



Dear Prospective Key Point Christian Academy Families,

We are pleased that you are considering Key Point Christian Academy as a partner in your child's educational process.

Key Point Christian Academy offers a contemporary academic program built on high standards with an inviting and supportive environment where children develop critical thinking skills, creative problem solving skills, and are motivated to succeed.

Our mission is to cultivate an atmosphere that challenges and empowers children to achieve academic and personal goals, while building self-confidence in a safe and positive Christian environment.

Key Point Christian Academy's vision is to guide each student's unique talents and abilities down a strong academic path. We facilitate a teaching environment that offers an innovative and interactive approach to Christian-based character development and cognitive growth. Key Point Christian Academy strives to build leadership skills in every child, and prepare our students to be constructive members in our society.

To ease the application process, below is a numbered list of all the forms that need to be completed.

- **Fees and tuition agreement (Forms 1A or 1B)**
- **Tuition and food refund plan (Form #2)**
- **Application, emergency and pick-up authorization (Forms 3A, 3B and 3C)**
- **Photography/Video permission (Form #4)**
- **Payment authorization (Forms 5A or 5B)**

Other requirements:

- Copy of birth certificate**
- Florida certification immunization record (Form 680 and 3040)**
- Copy of parent/guardian identification**
- Transcripts and report card from previous school (Kinder to 8th grade)**
- Recommendation letters (Pre-K2 to 8th grade)**
- Parent questionnaire**
- Influenza Form**

We warmly invite you to visit our website at www.keypointschools.com to learn more about our school and programs.

Best regards,

Jackie De Sales
Head of Admissions



1B

ELEMENTARY - MIDDLE SCHOOL Fees and Tuition Agreement

2019-2020

Name of Student _____ DOB _____ Grade _____

ELEMENTARY 1ST - 5TH GRADE 8:15 a.m. - 3:45 p.m.	Registration Fee \$1,485.00	<input type="checkbox"/> Plan A (x1) \$15,900.00	<input type="checkbox"/> Plan B (x2) \$16,800.00 \$ 8,400.00	<input type="checkbox"/> Plan C (x11) \$17,710.00 \$ 1,610.00
MIDDLE SCHOOL 6TH - 8TH GRADE 8:15 a.m. - 3:45 p.m.	\$1,500.00	<input type="checkbox"/> \$16,185.00	<input type="checkbox"/> \$17,085.00 \$ 8,542.50	<input type="checkbox"/> \$17,985.00 \$ 1,635.00
MANDATORY FOOD PLAN		\$ 1,925.00	\$ 962.50	\$ 175.00

SIBLING DISCOUNT 10%

Name of Student _____ Grade _____

- Plan A (1 full payment due upon registration)
- Plan B (2 semester payments due 07/01/19 and 01/01/20)
- Plan C (11 payments due 07/01/19 through 05/01/20)

In consideration of the acceptance of this contract and the enrollment of the above named student by Key Point Christian Academy for the entire 2019-2020 school year. I understand and agree that once this agreement has been signed and registration has been paid I am liable for the entire school year tuition payments and fees.

LATE FEES AND PAYMENT NOTES

Unpaid balances after the 5th of each month: \$50.00 late fee. Additional \$100.00 late fee after the 15th of each month.
Returned checks penalty: \$50.00. After two returned checks during the school year, payments shall be made with a certified check, money order or credit card.

ELEMENTARY AND MIDDLE SCHOOL ADDITIONAL FEES (All additional fees including registration are due and non-refundable)

Academic Material	\$455.00 (Due with registration)
Technology fee	\$495.00 (Due with registration)
Year Memories	\$ 85.00 (Due with registration - per child)

STUDENT SUPPORT PROGRAMS

ESL (English as a Second Language)	<input type="checkbox"/> \$550.00 (Monthly payments as needed from September to May)
Excelling Program (Math)	<input type="checkbox"/> \$450.00 (Monthly payments as needed from September to May)
Excelling Program (Language Arts)	<input type="checkbox"/> \$450.00 (Monthly payments as needed from September to May)

EARLY & AFTER CARE

- 5 Days- Early care 7:00 a.m. - 8:15 a.m. \$220.00 per month
- 5 Days- After care 4:00 p.m. - 6:00 p.m. \$295.00 per month

Early and after care monthly plan total of 10 payments from August to May.
Occasional early care \$15.00 and after care \$25.00 per day.
Late pick up fee after 4:00 p.m. and 6:01 p.m. is \$35.00 then \$1.00 per minute.

