



For Office use only
Registration Date: _____
Grade to be enrolled: _____
Registered by: _____
Apprieved by: _____

REGISTRATION FORM

2023-2024

New Student: ___Yes___ No

Students Legal Name:

Last: _____ First: _____ Middle Initial: _____

Date of Birth: m ___/d ___/y ___ Age: _____ Sex: M/F Place of Birth: _____

School last attended _____ District _____ Grade Level _____

Home Address: _____

Home Phone: _____ Cell Phone _____ Languages spoken at home _____
Emergency Phone: _____

E-Mail _____ Student's Doctor: _____

Phone: _____ Does your child have an IEP/ISP: ___IEP___ ___ISP___ or ___NA___

FAMILY INFORMATION

Student living with (Please check one): Natural Parent(s): _____ Foster Parent(s): _____

Name of Parent/Legal Guardian: _____ Phone _____

Address: _____

Father's Full Name: _____ Occupation: _____

Employer: _____ Work Phone/Emergency Phone _____

Work Address: _____

Mother's Full Name: _____ Occupation: _____

Employer: _____ Work Phone/Emergency Phone _____

Work Address: _____

Please list other children who are enrolled in Badr School:

Name	Sex(M/F)	Age	Date of Birth	Grade

I declare that all information provided above is true and accurate:

Parent/Legal Guardians Signature: _____ Date: _____



STUDENT ADMISSIONS POLICY 2023-2024

Age, Required Documents, School Hours, Tests, Uniform, Fees

	AGE REQUIREMENTS
GRADE	AGE
Pre-K1	Child must be 3 years old by December 31,2023 (Under certain conditions)
Pre-K2	Child must be 4 years old by December 31,2023 (Under certain conditions)
Kindergarten	Child must be 5 years old by December 31,2023
1st Grade	Child must be 6 years old by December 31, 2023.Child must have successfully completed KG. Proof is required before enrollment.
2nd to 8th Grades	Child must have successfully completed the previous grade. Proof is required before enrollment.

REQUIRED DOCUMENTS: All documents must be presented at the time of registration. Also, children must have updated immunizations at the time of registration. No child is allowed to register without these documents.

1. Immunization Records:

- Children enrolling in Badr School for the first time must have a certificate of Immunization filled out and signed by a physician or Health Department Clinic.
- For students already attending Badr School, official documentation of updated immunization must be filed in the child’s record before or at registration. No students are allowed in the classroom without updated immunizations.

2. Proof of Medical Examination: State regulations require all children entering KG or 1st grade for the first time to have a complete medical examination within six months prior to the beginning of the school year.

3. Birth Certificate: A Birth Certificate is required for children enrolling in Badr school for the first time (translation is required if the Birth Certificate is not in English).

4. Social Security Card: The Social Security card is required for children enrolling in Badr School for the first time.

5. 2 Passport Photos: Every year 2 Passport photos must be presented at registration.

6. Proof of address: Every year a proof of address has to be presented at registration.

7. Any Separation between parents who have legal documentation to prove which parent has school right for the child/ren must be presented at the time of registration or after registration.

SCHOOL HOURS: School hours are 7:15 am to 2:50 pm. On Fridays, students are dismissed at 2pm.

Parents must make sure their children arrive on time every morning between 7:15 and 7:30. Dismissal time is 2:50 pm sharp, Fridays at 2pm. Parents are required to pick up their children on time. A late pick up fee will be charged. All students are required to come to school on time. One absence is counted for every five lateness.

Additional conditions for new student registration:

- Transfer form and transcripts/report card from previous school. If applicable, please provide any ISP’S & IEP’S
- The student will be placed on an *academic and behavior probation* for three months, commencing from the first day the student is registered into Badr School.
- New students are required to take a placement test. If the student does not achieve a passing grade or low scores in Language Arts or Mathematics, the student will be placed in a program at Badr School.



