

# Peace Terrace Academy

[www.peaceterrace.org](http://www.peaceterrace.org)  
33330 Peace Terrace ~ Fremont, CA 94555  
Phone: (510) 477-9946 ~ Fax: (510) 477-9963



Dear Parents,

Assalamu Alaikum WA Rahmatu Allah WA Barakatuhu,

We are pleased that you have chosen Peace Terrace Academy as the school for your child's education.

We believe in "Education for Life." Our educational philosophy promotes critical thinking, high self-esteem, creativity, and well-balanced character. We prepare our students to smartly integrate with society without losing their distinctive Islamic identity and to achieve and excel in their future competitive world.

We deem that the success of a school relies on the level of co-operation between school and home.

Please review the admission process carefully for new enrollment and make sure you submit all required documents before the stated deadlines.

The admission process begins in April with registration packets available on-line from April 11. Open house is on April 8<sup>th</sup>, 2011 for all parents interested in the 2011-2012 academic year. The registration deadline for all students is May 6<sup>th</sup>, 2011 (*to qualify for an early bird discount*). Parents will also be invited to attend Back to School Night in which they are able to meet with school administration and staff as well as other parents in September 2011 *insha Allah*.

Once again, we would like to welcome you to our school and we look forward to serving you and your children in the 2011-2012 academic year.

If you have any questions, please do not hesitate to call our office at (510) 477-9946. You may also visit the Peace Terrace Academy website at [www.peaceterrace.org](http://www.peaceterrace.org).

Regular school hours during the academic year are Monday-Thursday from 8:00am - 3:15pm and on Friday from 8:00am -12:00pm.

Best Regards,

PTA Administration

## Important Dates

Registration Begins:  
8<sup>th</sup> April 2011

Open House:  
8<sup>th</sup> April 2011

Early Bird Registration  
Deadline: 6<sup>th</sup> May 2011

Office Opens: *TBD*

First Day of School:  
6<sup>th</sup> September 2011

Back To School Night: *TBD*

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## Pre School and Pre K -Enrollment Packet 2011-2012

### Application Packet Includes:

1. Application for Admission
2. Financial Agreement For Pre School and Pre K
3. Photo Release and Waiver Form
4. Park Permission Slip
5. Immunization and Health Requirements Check List For Pre School and Pre K
6. Physician's Report-Child Care Centers
7. Childs Pre Admission Health History-Parent Report
8. Identification And Emergency Information
9. Consent for emergency medical treatment
10. Notification Of Parents Rights
11. Personal Rights

### When you Receive the Application Packet and to Reserve the Space in the Class:

1. Submit a completed Application for Admission with the non-refundable Registration Fee ( to reserve the space)
2. Submit a copy of your child's birth certificate. (English only)
3. Complete all the necessary child care center forms
4. Complete the Physician's Report) – *Must be filled out by Doctor-English only*  
*(Please Note: Additional evaluations/ tests may be required. An up to date Immunization record with physician's signature must be received by the first day of the school. If no immunization Record is presented, your child will not be admitted to school.)*

### Upon acceptance of the Student:

- Pay the tuition (*using one of the following methods of payments :cash, check, certified check, money order made payable to PTA*) required by the plan you choose
- *Pay the Volunteer fee (per family) and*
- *Textbook fee by any of the payment methods specified above*

*Note: To be admitted into kindergarten, a child must be five (5) years of age as of December second of the current year. For entrance to first grade, the child must be six (6) years of age as of December second of the current year.*

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## Application for Admission 2011 -2012

Circle grade: Pre-School Pre-K KG 1st 2nd 3rd 4th 5th 6th 7th 8th

### Student Information (please print clearly)

Student's last name: _____	First Name _____
Middle Name _____	
Home address _____	City _____
State _____	Zip _____
Home phone (____) _____	Alternate phone: (____) _____
Birth date (mm/dd/yyyy) ____/____/____	Age _____ Boy _____ Girl _____
Place of birth: _____	State/Country of Birth _____
Has student attended PTA before? Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes, Year Attended: <input type="text"/>
Are siblings currently attending PTA? Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student lives with: _____	Both Parents _____ Mother _____ Father _____ Other _____

### Parent Information

<b>Father (or guardian)</b> <i>(please notify the school if there are any changes in the information provided here)</i>	
Last name: _____	First Name _____ Middle Initial _____
Home address (If different than Student) _____	
City _____	State _____ Zip _____
Home phone (____) _____	Cell phone: (____) _____ Profession: _____
Employer/Business name _____ Employer/Business address _____	
City _____	State _____ Zip _____
Work phone (____) _____	Email _____
<b>Mother (or guardian)</b> <i>(please notify the school if there are any changes in the information provided here)</i>	
Last name: _____	First Name _____ Middle Initial _____
Home address (If different than Student) _____	
City _____	State _____ Zip _____
Home phone (____) _____	Cell phone: (____) _____ Profession: _____
Employer/Business name _____ Employer/Business address _____	
City _____	State _____ Zip _____
Work phone (____) _____	Email _____



**Sibling Information:**

Name	Birth Date	In Peace Terrace Academy?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

**Educational History:**

The following questions are helpful in determining the educational background and language(s) spoken at home by the student, and assist us in providing meaningful instructions to all students.

