

Admission Agreement for 2023-2024

Great Revelations Academy-Dearborn Heights

6400 Miller Rd. Dearborn, MI 48126 (313)254-4504

Child(ren)'s Name: _____

Date of Birth: (M) _____ (D) _____ (Y) _____

Parent's/ Guardian's Name(s) _____ Social Security #: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Cell: _____

Email Address: _____

Person(s) Responsible for Payment: _____

Description of Basic Services:

Great Revelations Academy services pre-kindergarten through ninth grade (no pre-k in Dearborn Heights). We provide a rigorous core curriculum that meets and exceeds state standards. Our program is enhanced with Islamic principles and values throughout students daily core subjects, coupled daily with a class of Islamic Studies (Deen), and Arabic Language.

Tuition

Grade	Tuition of First child	Fees	Total
KG-8th	\$7,000	\$750	\$7,750
9th	\$7,250	\$750	\$8,000

I, parent of
agree to pay the tuition fee as identified below.

Discounts

- 3.0 % discount applies for each sibling (from same household) student registered

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Installment Plan:

1	Upon Registration
2	August 15 th , 2023
3	October 6, 2023
4	November 3, 2023
5	December 1, 2023
6	January 1, 2024
7	February 1, 2024
8	March 1, 2024 (Final)

***Check funds will be verified upon receipt**

***Delinquent Accounts: Students with unpaid past due accounts may not attend school until accounts are settled. Late tuition (after one week) will result in a \$100.00 late charge** will be applied for each week payment is delinquent. A 5.0 % surcharge will be applied to any unpaid balance after 3/15/2024.

Tuition Policy:

- All families are expected to make tuition payments on time and according to the school's payment plans.
- First payment is due immediately upon registration along with the fees. The fee amount is 100% refundable prior to 7/31/2023(child is unenrolled before 7/31/2023). Any enrollment after 8/1/2023 will be considered final.
- Registration and materials fees are due upon registration and are non-refundable after 07/31/2023.
- First payment and fees are due upon registration and if the payment is not received or paid on time, then the student registration shall be voided and his/her record will be removed from the system.
- Families withdrawing students prior to the first day of school (8/28/2023) shall be refunded 75.0 % of the first tuition payment. The fees are not refundable
- Excused Withdrawal*: after the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance until 12/31/2023. This only applies to families withdrawing kids due to life event changes (relocation to another state or country, death, long term sickness, termination by school).
- Unexcused withdrawal: any student taken out from Great Revelations Academy prior to the end of the school year, parents are responsible for paying tuition in full. GRA reserves the right to hold release of records until accounts are settled.

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- Families failing to pay tuition according to the agreement will be informed that their child (ren) may not be admitted to school. The school reserves the right to terminate students with delinquent balance and send their accounts to collections.

Attendance Policy

I will adhere to the daily school schedule and ensure my student is consistently in attendance and timely. When my student is absent I will notify the main office by the start of the school day. Checking a student out early must be done in the main office by a parent/legal guardian or designated adult on record. This will be left to a minimum to ensure students' instructional time in school is maximized. Students are required to attend all classes on time. It is the responsibility of the parents to ensure full compliance with the school attendance policy.

- A student walking to school at 8:30 AM is already tardy
- Two late arrivals (tardies) in the same week will lead to one-hour after school detention
- The totals of 3 tardies in one semester will lead to 2-hour after school detention
- The total of 5 tardies in one semester will lead to one-day in school suspension
- Absence resulting from life event changes and /or sickness may be forgiven. Parents must submit documents to support the legitimacy of the time out.
- Any student who miss a total of six unexcused absences will be placed on the academic watch immediately and will be subject to performance evaluation. The school reserves the right to take any measures to make up for the lost time.
- All of the above apply when the lost time is unexcused, this is when a student misses school time for reason not accepted by the school
 - Going on vacation or leaving the country
 - Attending family social events
- Excused absence is allowed in case:
 - The student is sick/serious emergency or death in the family
 - Emergency at the house where the student resides (fire, flood, etc)
 - Other cases apply but has to be discussed with the school administration
- A physician note is required if the student is absent for three days (3 days) and up
- Excessive unexcused absences may lead to grade retention and/or termination from school. The school has no obligations whatsoever toward your child academic activities (no makeup of test, homework, etc)
- Taking your child out of school before the school ends (like going on early summer vacation) is not allowed and the school has the right to take any punitive measures.
- Students whose absence days exceed 8 days will be subject to academic evaluations. This may lead to grade retention or termination due to poor performance. The school requires 78% average passing grade on all subjects.
- The school may request to enroll students with poor performances due to excessive absence in special tutoring programs to make up for the lost time/ materials.

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Grade	Arrival (Tardy Bell)	Dismissal
KG – 9th	No later than 8:20 AM	3:30 PM

Drop Off policy

It is imperative that all parents drop off their children on time, between **8:00-8:20 Am**. When students arrive late to class, this can be disruptive not only to their own learning but to the whole class. Parents are not allowed to enter the building during both drop off or pick up. Only parents of PreK- KG are allowed in.

Pick Up policy

It is imperative that all parents pick-up their children on time. Parent must park and pick up their children from the main entrance. GRA staff will be available to assist those who need help.

Sick Policy

It is your responsibility, as the parent, to ensure your student remains home when ill. Students who are ill or showing sickness symptoms will be sent home to ensure their wellbeing and the wellbeing of others.

