

“To provide a nurturing Islamic environment where students aspire for excellence in education, integrity and leadership skills to better serve humanity.”



Indiana Horizon Academy

2021-2022

Enrollment packet



IHA Admission policy

IHA strives to create a community of students and staff that promotes academic excellence in the school. Students are selected for admission on the basis of academic achievement, development, maturity, behavior and readiness for school's program. Indiana Horizon Academy does not discriminate on the basis of race, color, national and ethnic origin in its admission policies, scholarships and other school administered programs or activities.

Admission process:

IHA welcomes students in Preschool to 5th grade and follows the following steps for admission:

1. New students' application form with non-refundable fee of \$100 to cover for the cost of filling and testing.
2. Elementary students will take reading and Math placement tests, will be interviewed with their parents and are encouraged to try a day if school is in session.
3. Preschool and Pre-Kindergarten Students will be evaluated to ensure their readiness for the full time program and will be accepted based on the evaluation. The first month of school is considered a probationary period. If the school teachers and administration feel that student is still not ready and IHA is not able to serve his or her needs then the school has the right to dismiss the student from the program and only snack and books fees can be refunded proportionally

4. Submission of report cards, standardized tests, school transcripts and disciplinary records when applicable.
5. Decisions to accept a student will be made after all academic (report cards, standardized tests, and school transcripts) and discipline records are available along with the results of the interview and **passing scores** in Math and reading placement tests. Once the student is accepted at IHA, a contract will be offered to the parents to be signed and returned with all fees to be officially registered at IHA.
6. Since IHA is an Islamic school that teaches the Islamic faith and promotes the Love of God, families need to be in full compliance with the school mission, goals and Islamic teaching methods.
7. IHA reserves the right not to accept students who were expelled from other schools or who failed academically in the administration's judgment, that IHA will not be able to meet their social, emotional, behavioral or academic needs.
8. IHA reserves the right not to re-enroll a student who is challenged academically, socially or developmentally and school can no longer serve his needs. `

Admission guidelines:

1. Preschool students must be 3 by August 1st. They also must be potty trained and able to use the bathroom independently.
2. Students must be 5 by September 1st. io9 to enroll in Kindergarten class. Any exception to this rule will be made by the IHA staff and administration on a case by case basis.

3. With limited capacity and seating, our admission is done on a first come first basis once a classroom is full we will have a waiting list. Enrollment priority is given to the following categories:
 - a. IHA returning students
 - b. Siblings of an IHA student
 - c. A child of an IHA staff or a board member

Withdrawal Procedure

Written notification to the school needs to be given at least two week before withdrawal of your child. Parents are responsible for tuition until the end of month in which written notification is received by the School office. PLEASE NOTE: all records will be held until all financial obligations to the school are met. Application, books and activity fees are non-refundable.



Registration checklist

- NEW STUDENTS ONLY: New student application form with nonrefundable \$100 fee
- NEW STUDENTS ONLY: Academic records and signed release form
- NEW STUDENTS ONLY: Home language survey
- NEW STUDENTS ONLY: Copy of Birth certificate (notarized translation if it is not in English)
- Re-enrollment application for returning students
- PRESCHOOL, PRE-K, & KG ONLY: Physical form
- KG ONLY: Vision form
- Immunization records & medical information and emergency procedures form
- Student profile
- Waiver forms (field trips, activities, and photo)
- Child's release/car-pool form (due on first day of school)
- \$325 books and activities fees (due on or before first day of school)
- PRESCHOOL & PREK ONLY: \$180 snack fee (due on or before first day of school)



Medical information and Emergency procedure form

Student name: _____ Date of Birth: _____

Address: _____
Street City State zip

Phone #: () _____ Email: _____

Name and phone of person(s) to be contacted in case parents cannot be reached:

Physician name: _____ Phone#: () _____

Address: _____
Street City State: zip

Dentist name: _____ Phone#: () _____

Hospital reference: _____ Health insurance company: _____

Policy number: _____

Current medical conditions: _____

Current medication taken on regular basis: _____

Allergies: _____

Emergency waiver:

- I/We authorize Indiana Horizon Academy staff or designated agent to perform CPR or secure emergency medical care for my child when we or our emergency contact person(s) cannot be reached at the time of emergency. I/We will be responsible for the medical charges incurred. My child's doctor information is on file at IHA. I understand that my child may be transferred to a nearby emergency facility by public safety officers, staff or agents of IHA.
- I authorize IHA staff members to give my child any prescription medicine or over the counter (OTC) with a dated and signed written note or prescription from child's pediatrician that will be kept on file. The note should include the child's name, medicine, dosage and frequency and why it is given.