Person responsible for paying school fees: _____

Relationship to child: Father Mother Other _____

Signature

Date

Plan C option: Late enrollment only. Starting date: _____ Total of _____ payments of \$ _____

Signature

Date



2

Tuition and Food Refund Plan

2019-2020

The Tuition and Food Refund Plan is a unique form of coverage that provides families with the opportunity to protect their tuition investment in Key Point Christian Academy (KPCA). The Undersigned understands and agrees that the Student is enrolled for the entire school year and the Undersigned becomes liable for the entire year's tuition upon the signing of this agreement. Refunds are only available if the Undersigned has elected to use our Tuition and Food Refund Plan.

PLAN COVERS

- The right of coverage becomes immediately effective for families who enroll at the time of registration in the **voluntary** Tuition and Food Refund Plan and pay the annual fee.
- Selecting not to take the Tuition and Food Refund Plan waives any refund for any reason and the Undersigned becomes liable for the entire year's tuition and food fees upon the signing of the Fees and Tuition Agreement.

CONDITIONS

- KPCA will refund Tuition and Food fees paid except for the non-refundable registration and all additional fees.
- Any student that withdraws from the program prior to the first day of school of the current year, will incur a penalty of one month's tuition (Plan C tuition prices), applicable to all payment plans.
- After the first day of the current school year, failure to notify the Admissions Department within 30 days in advance in writing will result in a penalty equivalent to one month's tuition (Plan C tuition prices). The written notice must detail the reason for the student's withdrawal along with proper documentation.
- Tuition and Food Refund Plan cannot be applied toward any other fees.
- Tuition and Food Refund Plan is not transferable between students or families.
- Tuition and Food Refund Plan is optional.
- Tuition and Food Refund Plan is required to be purchased during the registration process, it cannot be purchased after submitting the registration packet.
- Any discount given on the registration fee during early registration will be due if the child withdraws before the end of the agreement for the current school year.

PERIOD OF COVERAGE

The policy is effective at the moment of purchase and expires on the last day of the current school year.

EXCLUSIONS (not covered under the plan)

The student is absent or expelled. KPCA will not refund any amounts paid and the Undersigned remains responsible for the entire year's tuition and food fees.

CLAIMS

KPCA will issue a reimbursement check following the written notice to school officials. The reimbursement check will be ready 30 days after (even if the Undersigned selected credit card or ACH as a form of payment) the written withdrawal request was sent to the admissions officials.

COST

Payment Plans	Tuition and Food Refund Plan	Tuition and Lunch Payment Due Dates
<input type="checkbox"/> Plan A	\$700.00	1 full payment due upon registration
<input type="checkbox"/> Plan B	\$550.00	1 full payment due upon registration
<input type="checkbox"/> Plan C	\$400.00	1 full payment due upon registration

DEFINITIONS

Undersigned is the person responsible for paying for the school, who has paid all tuition, food plan, and all additional fees.

I, _____, have read the Tuition and Food Refund Plan from Key Point Christian Academy and hereby certify that I thoroughly understand the plan policy and coverage.

Accept **Decline**

Student's Name _____

Parent/Guardian Signature _____ Date _____



3A

Application Form

2019-2020

Name of Student _____ Date of Birth _____ *Age _____

Date of Enrollment _____ Sex Female Male Child's Social Security # _____

Country Of Birth _____

Are you interested in applying for student visa (I-20)? Yes No

*Appropriate age for school class placement by September 1st of application year.

• Mother's information

Name _____ Home address _____
Email _____ City, State, Zip code _____
Employer _____ Employer Address _____
Work phone _____ Cell phone _____

• Father's information

Name _____ Home address _____
Email _____ City, State, Zip code _____
Employer _____ Employer Address _____
Work phone _____ Cell phone _____

Parents are: Married Separated Divorced Widowed Single Deceased

Child Lives with: Father Mother Both Parents Other _____

• Guardian's information (if applicable)

Name _____ Home address _____
Email _____ City, State, Zip code _____
Employer _____ Employer address _____
Work phone _____ Cell phone _____

I hereby grant permission for the staff of this facility to have access to my child's records.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



3B

Emergency Form

2019-2020

PRIMARY DOCTOR INFORMATION

Doctor _____ Phone _____

Address _____

• **Health conditions and important information**

If checked yes, please include details, medications and required actions.

