

Brooklyn School of Excellence Registration Form 2024-2025



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BROOKLYN SCHOOL OF EXCELLENCE GUIDELINES

The Following Guidelines are in effect for all students registering for our Brooklyn School of Excellence in the upcoming Fall of 2024

- Please be sure to initial every page of this packet and date it.
- This Registration form is due on March 1st, with no exceptions.

Students, who are currently enrolled please complete steps 2,3,4,8.

All attached documents should be signed by all parents.

Newcomers please be sure to complete all steps in this checklist:

Step 1: Schedule an interview with a Founder of Brooklyn School of Excellence.

Step 2: Pick a program of your choice based on age.

Elementary School

Middle School

High School

Step 3: Complete and return the Application for Admissions including the non-refundable \$500 deposit and the first month school payment, which in turn is used as a deposit for the month of September¹.

This deposit allows us to buy new materials for your child. If you choose not to resume your child's education in our school in September, this deposit is kept by the company as a safety net.

Step 4: Complete and return the Confidential Records Request form, included in the Application Packet.

Step 5: School records/transcripts are required of all applicants.

Step 6: A parent/student interview and testing date will be scheduled.

Step 7: When a student's application file is complete it will be reviewed by the principal for acceptance. Parents are notified of an applicant's acceptance within 1 week of receipt of school records.

Step 8: Registration forms are completed and submitted.



A student's application will be considered complete when it contains the following documents:

- Copies of the results of all standardized testing
- Current year's report card
- Disciplinary records from their previous school
- Current year's attendance record

Admissions Criteria:

Our private school seeks to enroll students with above average capability who are of good moral character. Students are admitted based on academic testing, school records, teacher recommendations, and an interview.

First preference is given to returning students.

Currently enrolled students who do not enroll by March 10th are not guaranteed acceptance for the upcoming school year.

Preference is given to applicants whose siblings attend Brooklyn School of Excellence and satisfy the above criteria. Remaining spaces will be filled during open enrollment. All candidates are carefully considered. No student has the right to re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's administration.

We strive to make a fair decision based on the services that our school can provide for each child, as well as what the student can contribute to our school.

We set high goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.

All students will be admitted to the grade level according to state stipulations. Kindergarten students must reach age 6 by September 1.



BROOKLYN SCHOOL OF EXCELLENCE APPLICATION

2024-2025

STUDENT'S INFORMATION:

DATE _____

FIRST NAME: _____ LAST NAME _____

PREFERRED: _____ DATE OF BIRTH _____

OSIS NUMBER: _____ GENDER: _____ RACE: _____

STUDENT'S HOME:

ADDRESS: _____

City _____ State _____ Zip _____

HOME PHONE: _____ CELL PHONE _____

Do you have any siblings at BSE? ____ Yes ____ No

Name(s): _____

Student lives with: ____ Both Parents ____ Father ____ Mother ____ Other.

If parents are separated or divorced, is the non-custodial parent to receive a copy of grade report?

Are there any restrictions on the non-custodial parent? _____

If yes, explain and include a copy of court papers: _____

SCHOOL INFORMATION:

Grade entering: _____ Last School Attended: _____

Address: _____

Parent signature



Was the student allowed to re-enroll in the previous school? _____

If no, please explain: _____

Did the student fail any classes the previous years? _____

If yes, please explain: _____

If registering mid-year, is the student failing any classes? _____

If yes, please explain: _____

If registering mid-year, could the student continue at the currently enrolled school at time of withdrawal?

If no, please explain: _____

Has the student ever repeated or skipped a grade? _____ If yes, please explain:

Has the student ever been homeschooled? _____ If yes, what grades? _____

Does the student have any learning difficulties? _____

If yes, please explain _____

Has the student ever been professionally tested for one of the following: ADD/ADHD, SLD

Hearing, Vision, Speech or any other? _____

If yes, discuss the results and include a copy of the report _____

Has the student ever been suspended from school? _____

If yes, please explain: _____

Has the student ever been expelled from school? _____

If yes, please explain: _____

Has the student had a behavioral problem? _____

If yes, please explain: _____

Parent signature



PARENT'S INFORMATION:

FATHER'S NAME _____ **FATHER'S LAST NAME** _____

Occupation: _____ Place of Employment: _____

Address if different from student's: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Father's Email: _____

College attended: _____ Degree achieved: _____

MOTHER'S NAME: _____ **MOTHER'S LAST NAME:** _____

Occupation: _____ Place of Employment: _____

Address if different from student's: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Father's Email: _____

College attended: _____ Degree achieved: _____

Name of the person(s) responsible for the student's tuition: _____

Relationship to student: _____

Emergency Contacts: Please list two people other than parents:

