

HLC Leadership Academy

Application Checklist

In order to have your application processed and your testing scheduled, all items on this checklist must also be submitted to admissions.

_____ Any evaluations/assessments i.e., I.E.P., 504 plan, or Dr. reports relating to behavioral, learning or physical difficulties (if applicable)

_____ Current Immunization Record on Florida Department of Health form 680 (original form)

_____ Current physical exam on Florida Department of Health form 3040 (original form)

_____ Copy of Original Birth Certificate

_____ Medical Authorization form (included in application package)

_____ VPK Assessment and Preschool progress report for KG (last assessment needed)

_____ Last 2 years final report card needed for entering grades 1-9

_____ Current transcript for high school applicants (entering 10-12)

_____ Financial Agreement form (award letter, or private pay form completed with application, form can be obtained from HLC Administrator.

_____ completed pre-enrollment application/regular school application.

_____ Most recent standardized tests (Stanford Achievement Test, FCATs, etc)

_____ Withdrawal from previous school

*** Enrollment is not finalized until both parts are completed. **Part 1** is the application, checklist items and testing/family interview. **Part 2** is the enrollment section, an email with your student's acceptance following the testing and family interview in **part 1**. The school has up to 3 days to make a decision regarding acceptance, after the testing/family interview. **Part 2 must be completed within 7 days of the acceptance email to receive your student's spot in their grade level. If the enrollment package has not been received in that time period, your student may/will be placed on a waiting list and another family will be given the enrollment opportunity.**

Sincerely in Christ,
Lillian Johnson, Director

HLC Leadership Academy

New Family Application Process

1. Application will open to the public on March 1, 2017 for the 2017 – 2018 school year, and can be obtained from the school, email request(havanalearningctr@yahoo.com), or one can be mailed at your request by calling 850-539-1315. (web page being worked on)
2. Submit all required supporting documentation from the application checklist.
 - Immunization Record Health Form 680
 - Physical Exam Health Form 3040
 - Copy of Original Birth Certificate
 - Medical Authorization Form (obtained from application)
 - Current report card and previous year final report card (grades 1-9)
 - High School Transcript (grades 10-12)
 - VPK Assessment and Preschool progress reports (Kindergarten only)
 - Most recent standardized tests
 - IEP or 504 Plan, and Dr. Reports (if applicable)
3. New student entrance testing will be scheduled by the Administrator once all documents above are received, the test helps the administration determine academic placement here at HLC. It will also provide knowledge on the student's needs to allow for academic success while attending HLC.
4. A family interview will also be schedule at the time of students testing. This is a time for the Administrator to get to know the family, and for parents to ask questions about HLC. During the interview, the parents also share their reasons for choosing HLC Leadership Academy for their children's education, and specifics about their student. This is the beginning of the HLC and parent partnership.
5. HLC Leadership Academy will determine if we can meet the needs of the student and family. The school will email the family an acceptance or non-acceptance letter. This letter does have instructions how to finalize your enrollment, setup your pay(private pay only) pay schedule for the upcoming year.
6. All students medical information must be active at all times, the student's medical records are available to the clinic, teachers, and after school staff for emergency use during any on or off campus school or sports event.

HLC Leadership Academy

Message from HLC (commonly asked questions)

