



ICCD Academy Registration 2019-2020

REGISTRATION REQUIREMENTS

1. MEET THE AGE BRACKET

Students must meet the age requirements below before September 1, 2018.

A grace period of one month (October 1st cut off) is awarded on a case by case basis. Please visit the school office for more information. No exceptions are made past the October 1st deadline under any circumstance.

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
4 th Grade	9 years old
5 th Grade	10 years old

PLEASE NOTE:

5th grade is tentative for 2019-2020, if the 5th grade section will not open, registration fees will be refunded.

2. BE ABLE TO USE THE BATHROOM INDEPENDENTLY

Students must be potty-trained without pull-up dependency prior to the first day of school.

3. PROVIDE PROPER DOCUMENTATION.

Required Documents (must be submitted within 14 days of enrollment):

- | | |
|---|---|
| 1. Copy of student's birth certificate | 2. Copy of medical documents (school physical) |
| 3. Copy of updated immunization records | 4. Copy of previous school records and transfer |
| 5. Copy of dental exam (KG & 2 nd Grade) | 6. Copy of vision exam with optometrist (KG) |

Required forms:

- | | |
|---------------------------------|-----------------------------|
| 1. Registration form | 2. School liability form |
| 3. School policy agreement form | 4. Financial agreement form |

4. PAY MANDATORY REGISTRATION FEE - \$295

Registration Fee Includes:

Textbook, Labs, Tech Fee	\$145
Supplies	\$100
Registration Processing Fee	\$50

PLEASE NOTE:

**Registration seats are not confirmed until registration fee and first month's tuition has been paid.
Registration fee is non-refundable.**

REGISTRATION DEADLINE

Priority registration deadline (for families currently enrolled) – May 3, 2019



ICCD Academy Registration 2019-2020

CLASSES AND SCHEDULING

EARLY CHILDHOOD

Grade	Timing	Courses/Periods Offered
Preschool A.M. Shift	8:30 A.M. - 12:00 P.M.	Reading, Math, Arabic, Quran, Life Skills, Snack
Preschool Full Day	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Life Skills, Science, Islamic Studies, P.E., Salah, Nap, Snack, Lunch
Pre-K A.M. Shift	8:30 A.M. - 12:00 P.M.	Reading, Math, Arabic, Quran, Life Skills, Snack
Pre-K Full Day	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Life Skills, Science, Islamic Studies, P.E., Salah, Technology, Nap, Snack,
Kindergarten	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Technology, Science, Islamic Studies, P.E., Salah, Social Studies, Snack, Lunch/Recess

ELEMENTARY

Grade	Timing	Courses/Periods Offered
First	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Science, Islamic Studies, P.E., Salah, Technology, Social Studies, Snack, Lunch
Second	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Science, Islamic Studies, P.E., Salah, Social Studies, Technology, Snack, Lunch
Third	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Science, Islamic Studies, P.E., Salah, Social Studies, Technology, Snack, Lunch
Fourth	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Science, Islamic Studies, P.E., Salah, Social Studies, Technology, Snack, Lunch
Fifth	8:30 A.M. - 3:45 P.M.	Reading, Math, Arabic, Quran, Science, Islamic Studies, P.E., Salah, Social Studies, Technology, Snack, Lunch

SCHOOL ATTIRE

DRESS CODE

MONDAY & WEDNESDAY: Students are required to wear *formal uniforms* and bring a head covering for salah (boys and girls).

TUESDAY & THURSDAY: Students are required to wear *gym uniforms* and bring a head covering for salah (boys and girls).

FRIDAYS: Uniforms are not required; however, students are still required to adhere to our school dress code policy as stated in the student manual.



ICCD Academy Registration 2019-2020

TUITION AND PAYMENT POLICIES

TUITION

<u>Grade</u>	<u>Annual</u>	<u>Monthly</u>
Early Childhood Full Day	\$4,200	\$420
Early Childhood Half Day	\$2,500	\$250
Elementary (Grades 1-5)	\$3,600	\$360
Security fee (all grades)	\$100	\$10

METHOD OF PAYMENT

Plan A- Full Payment – Apply a 5% discount to full annual payment made before Aug 1, 2018.

Plan B – Monthly Payment -August to May (10 payments) during the 1st-5th of each month
Tuition payments must be made through *Quickbooks* only. Cash, checks, and quick-pay will not be accepted.

DISCOUNTS

Sibling Discount: 10% discount will be applied on the lower tuition. 15% discount will be applied to the third sibling, and remaining siblings thereafter.

