

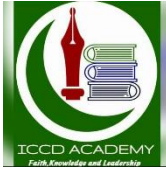
ICCD ACADEMY 2017-2018

REGISTRATION: INFORMATION

- Students must meet the following age requirements for each grade before September 1st 2017:

Preschool	3 years old
Pre-Kindergarten	4 years old
Kindergarten	5 years old
1 st Grade	6 years old
2 nd Grade	7 years old
3 rd Grade	8 years old

- Students **must be potty-trained without pull-up dependency prior to the first day of school.**
- **Required Documents for all Students:**
 1. Copy of student's Birth Certificate
 2. Copy of medical documents (school physical)
 3. Copy of updated Vaccination Documents.
- **Priority registration Deadline (for families currently enrolled) will be March 24th, 2017**
- **General registration deadline is June 30, 2017.**
- **Late registration deadline is August 18, 2017.**
- **PLEASE NOTE: REGISTRATION SEATS ARE NOT CONFIRMED UNTIL REGISTRATION FEE HAS BEEN PAID (NEW STUDENTS) or FIRST MONTHS TUITION (CURRENT STUDENTS)**
- **Nonrefundable Registration Fee:**
General Registration Fee \$50, Late Registration fee \$75



ICCD ACADEMY 2017-2018

REGISTRATION: STEP 1-STUDENT INFORMATION

Please print clearly as it appears on the Birth Certificate.

First Name: _____ Middle Name: _____ Last Name: _____

Home Address: _____ Apt. Number: _____ City/State: _____, IL Zip Code: _____

Birth Date (mm/dd/yyyy) _____ Current School: _____

Circle the grade your child will be attending:

- Preschool A.M. Shift (8:45 A.M. - 12:30 A.M.) Preschool P.M. Shift (12:00 P.M. - 3:15 P.M.)
- Pre-K A.M. Shift (8:45 A.M.- 12:30 P.M.) Pre-K P.M. Shift (12:00 P.M.- 3:15 P.M.)
- Preschool Full Day (8:45 A.M. - 3:15 P.M.) Pre-K Full Day (8:45 A.M. - 3:15 P.M.)
- Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade

Mother/Guardian Full Name: _____ Mobile: _____

Email: _____ Work Phone: _____

Father/Guardian Full Name: _____ Mobile: _____

Email: _____ Work Phone: _____

Allergies: _____

SIBLING INFORMATION: Please list any siblings (**brothers/sisters ONLY**) who are applying to or are currently enrolled at ICCD ACADEMY. **You must submit separate applications for each child.**

1. Name _____ Grade: _____

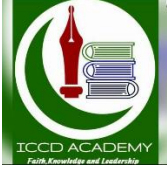
2. Name _____ Grade: _____

I hereby grant ICCD Academy permission to use the pupil record of the student named above for evaluation and research purposes, under the condition that all information from this record be used under strict conditions of anonymity and confidentiality.

Parent/Guardian Signature: _____ Date: _____

480 Potter Road
Des Plaines, IL 60016
Tel: 224.567.8256

iccdschool@gmail.com
www.iccdacademy.org



ICCD ACADEMY 2017-2018

REGISTRATION: STEP 2-TUITION

- All Applications **must be submitted to the office by August 18th, 2017 to be considered for the 2017-2018 school year.**
- New student applications must be submitted with a Non-refundable registration fee: \$50.00 & \$75 for late registration.

Payment of Tuition fees can be paid:

1. **Plan A- Full Payment** – Apply a 5% discount to full annual payment made before Aug 18th, 2017.
 2. **Plan B – Direct Deposit-** Managed through **Brightwheel App.**
 3. **Plan C** – 10 Monthly payments due the 1th of each month starting August 1st, 2017 with the last payment due by June, 2018. (A late fee of \$25.00 will be charged after the 5th of each month, an additional \$25.00 will be charged if payments are not received by the 15th of the month.) Check or money order only. Manual payments may be made by credit card on Brightwheel.
- Payments must be made by the 1st of the month.
 - Non -Payment Policy: Students will not be allowed to attend class if they do not meet their tuition obligation.
 - School records and report cards may not be issued for non-payment of tuition.

Tuition Fee:

→ Preschool / Pre-K Full Day:	\$3,950.00
→ Preschool/Pre-K Half Day:	\$2,350.00
→ KG- 3 rd grade (other):	\$3,350.00

Check return Policy: \$25 will be assessed on every returned check to cover bank charges.

Sibling Discount: 10% will be applied on the lower tuition

Admissions are processed and submitted on a first come first serve basis with sole discretion of the ICCD Academy School Board Committee.

