



Photo

Registration Form 2019-2020

For Office Use Only	
Enrollment date: _____	
Grade to be enrolled: _____	
Received by: _____	
Principal's Signature: _____	
Interview <input type="checkbox"/>	Test <input type="checkbox"/> File complete <input type="checkbox"/>
Application fee <input type="checkbox"/>	Registration fee <input type="checkbox"/>

Required Documents for Student Enrollment

The following documents are required at the time of registration.

- Birth certificate:** A birth certificate is required for children enrolling in MDQ Academy School for the first time (translation required if birth certificate is in a foreign language).
- Proof of required immunizations:** State Education Law requires that all new students entering school or already in preschool or grades KG, 2, 4, 7, 10, have a physical/medical examination including immunization and BMI. Optional Dental Certificates may also be requested.
- Proof of medical/physical examination:** see Immunizations above.
- Proof of address:** Recent utility bill with parent's name, driver's license, notarized letter or landlord/tenant form.
- Most recent report card/transcript:** Kindergarten and up.
- Recent passport-size photo:** All girls must submit pictures with Hijab.
- ID of the person registering:** The person registering must be the party financially responsible for paying tuition fees.

Student Enrollment Policy

A-Head Start: For potty-trained children who are 3 years (pending with conditions) of age. Students must also pass an interview and/or placement test.

Pre-K: For children who will be 4 years old on or before Dec. 1st. Younger age transfers may not be accepted. Students must also pass an interview and/or placement test.

Kindergarten: For children who will be 5 years old on or before Dec. 1st. Students must also pass an interview and/or placement test.

1st grade: For children who will be 6 years old on or before Dec. 1st or who have successfully completed Kindergarten (proof required upon enrollment). Students must also pass a placement test and an interview.

2nd – 12th grade: For students who have successfully completed the previous grade. Report card is required upon enrollment. Student must also pass a placement test, iReady diagnostic and an interview.

Uniform Policy

Our school uniform creates a sense of unity and order in the school. Students are expected to wear the proper uniform at all times. Students who are not dressed properly will be sent home. Please make sure your child has an extra uniform.

- | | |
|--------------|---|
| Girls | <ul style="list-style-type: none"> • Pre-K through 3rd grade: School uniform, black shoes with rubber soles, no laces, no heels. • 4th grade and up: School uniform, Navy blue jilbab, white hijab/khimar, black shoes with rubber soles, no laces, no heels. |
| Boys | <ul style="list-style-type: none"> • Navy blue dress pants, light blue shirt, black shoes/sneakers with rubber soles, no laces. • "V" neck Blue sweater or Blue cardigan (sweater jacket). • Middle & High School boys are allowed to wear white jalabiyas and kufis on Fridays. |

Tuition

Please note that the registration fees, tuition for the month of September, and the additional fees are due at registration time. All are non-refundable/non-transferable. Registration will not be accepted without full payment of these fees. The above does not include any other obligatory fees (such as graduation, fund raising activities, field trips, books, instructional materials, lab fees, etc...).

Application fee: (first time only) \$25.00 due upon application submission and before test/interview.

Registration fee: Yearly \$300.00 due in full upon registration.

Technology fee: Yearly \$ 40.00 per student.

Supply fee: Yearly for lower grades (A-Head Start, Pre-K, KG) \$50 due upon registration.

Tuition:	1 child: \$4,850 yearly	4 children: \$14,500 yearly
	2 children: \$8,550 yearly	5 children: \$16,450 yearly
	3 children: \$11,800 yearly	6 children: \$16,450 yearly

Activity fees: Parents will be notified of field trips, various activities and applicable fees throughout school year.

Graduation fee: Applicable to graduating classes only – Pre-K, 5th, 8th, 12th : \$75.00.

Yearly financial aid: Please inquire at the office for deadlines to apply for aid (a major part comes from Masjid Darul Qur'an's Zakat fund).

Late fee: Monthly tuition is due on the 1st of every month. Quarterly tuition is due on September 1st, November 1st, February 1st, and April 1st. A Late fee of \$25.00 will be posted on your account in the event of an incomplete/missing payments after the 10th of the month regardless of the day of the week, holidays, child's absence or suspension. I also agree that tuition will be paid on time or the account will incur a late of \$ 25.00. MDQ Academy also reserves the right to revoke the admission on non-payment of school dues.

Section A - Student				
Last Name		First and middle names		2. Sex M / F
Date of Birth	Place of Birth (city and state/country)		Home School District	
Home address		City	State	Zip code
Last School Attended			Last Date of Attendance	
School Address			School phone number	
Ethnic group				
American Indian or Alaskan Native <input type="checkbox"/>		Hispanic or Latino <input type="checkbox"/>		White <input type="checkbox"/>
Asian or Native Hawaiian or Other Pacific Islander <input type="checkbox"/>		Black or African American <input type="checkbox"/>		Multiracial <input type="checkbox"/>

Section B - Health & Well Being	
Name of Doctor/Clinic	Phone
Allergies	
Medical/behavioral or other problems	Special Considerations
Medications	Reasons

Section C - Siblings	
Please list your other children who are enrolled in MDQ Academy School:	
Name	Grade

<i>I am aware of MDQ Academy policies, terms, and conditions. I understand that by registering and maintaining enrollment, parents and students agree to abide by all school policies, terms, and conditions. I also agree that tuition will be paid on time or the account will incur a late of \$ 25.00. MDQ Academy also reserves the right to revoke the admission on non-payment of school dues.</i>	
Signature	Date

