

Grade/Age \_\_\_\_\_ Yr. \_\_\_\_\_

**Memphis-Heritage School, Inc.**

Application for Enrollment and Contract Application Date: \_\_\_\_\_

(Please fill out all information. Put N/A for what does not apply to you.)

Child's Information Social Security # \_\_\_\_\_  
Child's Name \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate \_\_/\_\_/\_\_  
Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Alternate \_\_\_\_\_ Kind \_\_\_\_\_  
What school district do you live in? \_\_\_\_\_

Parent(s)/Guardian Information  
Mom \_\_\_\_\_ Dad \_\_\_\_\_  
Employer Mom \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Employer Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
Employer Dad \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Employer Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Language spoken at home: \_\_\_\_\_  
Parent's Choice for Student Language Learning: \_\_\_\_\_

Medical Information  
Child's Doctor Name \_\_\_\_\_  
Name of Doctors Office \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name of Insurance \_\_\_\_\_  
Name of Insured \_\_\_\_\_  
Known allergies or conditions: \_\_\_\_\_

Regular Medication(s) Taken \_\_\_\_\_

Educational Information  
Term Applying for: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_  
Has your child had preschool education before? \_\_\_\_\_ How long? \_\_\_\_\_  
What preschool did your child attend? \_\_\_\_\_  
Has your child had private school education before? \_\_\_\_\_ Grades? \_\_\_\_\_  
What private school did your child attend? \_\_\_\_\_  
Will your child be attending Half day \_\_\_\_\_ Full Day \_\_\_\_\_ Ext. Day \_\_\_\_\_  
Has your child ever been tested? \_\_\_\_\_ (educational, hearing, vision, IEP, etc.)  
What kind? \_\_\_\_\_ Date administered? \_\_\_\_\_  
Results? \_\_\_\_\_

**Authorized Pick Up Information and Emergency Contacts**

Name	Phone	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Unauthorized Person Parent Authorization**  
Please provide a pass code word that only you and the school staff will know. This word should be used in the case that you must select a person to pick up your child that is not listed on the application as an authorized person. Using the pass code word will help us to identify that the person making such a request is you. Think of a word that is not hard to remember, but hard for others to guess. If this word is not used when making the request for an un-authorized person to pick up your child, the request will be denied.

Pass code Word: \_\_\_\_\_ Hint: \_\_\_\_\_

**Parent Acknowledgement**

The information provided on this application is true and accurate to the best of my knowledge. I give permission to Memphis-Heritage Christian School, Inc. and/or its entities to verify and/or use any of the information provided for its benefit.

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Parent/Guardian Name Print	Sign	Date
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Employee Name Print	Sign	Date
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**Memphis-Heritage School, Inc.  
Statements of Understanding**

**Full Year Enrollment**

Memphis-Heritage Christian School depends on the payments of its parents to maintain quality educational services to its parents, students and staff. This contract will serve as a full year contract for educational services between you, the parent/guardian and Memphis-Heritage Christian School. The parent/guardian will be responsible for all payments during this time. Memphis-Heritage Christian School may, at its discretion, give pardon for educational services in its case or in the case of medical emergency, act of God, loss of gainful employment, etc.

In the case that Memphis-Heritage Christian School is not able to fulfill its obligation for any of the reasons above or otherwise we are pardoned from offering services or otherwise until such time as the school can be restored.

At the completion of the school year the parent/guardian may choose not to renew the contract. However, any balances left on account will be pursued by way of collections. Transcripts/records will be held until such accounts are paid or an acceptable arrangement has been made. If arrangements are not maintained, further collections will be initiated.

\_\_\_\_\_ Yes, I understand.

**Media/Pictorial Release**

Memphis Heritage School will take photographs or recorded video for school related purposes. Most of which will be used for advertising. On occasion some footage or photographs may be used for outside advertising, on our website or viewed by funding sources and/or interested parties. We must have your permission to photograph or record your child for decent or documentary use or public display. The photographs and/or recorded voice/video will become the property of Memphis-Heritage School.

\_\_\_\_\_ Yes, I agree to the above. \_\_\_\_\_ No, I do not agree to usage.

**Early Withdrawal and/or Dismissal**

Memphis-Heritage Christian School reserves the right to dismiss or cause to withdraw any student upon observation or incident that may not be conducive to our program style. Memphis-Heritage Christian School is not required to give any advance notice of immediate, temporary or permanent dismissal.

\_\_\_\_\_ Yes, I understand.

**Testing Authorization**

As part of our commitment to helping your child reach his or her full potential, the schools staff or other authorized person may conduct test during your child enrollment at our school. The results form the test will assist staff in meeting the needs of your child. Students may be tested for entrance, hearing, vision and any other testing necessary to insure physical, emotional, behavioral and/or developmental wholeness. Parent will be notified in advance of testing.