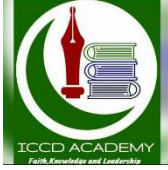
I have read the above information and agree to abide by it as conditions of the enrollment for my child/children in ICCD Academy.

Full Name: _____ Date: _____

Signature: _____

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ICCD ACADEMY 2017-2018

REGISTRATION: STEP 3-SUBMITTING PAYMENTS AND DOCUMENTS

Turn in the following items to the office by June 30th, 2017.

DOCUMENTS

- Copy of birth certificate
- Copy of medical records (school physical)
- Copy of immunization records
- Copy previous school records (if applicable)
- Signed school waiver and media release forms
- Signed student manual contracts

PAYMENTS

- Supplies Fee: \$100 (mandatory)
- First Two Month's Tuition
- Payment for gym uniforms: \$20 per set, one set required

Fill out order below

Quantity Required: _____ Total: \$ _____

Circle Size Required:

Youth XSmall

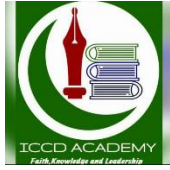
Youth Small

Youth Medium

Youth Large

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ICCD ACADEMY 2017-2018

REGISTRATION: STEP 4-SETTING UP YOUR BRIGHTWHEEL ACCOUNT

Welcome to brightwheel!

Our school is going to be using brightwheel to help with things like daily check-in, communication, and payments.

Your parent invite code must be obtained from the office.

How to Create an Account

- Install the brightwheel app from the Apple App Store or Google Play.
- Create a parent account and enter your parent invite code.
- By entering your invite code, your account will automatically be linked to your school & child. You can also create an account online. Visit www.mybrightwheel.com, and select sign up.

Check-in code

Schools have the option for parents to use a numeric four digit check-in code during drop off and pick up. Your check-in code will be emailed to you after you create your account. You can change your check-in code anytime within your profile settings.

Next Steps

- Login and make sure your contact info and your child's info is up to date.
- If you have additional kids at this school or another school using brightwheel, you can enter additional invite codes.
- Add additional guardians to brightwheel within your child's profile. For example, a nanny or friend who has your approval to pick up your child from school, or a grandparent that would like to see daily photos on brightwheel.

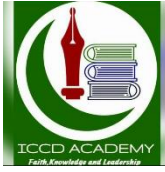
Questions?

Please contact the brightwheel team at help@mybrightwheel.com or visit

www.mybrightwheel.com/support.

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ICCD ACADEMY 2017-2018

REGISTRATION: STEP 5-SETTING UP PAYMENTS ON BRIGHTWHEEL

Brightwheel Billing Features

- **Easy Setup** - Just use your existing brightwheel account
- **Online Pay** - Direct withdrawal from your bank account and/or credit/debit card payments (if your school allows) - no more checks!
- **Easy Record keeping** - Receipts via email and on the web
- **Secure** - We use the highest levels of security and compliance. Your info is safe and encrypted; it cannot be seen by your school or anyone else.
- **Auto Pay** - Choose automatic withdrawals and receive confirmations when your payment goes through
- **Mobile** - Do everything from your iPhone or Android device (*coming soon!*), in addition to your computer.

Questions? Contact the office or the Brightwheel team at

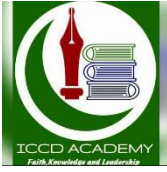
help@mybrightwheel.com

All financial information is secure and confidential.

Parents reserve the right to opt out of Brightwheel payments.

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ICCD ACADEMY 2017-2018

REGISTRATION: STEP 6-GETTING YOUR CHILD READY FOR SCHOOL

Materials your child will need for school:

- Backpack
- Personal Water Bottle
- Lunchbox
- Change of clothes (in case of an accident)
Include: shirt, pants, underwear, and socks.
- Small Blanket (Preschool and PreK students enrolled full day ONLY)
- 1 inch Binder, 2 folders, 2 notebooks
- Minimum of one gym uniform set to be worn on gym days only.
- A pair of brand new shoes to be kept at school as indoor shoes and one pair of gym shoes for gym days.

PLEASE NOTE: All other supplies will be purchased by the school.

Tips for school:

1. Students must sleep early to be alert and attentive in class, we recommend students in Preschool-KG sleep between 7:00-8:00 PM and students grades 1-3 sleep no later than 8:00-9:00 PM.
2. Please pack healthy lunches and snacks for your child. Avoid chips, cakes, cookies, sugary juices, and other junk foods. Food plays an integral role in the child's classroom performance.
3. Please check your child's take home folder and ***brightwheel*** messages regularly as this is the communication tool between the teacher and the parent.

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