Scholarships and Aid: ICCD Academy will not be awarding scholarships or financial aid during the academic year of 2019-2020. In the case of an unforeseen emergency or financial need, requests will be reviewed by the ICCD Academy board on a case by case basis. Please see office for information.

PAYMENT DEADLINES & PENALTIES

Late Payments: Monthly tuition payments must be paid between the 1st and 5th of each month. A late fee of \$25 is charged after the 5th of each month. An additional \$25 fee is charged if payments are not received by the 15th of each month.

Outstanding Payments: Students will not be permitted in class if payments are not received by the 25th of each month. School records and report cards will not be issued if tuition requirements have not been met.

EXTENDED STUDENT LEAVE

The school does not encourage student leave outside of the designated dates on the calendar nor are tuition waivers or discounts granted for students on extended leave. For the school to hold your child's seat until he/she returns please fulfil the tuition obligations for each month.

EARLY TRANSFERS

Early transfers are subject to a fine of \$300, in addition to the tuition for the last month. In the case of full payment, the board will review and issue a refund for a percentage of the total amount. Transfers and report cards will not be issued until payments are received. In the event of an early transfer caused by a family relocating or other unforeseen emergencies where the school has been given reasonable notice, exceptions may apply. Please see office for more information.



ICCD Academy Registration 2019-2020

SCHOOL COMMUNICATION APP-BRIGHTWHEEL

CREATING A NEW ACCOUNT

1. Install the Brightwheel app from the Apple App Store or Google Play.
2. Create a parent account and enter your parent invite code (see office for code).
3. By entering your invite code, your account will automatically be linked to ICCD Academy and your child.
4. You can also create an account online. Visit www.mybrightwheel.com and select sign up.
5. 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.

USING YOUR BRIGHTWHEEL ACCOUNT

1. After the account is setup or if using an account from last year:
2. Login and make sure your contact info and your child's info are up to date.
3. If you have additional kids at this school or another school using Brightwheel, you can enter additional invite codes.
4. 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.
5. Questions? Please contact the Brightwheel team at help@mybrightwheel.com or visit www.mybrightwheel.com/support

PREPARING YOUR CHILD FOR SCHOOL

GRADE	REQUIRED MATERIALS
ALL STUDENTS	minimum of one gym uniform set and one formal uniform set, head covering for prayer (boys and girls), pair of new gym shoes to be used as indoor shoes only, a pair of weather appropriate shoes for outdoors, backpack, reusable water bottle, lunchbox
PRESCHOOL-PREK	change of clothes (include shirt, pants, underwear, and socks), small sleeping bag for full day students (must be able to fit in cubby), 1 three-ring binder (preschool only), 1 composition notebook (pre-K only)
KG-GRADE 1	2 folders (1 red, 1 blue folder), 1 composition notebook
GRADES 2-5	5 folders (blue, red, green, yellow, and purple), 1 composition notebook

ADDITIONAL NOTES

1. Students must sleep early to be alert and attentive in class. We recommend students in preschool-1st grade sleep between 7:00-8:00 PM and students in grades 2-5 sleep by 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. Unhealthy snacks/lunches will be replaced by the school with an apple or a banana.
3. Please check your child's take-home folder and Brightwheel messages every day as this is the communication tool between the teacher and the parent.



ICCD Academy Registration 2019-2020

ICCD ACADEMY REGISTRATION FORM

STUDENT INFORMATION: (PLEASE PRINT CLEARLY - as it appears on the birth certificate):

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

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

STUDENT'S PRIMARY RESIDENCE:

Home Address: _____ Apt. Number: _____

City/State: _____, Illinois Zip Code: _____

Is the student's only place of residence: Yes No

Please list student's secondary place of residence (if applicable):

Home Address: _____ Apt. Number: _____

City/State: _____, Illinois Zip Code: _____

Address belongs to: _____ Relationship: _____

GRADE APPLYING FOR (please fill in the circle)

- | | | |
|---|---|---|
| <input type="radio"/> Preschool A.M. Shift (8:30 A.M. - 12:00 A.M.) | <input type="radio"/> Pre-K A.M. Shift (8:30 A.M.-12:00 P.M.) | |
| <input type="radio"/> Preschool Full Day (8:30 A.M. - 3:45 P.M.) | <input type="radio"/> Pre-K Full Day (8:30 A.M. - 3:45 P.M.) | |
| <input type="radio"/> Kindergarten | <input type="radio"/> 1 st Grade | <input type="radio"/> 2 nd Grade |
| <input type="radio"/> 3 rd Grade | <input type="radio"/> 4 th Grade | <input type="radio"/> 5 th Grade |