1. Is HLC Leadership Academy Kindergarten Program a full day or half day program: **Full day**
2. What is the student – teacher ratio? **Classroom cap 20 students**
3. Do Kindergarten students have a full academic program? **Yes – the kindergarten academic program consists of Bible, handwriting, Phonics, Reading, Math, Science and Social Studies.**
4. Do the Kindergarten students participate in fine arts classes? **Yes the Kindergarten program includes weekly art, music, PE, Library and computer classes.**
5. Do the Kindergarten students have a nap time? **No, Read time(rest period)**
6. Is there a snack time in Kindergarten? Yes, there is an afternoon snack time for Kindergarten students.
7. Are sports available at the Kindergarten Level? Soccer, basketball, kickball, praise dance. (yes when available)
8. Do Kindergarten students participate in field trips? Yes, two(2) per year
9. What is tuition for the 2017-2018 school year? Pre- K-(3year, 4 year, and 5 year olds) \$6,145.00 Grade 1-5 \$7,098.00 Grade 6-12 \$8,095.00
10. Are all teachers certified? Yes all teachers are certified with the Florida Department of Education, Subs, must have a two year degree, Teacher assistance must have a high school diploma.
11. What are your school hours? School begin at 8:30 a.m. and end at 2:30 p.m.
12. What are the hours for morning and aftercare and how much does it cost?
Morning care – 7:30 a.m. – 8:00 a.m. \$2.50 daily or \$10.00 weekly
(no charge after 8:00 a.m. (normal drop off time)
Afterschool care 2:45 p.m. – 6:00 p.m. \$8.00 per day or \$30.00 weekly
Before and Afterschool care package deal \$35.00 weekly
Pickup after 6:00 p.m., parents will be charged \$5.00 per ½ hour until student is picked up, and must be paid at time of pickup(no exception)
13. What curriculum do the school use? Abeka, Saxon
14. Do all students take field trips during the school year? Yes, each grade level will have two(2) field trips planned each year, (trips may change for High school students) the cost for field trips is in addition to tuition.

15. Do I pay the extra if my scholarship is less than the tuition? Yes, this can be scheduled in monthly payments.
16. Do you have a hot lunch program? No, bag lunch only (optional parents can bring hot cooked food in once per week) Parents/guardian, grandparent may come and eat lunch with their student daily in designated place and may come 5 minutes before and leave no more than 5 minutes after, all visitors must check in at the office for pass.
17. Do you allow secondary students to shadow a current student before enrolling? Yes, students applying for grades 5-12 may shadow another student in their grade level for three(3) days, these appointments are approved and scheduled by the administrator.
18. Do you offer Clubs, Electives, Afterschool activities? Yes, HLC will offer computer, Journalism/Year Book, Leadership Development and Entrepreneurial Skills as electives, and for Clubs/afterschool activities HLC will offer AMI Kids, STEMS/STEAM, Bible Club, Chess Club, Book Club, Praise Dancing, Brain Bowl and Spelling Bee.
19. What is your Grading Scale? Pre-K – Kindergarten O-outstanding, S-Satisfactory, N – Needs Improvement U – Unsatisfactory and for grades 1-12th student progress grade chart A- 90-100, B- 80-89, C- 70-79, D- 60-69 and F- 59 and below.
20. How do HLC calculate a test grade: count the number of answer you get correct, count the total number of questions on the test, divide the number of correct answers by the total, multiply your answer by 100 then state your answer as a percentage: example: $26 - 5 = 21$, $21/26 = 26$ divided by $21 = 0.8077$, depending on the grading scale then you will get your grade.
21. Questions you wish to address that is not on the common question sheet?

HLC Leadership Academy Registration Financial Information

Enrollment	\$25.00	This fee is non-refundable, due when enrollment application is returned
Registration	\$250.00 - \$400.00	This fee is non-refundable and due at time of enrollment
Book & Supply fees		Book fees are due by August 30 th , this is a non-refundable fee paid either through your scholarship or private pay and a late fee of \$30.00 will be assessed if not paid by the 15 th of September.
Graduation Fee		All graduation fees must be paid by April 15 th and fees are Kindergarten \$40.00 5 th grade \$60.00 12 th grade \$80.00

Private Payment Plans

Plan	Payments	Due Dates	Paid To HLC
Plan A	1 payment	August 15, 2017	HLC
Plan B	2 payment	Aug. 15, and Jan. 15, 2018	HLC
Plan C	10 payment	Aug. 15 through April 16, 2018	HLC
All private payments must be paid in full no later than April 20, 2018			

Family Tuition Discount

The oldest child enrolled pays full price, a 10% discount will be applied to the 2nd – 8th child.

Private Pay for Staff/Teacher with no scholarship (the school will deduct \$1,000 off of the full tuition portion.