\_\_\_\_\_ Yes, I authorize testing for my child.  
 \_\_\_\_\_ No, I do not authorize testing for my child.

**Authorization to Participate in School Activities**

I grant permission for my child to participate in school authorized activities and to leave the premises under staff supervision in authorized or contracted vehicles. Parent will be notified in advance of school activities.

\_\_\_\_\_ Yes, I give permission.  
\_\_\_\_\_ No, I do not give permission.

**Medical Authorization**

(Please complete an "Authorization to Administer Medicine" for students taking prescribed medications on a regular basis.)

The undersigned, who are parents or guardians of the student in which the contract is submitted, having legal custody or authorization, do authorize Memphis-Heritage Christian School, Inc., into whose care the child has been entrusted, to do the following in the absence of legal parent, guardian or authorized person(s):

Make sole decisions concerning the child on behalf of the parent/guardian or authorized person(s)

Consent to any X-ray, anesthetic, medical or surgical diagnosis or treatment

Agree to hospital care rendered to said minor under the general or special supervision and/or upon the advice of a physical and surgeon licensed under the provision of the Medical Practice Act (or so told by representing hospital staff member or assumed)

Consent to any X-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to aid minor by a dentist licensed under the provision of the Dental Practice Act (or so told by representing medical staff member or assumed)

To have the minor released into the custody of authorized representative by the parent, guardian, authorized person, school or medical facility and/or related. (Note\*The school or representative will contact the parent/guardian at earliest available time.)

I hereby grant permission to the Headmaster, Administrator, or representing staff member to take whatever steps that they feel are necessary to obtain emergency medical care/assistance. These steps may include, but may not be limited to the following:

1. Any authorized emergency contact may be contacted in lieu of reaching the parent and/or guardian at earliest time available.
2. Attempt to contact a parent or guardian, the child's physician, and/or the persons listed on the application associated with the student, any person added to the application or any person approved to be contacted for emergencies and/or authorized contacts for the child.

Any expenses incurred will be borne by the child's parent, guardian, authorized representative or family.

The school will not be responsible for any false information given, noted, said or otherwise given at the time of enrollment or otherwise.

The school (Memphis-Heritage Christian School, Inc.), its affiliates and/or representatives) will not be responsible for any injury or otherwise that may occur due to incident or accident.

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Parent Print	Sign	Date
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Employee Print	Sign	Date
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**Absentee and Tardiness Policy**

Memphis-Heritage Christian School has implemented an Absentee and Tardiness Policy. Your child must be in attendance at school during the school day. If your child is tardy or absent in excess of three times per week without verifiable excuse he or she may be dismissed from the school.

It is the parents responsibility to insure that the child is present and on time and that the parent does not pick up the child before the school day has ended in excess of three times per week without verifiable excuse. In this case, the student may be suspended or dismissed from the school at the schools discretion.

**Fees and Payments**

All tuition, meal plans, registration and reoccurring yearly fees are per child. Fees and tuition schedules are available. It is the parent’s responsibility to know the deadlines and fees associated with your child’s enrollment at Memphis-Heritage Christian School. Any change to fees and payments will be made public for all enrolled families. Please note any fees, tuition, meal plan payments, registration or reoccurring fees may not be refunded, transferred or discounted for any reason.

**Financial Assistance**

Memphis-Heritage Christian School may offer financial assistance when available. We ask that parents keep this assistance confidential in the case aid in awarded. Each case is awarded on an individual basis when necessary and available and on an individual basis.

**Late Pick Up**

If a child is picked up late charges will be applied and must be paid before the child is admitted to class the following day. Late pick up is considered at any time that your child is not registered or enrolled to be present. (Please see application regarding Half day, Full Day or Extended Day)

**Policy and Handbook Acknowledgement**

I acknowledge that I have received licensing regulations (where applicable), and handbook related to Memphis-Heritage Christian School. All questions have been answered to my satisfaction.

**Uniform Policy**

I acknowledge that I am aware of the uniform policy as set forth by Memphis-Heritage Christian School. I agree that I/we will be in full compliance of this policy. I understand that non-compliance could result in withdrawal, suspension and/or dismissal.

**Parent Statement/Acknowledgment**

I, the undersigned, am the parent/legal guardian/authorized representative of the child listed on this contract. I have been made aware of and understand each detail that is provided within this contract. I acknowledge that my signature binds me to the statements herein.

Any changes to this contract and or policies will be at the sole discretion of Memphis-Heritage Christian School, Inc. and/or its representatives and will be made available to the undersigned.

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Parent Print

Sign

Date

**Employee Statement**

I acknowledge that I have assisted the above person in completing this contract for enrollment in Memphis-Heritage Christian School. I further acknowledge that all information herein was properly explained to the best of my knowledge.

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Staff Member Print

Sign

Date

Relationship

(Please include position held at the time of application.)