PARENT INFORMATION

Mother/Guardian Full Name: _____ Mobile: _____

Email: _____ Work Phone: _____

Father/Guardian Full Name: _____ Mobile: _____

Email: _____ Work Phone: _____

Father/Guardian Occupation: _____ Mother/Guardian Occupation: _____



ICCD Academy Registration 2019-2020

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.**

Name _____ Grade: _____

Name _____ Grade: _____

DEMOGRAPHICS (please fill in the circle)

- Race/Ethnicity: Hispanic Asian White/Arab African/African American Mixed Race
- Income Bracket: \$30K or below \$31K-\$50K \$51K-\$70K \$71K-\$90K 91K-Above
- Members in Household: 2 3 4 5 6 7 8 9 10

EMERGENCY CONTACTS:

Emergency Contact 1: _____ Relationship: _____

Mobile: _____ Email: _____

Emergency Contact 2: _____ Relationship: _____

Mobile: _____ Email: _____

AUTHORIZED PERSONS FOR PICK-UP:

1. Full Name: _____ Relationship: _____

2. Full Name: _____ Relationship: _____

3. Full Name: _____ Relationship: _____

4. Full Name: _____ Relationship: _____

5. Full Name: _____ Relationship: _____

HEALTH INFORMATION:

Allergies: _____

Additional Health Information: _____

List special needs or services: _____

List medication required during school hours: _____

I hereby attest that all information on this form is accurate. I grant ICCD Academy permission to use this for evaluation and research purposes, under the condition that all information from this record be used under confidentiality.

Parent/Guardian Signature 1: _____ Date: _____

Parent/Guardian Signature 1: _____ Date: _____



ICCD Academy Registration 2019-2020

STUDENT NAME: _____ GRADE: _____

ICCD ACADEMY LIABILITY FORM

I understand that although the students will be supervised by ICCD Academy staff, I acknowledge that I will not seek to have the school held liable in the event that any accident, injury, loss of property or any other circumstance or incident occurs during or as a result of my son's/daughter's attendance at ICCD Academy. This release of liability includes accident, injury, loss, or damages to the student, as well as, to other individuals or property which may result during the student's attendance at ICCD Academy. I hereby release and agree to hold harmless ICCD Academy and ICCD Masjid and its officials, agents and employees, from any claims arising out of my son's/daughter's attendance at the school. I have read and understand and accept all of the statements recited above and accept full responsibility as described.

Parent/Guardian Name (*Please Print*): _____

Parent Signature: _____ Date: _____

Parent/Guardian Name (*Please Print*): _____

Parent Signature: _____ Date: _____

ICCD ACADEMY POLICY AGREEMENT FORM

I understand that by enrolling my child at ICCD Academy, I agree to support ICCD Academy staff and administration to uphold the guidelines and principles as declared in the student handbook. I agree to support and encourage the behaviors and expectations outlined in the student handbook as they are in the best interest of the safety and wellbeing of all students.

Parent/Guardian Name (*Please Print*): _____

Parent Signature: _____ Date: _____

Parent/Guardian Name (*Please Print*): _____

Parent Signature: _____ Date: _____



ICCD Academy Registration 2019-2020

ICCD ACADEMY FINANCIAL AGREEMENT FORM

I understand that by enrolling my child at ICCD Academy, I agree to the financial commitments stated below. I understand that failure to do so may result in the termination of my child's registration at ICCD Academy without access to school records and transcripts. In the event of an unforeseen financial crisis or emergency, I will inform the ICCD Academy school board prior to the tuition deadline in the 1st-5th of the month to seek counsel.

TUITION AMOUNT

I understand the cost of my child's tuition for the year of 2019-2020 will be \$_____.

PAYMENT PLAN

I agree to pay my child's tuition in full with a 5% discount on the total amount.

or

I agree to pay my child's tuition monthly between the 1st -5th of the month. If the tuition is not paid by the 5th I understand I will be held responsible for a \$25 fine. If the tuition is not paid by the 15th I understand it will be an additional \$25 fine.

EXTENDED STUDENT LEAVE

I understand that in the event of extended leave, I will be held liable for full tuition payments during my absence. My child's seat will not be held unless my financial obligations have been met.

EARLY TRANSFERS

I understand if I choose to transfer my child out of ICCD Academy during the school year, I will be held liable to pay a fine of \$300 and the last month's tuition.

Parent/Guardian Name (*Please Print*): _____

Parent Signature: _____ Date: _____

Parent/Guardian Name (*Please Print*): _____

Parent Signature: _____ Date: _____