Parent signature: _____ Date: _____



Student profile

General information

Student name: _____ DOB: ____/____/____ Sex: ___ M, ___ F

Address: _____
Street City State Zip

Phone: () _____ Email: _____

Ethnicity: White Black Asian Hispanic other: _____

Please check one or more of parents' relationship:

_____ married _____ divorced _____ stepparent

_____ Parent deceased

Siblings' information:

Name	DOB	School and grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Health:

What is your child general state of physical and emotional health?

Indicate any problem or treatment in your child's history: _____

Interests:

What are your child’s interests and special areas of competence? In what ways do you share in or help to further these interests or competencies?

If you child is involved in organized groups, activities, instruction outside school, please list:

Islamic and Arabic experience:

Language spoken at home other than English: _____

Can your child use this language to: _____ read _____ write

Does your child speak Arabic _____ can he or she uses the language to _____ read or _____ write?

Has your child attended Islamic school? _____ Yes _____ No _____

If yes what type: _____ weekend _____ full time _____ part time

Did your child receive ESL or bilingual service at school?

Additional information:

Indicate any further information about your child that you would like us to consider:

Parent Name: _____ Signature and date: _____



Car pool and child pick up authorization form

Indiana Horizon Academy requires your consent for your child to be picked up from school by anyone other than the parents or listed guardians. This is for the safety of your child. This form will never supersede your parental authority or denied permission on any specific situation. Please indicate the days that your child(ren) will be carpooling and with whom if you already have a set schedule. Otherwise, the names of persons authorized to pick up your child(ren).

I hereby give my consent for _____, _____,
_____ to be picked up from school by the following person(s):

Name: _____ Phone number: _____

Day(s): _____

Name: _____ Phone number: _____

Day(s): _____

Name: _____ Phone number: _____

Day(s): _____

Parent/guardian signature: _____ Date: _____



Waiver Forms

Name of student: _____ **DOB:** _____

1. Field trips

I/We give authorization for my child listed above to participate in all field trips scheduled for his or her class by IHA, staff, board members or duly authorized persons. I/We, on our own or any other's behalf, by this permission hereby release and agree to hold harmless the IHA, its staff and its authorized representatives for any claim arising out the field trip.

This authorization shall be in effect during any period my/our child is enrolled in any program of IHA.

Parent signature	relationship	date
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2. Photography

I/We authorize IHA, its agents or staff to photograph or videotape my child for use in (WhatsApp, Facebook, Website and other social media avenues) for the purpose of presentations, promotions and educational activities without compensation.

Parent signature	relationship	Date
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3. School activities

I/We give authorization for my child listed above to participate in all school and athletic activities scheduled for his or her class by IHA staff, or duly authorized persons. I/We, on our own or any other's behalf, by this permission hereby release and agree to hold harmless the IHA, its staff, board members, and its authorized representatives for any claim arising out the field trip.

This authorization shall be in effect during any period my/our child is enrolled in any program of IHA.

Parent signature	relationship	Date
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Tuition fee schedule

Full time preschool and elementary tuition fee is \$7000 per year per student.

Tuition payment plan

<i>Schedule I</i>	<u>Full payment (tuition and fees)</u> <i>Due on the 1st of September and receives 5% discount applies to full tuition amount only</i>
<i>Schedule II</i>	<u>Two payments</u> <i>Due on the 1st of September and January</i>
<i>Schedule III</i>	<u>10 payments</u> <i>Due on the 1st of each month starting in September and ending in June</i>
<i>For all grades</i>	<i>Books, activities, and technology fee: \$325 due on or before first day of school</i>
<i>ONLY Preschool and PreK extra fees</i>	<i>\$180 snack and school supplies fees due on or before the first day of school.</i>

Additional Discounts:

Family sibling discount (applies to full tuition families only):

2nd child - 10% discount \$6300

3rd child - 20% discount \$5600

4th child - 30% discount \$4900

Full tuition payment discount: 5% discount applies to full tuition amount only. Fees are not subject to discount.



Financial Aid program

IHA is committed not to turn away students solely for financial reasons.

- To be considered for financial aid, a student should meet all the admission criteria and is qualified to be accepted at IHA then the family can complete one financial aid application per family with all required documents such as (tax return, last paycheck stub, W-2, 1099's and any other documents that support financial hardship).
- All documents will be submitted to the financial committee for review and decision making based on its guidelines. All records are confidential and will not be shared outside the committee.
- Students must have good academic, attendance, and discipline records to ensure continued financial aid support.
- Any change in the financial status of aid recipients should be reported to the committee
- Enrollment contract will be sent with final tuition approved amount. Parents or guardian must sign and return for financial aid to be effective.
- Students who qualify for Indiana State choice voucher program are still responsible for the remaining balance of their tuition and fees.