- **Students who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home**
- **GRA will send home anyone who is sick or not feeling well**

Uniform Policy

All students must adhere to the uniform policy at all times. Uniforms are available for purchase through a retailer to be shared forthcoming.

Dress Code:

- Boys are required to wear khaki (tan) slacks along with the blue polo style shirt (for fall/spring) and dress shirt/sweater vest (for winter) with the school logo. Shirts must be tucked inside pants worn with a belt (if pants have loop wholes).
- Girls wear solid navy blue jumpers with the school logo with a light blue blouse. They must wear khaki-colored pants under the jumper. (NO SKINNY PANTS).
- Navy blue cardigans with logos are required for all children in cool weather.
- All elementary school-age girls (starting at 4th grade) will be required to wear a navy blue scarf with the option of a light blue or white "umta".
- All children should wear navy, black, or brown shoes with the uniform. No other colors are allowed.
- For PE Days, students in KG-4th grades will be asked to wear the navy blue Great Revelations Academy long sleeve T-Shirt with the school logo along (available at GRA) with the required navy blue sweat pants. They may wear any color of athletic shoes on PE days.

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- We require all students have at least one PE school logo shirt which will be required for all field trips and sports day activities.
- **Middle school girls (5th-8th) and 9th must wear the special Gym uniform (available at GRA).**

Surveillance

I am aware that surveillance cameras are present throughout the school to ensure the safety and success of students.

Cell Phone Policy

Cell phones are not allowed for grades KG-4th. Students in grade 5th-9th are required to turn their cell phones to the school office as soon as they enter the facility. Therefore, cell phone usage is not allowed during school hours unless authorized by the school administration. Students who violate this policy will face disciplinary measures. In addition, their cell phone will be held by the school for three business days.

Student Code of Conduct

All students will adhere to the student code of conduct (refer to student/parent handbook) at all times. As a parent, it is my responsibility to support and reinforce these codes of conduct with my child as a partner and advocate of the school. Ultimately, student success is our success!

Student Assessment

The school reserves the right to assess incoming students in all domains to make sure that they are developmentally, academically, physically, emotionally, and socially ready. Students who register for the first time at GRA will undergo a screening process which includes taking an assessment test in Math and ELA (grades KG-9th). Upon acceptance, students may also be under probationary period for up to three months. Failure to meet grade level expectations in achievement and /or effort could result in expulsion from program. The school reserves the right to decline the admission of anyone who fails to meet the minimum requirements set by the school. Keep in mind that GRA does not have the necessary resources to serve students with special needs, especially IEP students.

Behavioral Watch

The Great Revelations Academy's Behavioral Watch Policy is a formal notice to the student that he/she has engaged in behavior that is unacceptable within the GRA school community. This notice is to indicate that if this behavior continues, or if other inappropriate behavior follows, more severe action may be taken, including the possibility of permanent dismissal from the Great Revelations Academy.

A student may also be placed on Behavioral Watch if a student repeatedly engages in disruptive behavior within the classroom, for multiple classes or repeatedly over a long period of time. The behavior is deemed as unacceptable, harmful, or disruptive to the GRA learning community.

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The GRA Behavioral Watch is for a fixed period of time (usually four weeks) that is determined by both the teachers and administration accordingly. Once it is deemed in the best interest of the child to be placed on a Behavioral Watch, parents will be notified and a meeting with the student, parents, teachers, and administration will take place to communicate a plan of action. Plans are individualized and tailored to ensure the individualized best interest of the student.

Students on Behavioral Watch are not permitted to participate in any Great Revelations Academy extracurricular activities, including sports, until their record is reviewed and are returned to good standing. The purpose of this Behavioral Watch Agreement is to provide students **with additional support and structure so they may improve their standing.**

Academic Watch

All grade level students at the Great Revelations Academy are expected to have a minimum of **70% in all classes to maintain good academic standing.** At any point during the school year, if a student's grades over multiple subject areas falls under this minimum percentage expectation, your child may be placed on a GRA Academic Watch. This probationary period is designed to assess the academic challenges your child is facing that are prohibiting them from achievement.

The Great Revelations Academy prioritizes the achievements of all students. A GRA Academic Watch is handled on a case by case basis. Teachers want to work with your child at the first sign of difficulty--academic or otherwise--to ensure their success.

Once your child is placed on an Academic Watch, you will immediately be notified by administration. A meeting with parents, administration, and teachers will take place. All of your child's teachers involved will work together, along with administration, to develop an individualized plan to fully support your child's academic progress.

Students on Academic Watch are not permitted to participate in any Great Revelations Academy extracurricular activities, including sports, until their record is reviewed and are returned to good standing. The probationary period will be defined by your child's plan--typically around four to six weeks.

Student Termination (Expulsion)

The school administration holds discretion to **terminate (expel)** students based on the level of offence and/or a 3rd offence. (Refer to handbook). All tuition funds are nonrefundable. The school will place on the academic watch any students with disruptive behavior after 5 teacher's referral. During the behavioral watch the students is placed on probation for twenty school days

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(term), during which his/her behavior must improve and adhere 100% to the school policy. Failure to meet the requirements of the behavioral watch after the term will lead to termination.

I/We have read the Admission Agreement for the school year 2023-2024. I agree to and accept all policies and procedures set forth herein. I understand that these policies are subject to change with a 30-day written advanced notice. Only one parent signature is required for agreement.

Child's Name:

Parent/Guardian Name

Date

Parent/Guardian Signature

GRA administrator

Date

Principal Signature: _____ **Date:** _____

This form will be kept in student's file.