Name: _____ Relationship to student: _____ Home

Phone: _____ Cell Phone: _____

Name: _____ Relationship to student: _____ Home

Phone: _____ Cell Phone: _____

Parent signature

Date



MEDICAL RELEASE FORM

NAME OF STUDENT: _____ LAST NAME: _____

Address/City/Zip: _____

Home phone: _____ Cell Phone: _____

Does the student have any medical conditions that would prohibit full participation in courses or athletic programs BSE offers? _____

If yes, explain: _____

PHYSICIAN'S FIRST AND LAST NAME: _____

PHONE: _____ ADDRESS: _____

Does the child take any medication? _____

Does the child require any special accommodations? _____

Describe: _____

The information provided by me in this release form is, to the best of my knowledge, accurate and true. As indicated by my signature below, I authorize Brooklyn School of Excellence personnel to consent to any emergency treatment of my minor child,

_____, which shall in my absence be deemed necessary. This shall include examination, anesthesia, medical diagnosis, surgery, or treatment and/or hospital care of the minor child and upon the advice of a physician or surgeon licensed to practice medicine in the United States of America. I acknowledge that I will be responsible for any cost incurred by this treatment. I understand that Brooklyn School of Excellence does not provide health insurance to students. This authorization shall be valid during the _____ school year only.

Signature of parent/guardian

Date



FINANCIAL CONTRACT 2024/2025

Date: _____

Name of Parent(s) Parties Financially Responsible for Student:

First name: _____ Last name: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ E-mail: _____

Please read the following thoroughly.

SCHOOL TUITION:

Our School strives to keep tuition rates low. The school does not receive governmental assistance and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of our school. All financial transactions are to be handled directly with the owner.

Please check an option which best suits your needs:

- **Monthly Payment for Pre-K** is \$1500 per month (Half a day option). The first monthly tuition payment is due by August 25th,2024. All subsequent payments are due on the first of the month. Typical hours are 8:30-12:15.
- **Monthly Payment for Elementary Grades** is \$1,800 per month for Grades K-5th. The first monthly tuition payment is due by August 25th,2024. All subsequent payments are due on the first of the month.
- **Monthly Payment for Middle School** is \$2,000 per month for Grades 6th-8th. The first monthly tuition payment is due by August 25th,2024. All subsequent payments are due on the first of the month.
- **Monthly Payment for High School** is \$2,200. The first monthly tuition payment is due by August 25th,2024. All subsequent payments are due on the first of the month.
- **After-School Care:** Our school provides our students with additional hours after school. This program enables your child to complete all his/her homework, take additional classes, and participate in clubs. Cost per child is \$500 per month, typical hours are 2:30-6:00.
- **Late Payments:** Please be sure to make a payment on the 25th of each month for the next month. After the 5th of each month a late fee of \$100 will be added to each student's bill and must be paid

Parent signature



WITHDRAWALS:

If you choose to withdraw your child from our school at any given time, three months payment will be charged. _____ initials

Student's records will not be released until all accounting fees are paid in full.
_____ initials

Brooklyn School of Excellence reserves the right to withdraw a student based on ethical, academic, disciplinary grounds at any given time.

ADDITIONAL FEES:

As you know, we provide all materials. Books, textbooks, and other school necessities are provided by our school.

This year, we ask that you contribute to the overall school supplies, such as notebooks, folders, additional workbooks.

Additional fees may be charged for field trips and uniforms. These fees could be charged on your monthly statement, or you can pay when the activity occurs.

ACTION ON LATE ACCOUNT:

It is imperative that you contact the owner if a tuition payment cannot be made on time. By the end of the 1st Semester if you are more than two months behind in tuition payments the student will no longer be permitted to attend classes at Brooklyn School of Excellence until the account is brought up to date. If a student is withdrawn from Brooklyn School of Excellence with an outstanding debt to the school, the student's records will not be released until all debts are paid in full.

Parent signature



ADMISSIONS AGREEMENT

Students and parents are expected to conduct themselves in a polite manner, both within school and at outside school functions. The following is a list of terms and conditions of Admission to our school.

Tuition Terms and Agreements

- The matriculation fee is non-refundable.
- The parents or guardian are responsible for the total amount of tuition.
- Parents or guardians are responsible for making punctual tuition payments.
- **A late fee of \$100.00 will be added to payments not received in the office by the 5th of each month.**
- If an account becomes 2 months overdue, the student will be suspended from the school and activities until the account becomes current.
- Cash or check payments are accepted. Electronic payments are available.
- For report cards and transcript to be issued, or for students to be withdrawn, there can be **NO OUTSTANDING BALANCE.**
- Early withdrawal during the school year will be charged a fee of 1 month's tuition payable at the time of withdrawal. There is no exception to the withdrawal fee. (loss of job, transfer, or job, etc.)
- If a student is withdrawn early the tuition is due for the remainder of the semester.