Allergies: Yes No _____

Diabetic: Yes No _____

Asthmatic: Yes No _____

Epileptic: Yes No _____

Other: _____

For the following if checked yes, include provider and location (in/out of school)

Physical or occupational therapy: Yes No _____

Speech therapy: Yes No _____

Visual and hearing impairment: Yes No _____

Other: _____

** Key Point Christian Academy will not administer any medication to any child nor shall medication be given for self-administration.*

• **Emergency Contact #1** (other than parent or guardian)

Name _____ Relationship _____

Address _____ Phone number _____

• **Emergency Contact #2** (other than parent or guardian)

Name _____ Relationship _____

Address _____ Phone number _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



3C

Pick-Up Authorization Form

2019-2020

Name of Student _____ **Grade** _____

Only persons authorized in writing may pick up your child from school. If your child is being picked up by an authorized person who does not regularly pick up your child, please inform him/her that he/she must park and go directly to the front desk to present his/her identification. We will not release your child to any person(s) not authorized in writing by parents. We apologize for any inconvenience this may cause, but please keep in mind that this policy is strictly enforced for the safety and protection of your child while he/she is in our care. Occasionally, an accident or extreme illness of a student makes it necessary for school personnel to call 911 in order for the child to receive the most immediate and appropriate attention and care. The legal responsibility for medical transportation expense incurred on behalf of your child is solely that of the parent/guardian.

In the case that my child should suffer an accident or become ill, and the school is unable to reach us, I authorize the school to contact any of the people listed below, all of which are also authorized to pick up my child from school (unless stated otherwise):

Full Name	Telephone Number	Relationship to the Child
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

• Middle School Authorization to Walk Home Only 6th to 8th Grade

Please check this box if student is allowed to walk home. I hereby give my child permission to walk home alone, at dismissal time, from Key Point Christian Academy. I hereby understand the risk associated with allowing my child to walk home alone and waive all liabilities associated with allowing my child to walk home alone. I understand that once my child has left the school premises it is the responsibility of parents and/or guardians and not the school. Furthermore, if I wish to disallow my child from walking home, I will notify the school's office at info@keypointschools.com and the classroom teacher in writing to nullify this letter.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



4

Photography/Video Permission

Dear Parents/Guardians,

Key Point Christian Academy utilizes a variety of media to support and promote the educational and recreational activities that take place within the school.

I, the undersigned, do hereby grant permission to Key Point Christian Academy to use photographs and/or video recordings of my child. Such use includes the display, transmission, or otherwise use of photographs, images and/or videos taken of my child to use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, social media and digital images such as those on the Key Point Christian Academy website or approved media partners.

RELEASE FORM

I, hereby give Key Point Christian Academy or any school approved media partner permission to use photographs and/or video recordings of my child _____
(Student's Name)

Photographs and videos of children's work will be used for the purpose of documentation, news and promotional footage for Key Point Christian Academy.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



5A

Credit Card Authorization Form

2019-2020

Name of Student _____

Person responsible for paying school fees _____

Relationship _____

Email _____ Phone Number _____

Card type AMEX VISA MASTER CARD OTHER _____

Card # _____ Expiration date _____

CVC or Security code _____ Name on the card _____

Billing address _____ City _____ Zip code _____

CREDIT CARD CHARGE WILL APPEAR ON YOUR STATEMENT AS KEY POINT CHRISTIAN ACADEMY.

I, _____ authorize Key Point Christian Academy to charge this credit card on each month for the following:

- Tuition and Lunch
- After school activities
- ESL
- Excelling program
- Tutoring
- Early/After care

I have read, understand and I agree with all terms of this contract agreement.

ADDITIONAL FEE

A 2.5 % handling fee will be charged to your account in addition to your invoice.

Cardholder Signature _____ Date _____

Office use only

Notes



5B

ACH Debit Authorization Form

2019-2020

AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWALS (ACH DEBITS)

Company or Individual Name _____

Tax ID# _____

I (We) hereby authorize International School of Brickell, LLC. (dba: Key Point Christian Academy) (hereinafter called "Company") to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries posted in error, to my (our) **checking** **savings account** (select one) indicated below. Additionally, I (We) authorize the Financial Institution named below to accept debit and/or credit entries initiated by Citibank N.A, ABA # 266086554 to same account.

Name of Financial Institution _____

Address of Branch _____

City, State, Zip _____

ABA # _____

Account Number _____

This authority is to remain in full force and effect until Company has received written notice of termination or alteration in such time and in such manner as to afford Company and Financial Institution a reasonable opportunity to act on it.

Name(s) _____

Signed _____

Signed _____

Date _____

PLEASE ATTACH A VOIDED CHECK TO THIS AUTHORIZATION