Financial Policies

1. Application, registration, and testing fees are non-refundable. Should a student be withdrawn from HLC Leadership Academy for any reason, none of these fees are refunded in whole or in part.
2. Tuition and all book fees must be current in order for a student to attend the first day of school.
3. All tuition and incidental payments are to be paid by money order or cashier check, no money will be accepted in the school office, late fee of \$30.00 will be assessed if not received by the due date (no exception)

4. Delinquent Policy (this applies to all accounts, including scholarship tuition payment check) All accounts that are not paid by the due date will incur a \$30.00 late fee. Accounts will be considered delinquent if funds are not available on the 16th of each month. At this point you will be required to make your missed payment, along with that fee to your account. If the funds are not received by the end of the month, the student(s) cannot attend school or any after school activities until all tuition and missed payments fees have been collected. ** If scholarship checks are not signed within 3 days of receiving a call from the school your account will be billed a \$30.00 late fee for nonpayment of tuition, HLC will notify all scholarship parents by phone and email once checks are received.
5. Senior Accounts – all senior accounts must be current to participate in the Graduation Ceremony. All end of the year accounts must be paid in full to pick up diploma and transcripts in June.
6. Early Withdrawal – a family who withdraws a student from the school after the start is responsible for paying tuition for each month, including any portion of a month the student was in attendance. Any student who attends for at least 5 days of any month will be charged for the entire month, should a student be withdrawn from HLC for any reason, the application/registration and book fees are non-refundable in whole or in part.
7. Mid-Year Entry – when a student enters the school during the year, tuition will be charged to each month the student is registered (regardless of the number of days in attendance the first month) on the basis of one-tenth(1/10th) of the annual tuition.
8. Returning Families – returning families registering for the upcoming year must have their accounts fully current to be eligible to re-enroll. Re-enrollment will not be accepted if there is an unpaid balance on an account.

HLC Leadership Academy

Family Affirmation of Financial Agreement

I understand that tuition, enrollment/registration fee and all book fees must be current in order for a student to attend the first day of class. _____ Parent Initial

I understand that all tuition must be current to begin a new month and participate in after school activities. _____ Parent Initial

I understand that if I am asked to withdraw or choose to withdraw from HLC at any time, the application/registration and book fees are non-refundable in whole or in part. _____ Parent Initial

I understand if I am asked to withdraw or choose to withdraw from HLC the full tuition to the end of the month is required. _____ Parent Initial

I understand that if I share joint payment with another person and the other party refuses to pay the agreed upon amount, my student will not be able to attend HLC if payment are not paid and I understand that now it's my sole responsibility to pay the agreed upon amount until paid in full. _____ Parent Initial

I understand that no deductions is made to tuition due to absences, holidays, hurricane days, etc. _____ Parent Initial

I understand I will be responsible to pay for any property damage caused by my student. _____ Parent Initial

I understand no final report card or permanent records will be released to families or to other schools if an account is past due. _____ Parent Initial

I understand that scholarship money (McKay, Step Up For Student, Gardiner) will cover all school expenses (sports, instrument rental, field trips, etc.) I will be responsible for these fees and must pay them according to the payment plan described in the financial agreement. _____ Parent Initial

I understand I will make all my payment(s) for private pay as agreed upon and on time. _____ Parent Initial

I have read the financial policies. I understand I must fulfill my financial obligations in order for my student to attend HLC Leadership Academy. I agree to the charges and method of payment outlined in this agreement. If I am late with my payments, I understand I will be charged a late fee in the amount as described in the financial agreement. I understand failure to meet the terms of this financial agreement may result in immediate dismissal and that report cards, transcripts and diplomas will be withheld if required payments are not made. Furthermore, I understand my payment plan may be altered at any time during the school year if I do not pay according to the financial agreement.

Print Name of Responsible Party

Signature of Responsible Party

Relationship to Student

Contact Phone/Email

Date

Print Name of Responsible Party

Signature of Responsible Party

Relationship to Student

Contact Phone/Email

Date

Do Not Write Below This Line: (Office Use Only)

Approved By

Title

Date

Parent(s) read/agree and understand Financial Policy: ___ yes ___ no

Parent(s) was given a copy of the Financial Agreement Policy: ___ yes ___ no