Admission Terms and Conditions Agreement

2023-2024 Payment Schedule

Registration fees (per student per year) Registration fees are due at the time of Registration in addition to First payment April-June \$100 July –August \$150 September – onward \$200	Grade	Yearly tuition	First payment Due at the time of registration	Second payment due Oct. 1st	Third payment due Dec.1	Fourth payment due Feb. 1st	Last payment due April 1 st
	Pre-K 1, Pre-K 2, up to Grade 5	\$4900	\$1500	\$850	\$850	\$850	\$850
	Grades 6-8	\$5000	\$1800	\$800	\$800	\$800	\$800

Discount Information

1st Child	2 nd Child	3 rd Child	4 th Child	5 th Child
No discount	\$200 discount on tuition yearly	\$300 discount on tuition yearly	\$400 discount on tuition yearly	Free tuition only. Must pay registration & other fees(books, supplies &testing)

- *Please note that the registration fee, books, supplies, testing fee and the first tuition payment are due upon registration.*
- *Deduction does not apply to those whose tuition is paid by a state/ federal program.*



Admission Terms and Conditions Agreement

2023-2024 (Continuation)

Grade	Uniform Description
Pre-K 1 to KG-Girls	Long navy blue jumper with light blue blouse. White or navy blue hijab/Khimar. Black shoes with rubber soles, no laces, or black sneakers, no laces. KG girls can wear loose slacks underneath jumper (no tights). School uniform must be clean and ironed.
1 st -8 th Girls	Navy blue jilbab/abaya. White hijab/khimar. Black sneakers or shoes with rubber soles, no heels. School uniform must be clean and ironed.
Pre-K1 – 8 th Boys	Button down light blue dress shirt with collar, or blue polo shirt. Navy blue dress trousers (no jeans or sweat pants).Black shoes with rubber soles, or completely black sneakers. Navy blue sweater or navy blue cardigan. Boys are allowed to wear white jalabiyas and kufis on Friday’s only. School uniform must be clean and ironed.

AGREEMENT AND CONTRACT

We (I) have read and understood the above terms and conditions as well as know our (my) total financial obligation to the school. We (I) hereby agree to strictly abide by all the terms of this agreement. May Allah (God) be our (my) witness.

Date: _____

Student’s name _____ Grade _____

Father’s (or legal guardian)Name

Father’s (or legal guardian)Signature

Mother’s (or legal guardian)Name

Mother’s (or legal guardian)Signature



Medical Condition Form

2023-2024 School Year

Child's Name _____ Grade _____

Please complete and sign this form if your child has a medical condition. If your child doesn't have a medical condition, please check the **No** box below and sign at the bottom.

No, my child does not have any medical/health condition that would prohibit him/her from participating in school activities, including gym classes or sport activities.

Complete this section only if your child has a medical condition

Emergency contact name _____
telephone# _____, _____

Student's Doctor _____ Phone Number _____

Please indicate below if your child has any of the following medical conditions:

_____ Allergies (food, insects, etc.) please specify: _____

_____ Asthma _____ Diabetes _____ Seizures _____ other (Please specify) _____

Does your child have serious health concerns we should be aware of? _____ Yes _____ No
If Yes, please explain

Please indicate any medications he/she is currently taking:

Are there any health considerations that would prohibit your child from participating fully in school activities including gym classes or sports activities?

Please note: In the event your child has a medical emergency and the school is unable to contact you, 911 will be called and your child will be transported to the nearest hospital Emergency Room for medical treatment. **Parent's Signature** _____