Student name(s) and grade(s)		
Section D - Family Information		
Student(s) living with (please check one): Natural parent(s) <input type="checkbox"/> Foster parent(s) <input type="checkbox"/> Other relative <input type="checkbox"/>		
1. Mother or Primary Guardian		
Last name	First and Middle Names	Relationship to Student
Address (if different from student's)		
Home Phone Number	Work Phone Number	Cell Phone Number
Alternate Phone Number	Email	Occupation
		Talent

2. Father or Second Guardian		
Last name	First and middle names	Relationship to student
Address (if different from above)		
Home phone number	Work phone number	Cell phone number
Alternate Phone Number	Email	Occupation
		Talent

Section E – Emergency Contacts		
<p>If your child(ren) becomes ill while in MDQ Academy, but does not require emergency treatment, you and person(s) listed by you below will be contacted at the registered phone numbers. If your child(ren) require/s emergency medical care, you will be called immediately. If we cannot reach you, the child(ren)'s family doctor will be called or the child(ren) will be taken to the nearest emergency room for treatment which is Southside Hospital, 301 E. Main Street, Bay Shore, NY 11706. In the event that you are not available, or unable to pick up your child(ren) from MDQ Academy at the time of dismissal, the person(s) listed below is/ are authorized to pick up your child(ren) in your place.</p>		
Two or more persons to be contacted if you cannot be reached (do not include parents/guardians listed in Section D):		
Name	Relationship to child	Phone(s)
<p>I hereby give my consent to the staff at MDQ Academy to authorize emergency medical, surgical and/or dental treatment for my child if I cannot be reached. I request that the MDQ Academy staff require proof of identification of any substitute who shall pick up my child in my place. In consideration of the services provided to my child by MDQ Academy, I hereby agree to indemnify and hold harmless MDQ Academy, its directors, agents, employees or volunteers from any and all losses, liabilities, claims, damages, costs and expenses which may arise as a consequence or result of the release of my child to any of the aforementioned substitutes.</p>		
Signature	Date	

Agreement

1. MDQ Academy reserves the right to deny registration or to place conditions upon enrollment. Parents whose child(ren) is/are on a waiting list are responsible for non-refundable application fee (\$25). If the child is accepted, the parents have two days to come and pay registration and first month's tuition. Failure to do so will result in the child losing the seat. Registration fee will not be refunded if parent changes his/her mind. Waiting lists are on a first come, first served basis – seats are limited. After-school, weekend school and summer programs require separate agreements.
2. MDQ Academy reserves the right to expel a student at any time (due to safety, behavioral, academic reasons or non-payment of dues). MDQ Academy reserves the right to request parents to enroll a special needs student at another facility, in order for the student to receive professional special needs services that MDQ Academy cannot provide. MDQ Academy reserves the right for academic/behavioral or other screening of any student. If further evaluation is recommended, the school district and/or parents will be notified. Un-Islamic behavior by parents on school premises will not be tolerated and may affect the enrollment of their child/ren (expulsion). Parents and students must abide by all school rules and regulations (e.g. uniform, I.D., etc.). The school reserves the right to fail any student who does not meet school standards.
3. Tuition is not refundable or transferable for any reason such as suspensions, expulsions, or school closings. In order to re-register, all previous accounts must be paid in full. School records and all official letters will be held until all accounts are paid in full. Full tuition is required even if the child is enrolled late. Parents who withdraw their child/ren anytime during the school year are responsible for the full tuition. Upon withdrawal from the school, all payments must be paid in cash or money order (no checks). Returned/bounced checks due to "insufficient funds" will incur a fee of a minimum of \$20 per check. Parents are responsible for paying for any lost/stolen textbooks. Parents are entitled to all workbooks. Parents are expected to raise at least \$1000 in donations each year.
4. Students left by parents/guardians in the school building before/after school hours will not be the responsibility of the school. Students who are picked up after dismissal time will be charged a late pick-up fee.
5. MDQ Academy reserves the right to photograph or otherwise record any child participating in an MDQ Academy program or event and to use, reuse, and publish any such photograph or recording in any publication, including but not limited to yearbook, flyers, brochures, ads, and social media without inspection or approval from parents/guardians or any compensation or consideration. MDQ Academy cannot be held accountable for any liability resulting from the publication, distribution or use or reuse of same. Parents may file written "do not photograph/do not record" statement with main office in the form of a letter.
6. MDQ Academy reserves the right to obtain any child's existing educational records as well as latest immunization and physical forms from all involved schools, school districts, testing facilities and doctors.
7. MDQ Academy cannot be held accountable for any liability resulting from student participation in field trips, except in case of its sole and gross negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any child or by any person or persons, or on account of damage to property arising out of such participation. A permission slip must be signed by parents for every trip separately.
8. MDQ Academy cannot be held accountable for any liability resulting from student participation in any physical activities provided by MDQ Academy including but not limited to gym, except in case of its sole and gross negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any child or by any person or persons, or on account of damage to property arising out of such participation. Parents may file written "non-participation" statement from student's doctor detailing temporary or permanent physical limitations due to a medical condition with school nurse.
9. By registering and maintaining enrollment, parents and students agree to abide by all school policies, terms, and conditions (as spelt out in the School Handbook) including payment of tuition/all dues on time.

Name of Mother/Guardian	
Signature	Date

Name of Father/Guardian	
Signature	Date