family Handbook Financial Policies & Agreement and Code of Conduct.)

_____ / _____ In the event that a student is reinstated after a suspension, there will be a \$50 reinstatement fine. More than two suspensions will result in expulsion from the school.

We hereby certify that the answers and information on these forms are true and correct. We understand and agree that we will meet and maintain all the requirements of and abide by the policies and philosophy of education of Smith Preparatory Academy. We enter into this contract for enrollment with full understanding of our obligations and responsibilities. We understand and agree that negligence of these responsibilities may result in dismissal from Smith Prep without refund and that reinstatement is dependent upon reaffirmation of these standards, repayment of applicable fees, and acceptance by the Administration. We agree that any photos/videos taken of our family members at any Smith Prep events may be used for promotional purposes. We release, hold harmless, and indemnify Smith Preparatory Academy from any and all claims for loss, damage, and/or injury of any nature to any person or property resulting from Smith Prep's programs or activities. We have read the Smith Preparatory Academy Family Handbook, and we agree to abide by all of the policies. We have retained a copy of this document for our records and reference.

Father/Guardian's Signature _____ Date _____

Mother/Guardian's Signature _____ Date _____

Smith Preparatory Academy – Financial Contract

Payment Options

Both parents please initial by your preferred payment option for 2019-2020.

____ / ____ **Option One: Tuition is paid annually by July 1, 2019.** There will be a \$100.00 discount of the annual tuition per family when tuition is paid in full by May 15, 2019. This discount does not apply to Math, Latin, Yearbook, or students receiving the sibling discount.

____ / ____ **Option Two: Tuition is paid in two (2) equal semester installments by July 1 and December 1, 2019** There will be an administrative fee of \$150 applied to each family's account and divided between the two semester payments.

____ / ____ **Option Three: Tuition is paid in ten (10) monthly installments beginning July 1, 2019 and ending with the April 1, 2020 payment.** There will be an administrative fee of \$150 year applied to each family's account for this option and divided equally among the ten payments.

Method of Payment

Acceptable methods of payment include personal check, cash, pre-arranged bank draft, or a debit or credit card through the online School Software system. All families selecting Option Two or Three above must provide SPA with a valid debit or credit card account in the case of non-payment by the scheduled due date.

Financial Policies

Both parents please initial each line below indicating that you have read, understood, and agreed to the policy.

____ / ____ I/We understand that enrollment fees are charged per student, reserve a student's space at Smith Preparatory Academy, and are non-refundable at any time for any reason. Enrollment fees paid in the spring for the upcoming school year are placed on the family account.

____ / ____ I/We understand that annual tuition pays for the cost of instruction in the SPA Program, books, supplies, and other operational expenses at Smith Prep. We understand that all non- consumable books will remain the property of SPA and that students will retain all consumable books and materials. In addition to tuition and fees, families are required to purchase a school uniform, as well as common student school supplies. Other optional items/activities will be paid during the school year as a family chooses. These may include field trips, workshops, school portraits, yearbook, school jackets, missions support, and our annual yearbook fund raiser. Participation in any extra-curricular activities that may be offered is optional, not mandatory.

____ / ____ I/We understand that ONLY Tuition Payment Options Two & Three will be given a six day grace period. Payments not received in the school office or paid online by credit or debit card before the 7th of the month will be charged a \$25.00 late fee per student. Families who choose Option One but miss the payment deadline will automatically be moved to the next payment option. Students are subject to being suspended from classes if an account is not up to date. (See Missing a Tuition Deadline in your Smith Prep Handbook for details.)

____ / ____ I/We understand that if a payment is not received in our office by the 25th of the month it is due, SPA reserves the right to charge the tuition payment, plus late fees incurred, to the debit or credit card provided above.

____ / ____ I/We understand that any checks returned to SPA for non-sufficient funds will have a \$35 fee assessed to our SPA account. (If two checks are returned, the account will be placed on a cash-only basis.)

____ / ____ I/We understand that if we withdraw our student(s) at any time, we are liable for all tuition for the full school year. (Please see details on Withdrawal Policy in the SPA Handbook for exceptions).

____ / ____ I/We understand that if our financial account is not current at the close of any semester, grades and records will be withheld until the account is settled.

____ / ____ I/We have read and understand the policies in the 2020-2020 Smith Preparatory Handbook regarding discounts, grace periods, tuition deadlines, late fees, withdrawal, NSF checks, and late enrollment.

I/We have read the complete Financial Options and Policies for Smith Preparatory Academy, and we agree to abide by all of the Financial Policies. We have retained a copy of this document for our records and reference:

Father/Guardian's Signature

Date

Mother/Guardian's Signature

Date

Additional Financially Responsible Adult (Optional)

Date