TERMS OF AGREEMENT 2023-2024

1. Parents agree to abide by all school rules and regulations (not limited to those mentioned below), as well as those stated in the Parent Handbook.
 - a. Parents/guardians need to dress in Islamic attire upon entering the school building.
 - b. Un-Islamic behavior by parents on school grounds or other will not be tolerated and may affect the enrollment of their child (expulsion)
 - c. Badr School reserves the right to deny registration or place conditions upon enrollment.
 - d. Badr School reserves the right to search a student(s) belongings, or to expel a student at any time (due to safety, behavior or academic reason, un-Islamic behavior and /or religious violations).
 - e. Parents/Guardians are responsible to notify the school principal of any custody restrictions and providing documentation. Parents are also responsible for notifying school principal in writing of any medical, health or psychological conditions or other.
 - f. The school reserves the right to not promote any student who does not meet school standards.
 - g. Students present in school building before or after school hours who are not officially enrolled in a program will be the responsibility of the parents/guardians.
 - h. Students who are picked up after dismissal time will be charged a fee of \$20.00 per 20 minutes.
 - i. Parents and student(s) are responsible for paying for any damaged or lost technological device, such as a tablet, computer, Chromebook, etc. Parents are responsible for paying for any lost or damaged textbooks.
 - j. Parents are responsible for paying for any damage done to school property by their child(ren)
 - k. Parents agree to give the school the right to photograph/videotape/record students for recreational/evaluation/educational purposes and publication thereof to include, but not limited to, the school's website and social media.
 - l. Electronic devices must be turned in to school personnel upon arrival, otherwise, devices will be confiscated until further notice.
 - m. After school, weekend school and summer school require separate agreements.
2. **TUITION POLICY** (TUITION IS NON-REFUNDABLE, NON-TRANSFERABLE), tuition is a yearly fee broken down into semester or monthly payments to make payments easier for parents. Parents of registered students agree to pay the full yearly tuition fee even if the student withdraws, registers late, and /or graduates early.
 - a. Failure to maintain payments by the due dates indicated will result in child (ren) being dismissed from class and/or school.
 - b. Tuition is not refunded/transferred or accredited for suspensions, expulsions, or school closing.
 - c. Upon withdrawal from the school, all payments must be paid in cash or money order (NO CHECKS)



TERMS OF AGREEMENT 2023-2024 (Continuation)

- d. Child care programs are accepted. Parents are responsible to pay any co-payment and any outstanding balance in the event that the program has been cancelled for any reason.
- a. School records and all official letters, including, but not limited to, report cards, transcript, etc. will be held until all accounts are paid in full.
- b. Returned/bounced check(s) due to insufficient funds will incur the charge of \$50.00. Post-dated checks will not be accepted.

g- WAITING LIST: Parents whose child (ren) is/are on a waiting list are responsible for the registration fee. If by the first week of school there is no room for the child in class, registration fees will be refunded. If the child is accepted, the parents are required to pay remaining fees. Failure to do so will result in the child losing his/her seat, and the registration fee will not be refunded. Registration fees will not be refunded if parent changes his/her mind. Waiting lists are on a first served basis-seats are limited.

h- Urban League: Any monthly tuition after financial aid is applied is solely the responsibility of the parents/guardians and are due at the end of the month. In the event of nonpayment, tuition payments are solely the responsibility of the parents/guardians and are due immediately.

AGREEMENT AND CONTRACT

We (I) have read and understood the above terms and conditions as well as know our (my) total financial obligation to the school. We (I) hereby agree to strictly abide by all the terms of this agreement. May Allah (God) be our (my) witness.

Date: _____

Student's name _____ Grade _____

Father's (or legal guardian)Name

Father's (or legal guardian)Signature

Mother's (or legal guardian)Name

Mother's (or legal guardian)Signature



Child Drop-Off and Pick-Up Form 2023-2024

Please identify the guardians/drivers responsible for dropping off and picking up your child. Any person that is listed on this form **must provide a photo ID to the office.** Your child (ren) will not be released without proof of a photo ID.

Name (first and last): _____

Name (first and last): _____

Name (first and last): _____

Name (first and last): _____

Please provide the office with your contact number(s) to ensure that the above person(s) will be picking up your child (ren).

Phone #: _____

Phone #: _____

Phone #: _____

Parent's Signature: _____

Date: _____