Parent/Guardian and Student Conduct Policy

- All parents/guardians and students will comply with the rules and regulations set forth in the Handbook.
- Students and parents/guardians will be respectful of the teachers and administration.
- Our school reserves the right to expel any student whose parent/guardian fail to cooperate with the administration.
- Our school has a no tolerance policy for student misconduct and failure to meet academic standards.
- Students that continue to violate the conduct policies or fail to meet academic expectations of our school may be dismissed at the discretion of the administration.

Parent signature



ATTENDANCE POLICY

- Attendance to scheduled classes is mandatory
- Parents or guardians must contact the school office if the student is going to be absent for any reason.
- The student will be responsible for contacting all his/her teachers to obtain the homework assignments for the days missed.
- Late work during the grading period is penalized.

Arrival/Departure and Student Drivers Policy

- Parents or guardians will drop off, pick up students on time.

Latest drop off will be 8:20, any arrival after that will result in your child missing first class. Doors will open at 9:00 immediately after the first lesson.

Latest Pick-Up time will now be 5:30pm. Please be advised that after school ends at 6pm. We give parents an extra half hour to get to school on time.

Parent drivers must adhere to the following rules:

- No children playing directly outside the facility.
- No loud music allowed in the parking lot or on school ground.
- All cars must be parked in a proper parking space. No double parking or blocking our neighbor's driveways.
- Please understand that our school is in the residential area. We want to respect people who live nearby.

Attorney's Fees

- Whenever any sums due hereunder are collected by law, or by and through any attorney at law, the prevailing party shall be entitled to recover reasonable attorney's fees, plus costs and expenses of collection.
- In addition, if Brooklyn School of Excellence pursues an action at law or in equity, including an action for declaratory relief, Brooklyn School of Excellence will be entitled to recover reasonable attorney's fees in addition to any other relief to which it may be entitled.
- The court may set the attorney's fees in the same action or in a separate action brought for that purpose.

Parent signature



Media Release

- Parents/guardians and students hereby grant Brooklyn School of Excellence the right to photograph, videotape, or otherwise digitally collect student’s likeness, voice, and sounds (as “Works”) during the student’s presence at Brooklyn School of Excellence sponsored events and assign and grant all rights in these works to Brooklyn School of Excellence.
- This gives Brooklyn School of Excellence the right to use or sublicense the works and student names, likenesses, and biographies, in Brooklyn School of Excellence -discretion, in all media, for the promotion of Brooklyn School of Excellence and its mission and program.
- Brooklyn of School of Excellence events are semi-public events that may be attended by members of the press, business corporations, and media (“commercial guests”) not under the control of Brooklyn School of Excellence who might photograph or videotape the event.
- Brooklyn School of Excellence asks all commercial guests to comply with our policy of not printing a minor’s name with his/her picture, and school asks them not to use images of the participants or attendees for the commercial purposes without obtaining specific written permission from the person or a minor’s parent or guardian.

This agreement will be governed by and construed in accordance with the laws of the State of New York. I have read the Admissions Agreement and agree to abide by the above-stated terms and conditions.

Signature of Parent: _____ Date: _____

Print Name: _____ Relationship to Student: _____

Signature of Parent: _____ Date: _____

Print Name: _____ Relationship to Student: _____



PARENTAL INVOLVEMENT CONTRACT

We, the parents of a Brooklyn School of Excellence student, commit to serve as collaborators with the faculty, administration, and students to achieve excellence in the educational goals for our children through academic, social, moral, and civic engagement. I pledge to do the following:

1. To stay connected with my child's school experience, I agree to check the planner of my child every night.
2. Commit to 2 hours of service hours per year, per child.
3. Facilitate the home/school communication effort by monitoring and enforcing the use of the agenda planner by the student, parent, and teacher starting in first grade.
4. Support the school's conduct codes and policies. Review this with your child so they can manage themselves better.
5. Encourage a minimum of 15-30 minutes of daily reading at home. Log completed books into the student's book journal.
6. Set the bar high for your child to reach success and communicate your clear expectations for academic success. Support the daily class work, homework, and project requirements, ensuring completeness to the best of the student's ability. Acknowledge that in order to meet the principal's honor roll, your child must have all A's on their report card. To meet the standards for the Merit Honor roll, the student must have all A's and no more than two B's for students in first grade and older.
7. Ensure that student(s) participating in extracurricular activities is/are picked up on time, as indicated by the permission slip and acknowledge that late fees will apply.
8. Attend a minimum of two in-school parent/teacher conferences per year to discuss your student's progress.
9. Submit updated student and parent information to the office within seven calendar days of any changes.
10. Follow the Health and Safety policies of the school and keep children home until well and fever free at least 24 hours.

Other areas of interest: _____

School Representative's Signature

Parent/Guardian's Signature

Email Address

Student's Name

Grade for 2024-2025 School Year

Phone Number

Parent signature