- Which language did your child learn when he/she first began to talk? \_\_\_\_\_
- What language does your child most frequently use at home? \_\_\_\_\_
- Date student first attended school in the US: \_\_\_\_\_
- Has this student ever been enrolled in a special education program? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
- Has this student ever had psychological testing or screening for academic difficulties or learning disabilities? Yes \_\_\_ No \_\_\_  
If yes, would the results be made available to Peace Terrace Academy? Yes \_\_\_ No \_\_\_

**Last School Attended:**

School Name \_\_\_\_\_ Phone \_\_\_\_\_ Last grade completed \_\_\_\_\_  
 Address \_\_\_\_\_

**Other:**

Race: White  Black, or African American  American Indian, Alaskan Native  Asian  Other

**Emergency contacts other than parents (include 3 local contacts and 1 out of state contact if possible)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Daytime phone (\_\_\_\_) \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Daytime phone (\_\_\_\_) \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Daytime phone (\_\_\_\_) \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Daytime phone (\_\_\_\_) \_\_\_\_\_

*Peace Terrace Academy Emergency Policy: School staff will administer minor first aid. Parents and emergency contacts will be called for injuries/ illnesses beyond our ability to handle. "911" will be called to assist in the event of a serious illness or injury. This emergency policy is in effect for all students. Your child's attendance in the school signifies your acceptance of this policy.*

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print name of parent signing above: \_\_\_\_\_

For Office Use Only

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

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## Financial Agreement

This agreement is between \_\_\_\_\_ and  
(Please print Parent/Guardian's Name)

Peace Terrace Academy that I \_\_\_\_\_ have hereby enrolled my  
(Please print Parent/ Guardian's Name)

Son/daughter (Child's Name) \_\_\_\_\_ (DOB) \_\_\_\_\_ in  
Peace Terrace Academy for the year 2011-2012

- 1) I understand that Peace Terrace Academy offers following programs:
- Full day educational program ages three to four years (Pre School)
  - Full day educational program ages four plus (Pre K).

\_\_\_\_ Initial

2) I understand that Pre School and the Pre kindergarten program in the school offers the following basic services: Development of large and fine motor skills, social development, listening skills, science activities, phonics and reading readiness, art projects, Arabic language, Quran and Surah memorization, music and movement activities, outside play time, field trips and other school activities like Science fair, International day, Islamic fair, and Eid parties.

\_\_\_\_ Initial

- 3) I understand that Peace Terrace Academy offers no other optional services.

\_\_\_\_ Initial

- 4) I have read and agreed to the terms and conditions of the Financial Agreement.

➤ **Registration Fee is due at the time of registration:**

- \$50 per continuing student (non-refundable) If registered **before May 6<sup>th</sup> 2011**
- \$100 per continuing student (non-refundable) If registered **after May 6<sup>th</sup> 2011**
- \$100 per new student (non-refundable) If registered **before May 6<sup>th</sup> 2011**
- \$150 per new enrollment (non-refundable) If registered **after May 6<sup>th</sup> 2011**

\_\_\_\_ Initial

➤ **Book Fees is due before the first day of the school**

- A book fee of \$200 for Pre Kindergarten students.
- A material fee of \$200 for Preschool students.

\_\_\_\_ Initial

➤ **Volunteer Deposit Fees**

A volunteer fee of \$200 per family is due at the time of registration. This fee is fully refundable if the family completes the designated hours of volunteer service with the school during the school year.

\_\_\_\_ Initial

➤ **Annual Fee:**

- Full Payment of fees in the form of post-dated checks for tuition is required for the acceptance of students
- All the required fees are due before the student's first day of school
- A \$25 fee will be charged for all the returned checks after which payment may be requested by cash or money order
- Annual tuition for full day Pre- School and Pre-Kindergarten is \$6000

\_\_\_\_ Initial

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- I understand that the school offers the following three payment options:
- Plan A: One full payment of the year's tuition due one week before school starts. There is a 10% discount with this option.
  
  - Plan B: Three equal payments in the form of post-dated checks for Dec 1<sup>st</sup> and March 1<sup>st</sup>. This includes a 5% discount per annual tuition.
  
  - Plan C: 9 monthly installments. First installment includes 1<sup>st</sup> and last month payment and 8 post-dated checks, due one week before school starts.

\_\_\_\_Initial

Parents will be given at least 30 days written notice for any change in Initial fees or tuition.

- 5) I have read and agreed to the following terms and conditions of the Refund Policy.
- Registration Fees and Book Fees are non-refundable
  - Volunteer fees, unless the designated hours have been completed, are non-refundable; this fees will not be prorated.
  - If a student drops out during the academic year, the 1<sup>st</sup> and last installment paid at the time of registration will not be refunded.
  - The tuition is payable for the month that the student drops out if the last day is on or after 5<sup>th</sup> of the month.
  - Those who register in any other month after September will follow the same tuition schedule.
  - If the student is withdrawn from the school, tuition processed prior to the withdrawal are non-refundable
  - Additional fees (non-refundable) that may be required but not included in this agreement include:
    - a. Cost associated with various classroom fieldtrips
    - b. Fundraisers, bake sale, spellathon etc
    - c. Hot lunch, etc

\_\_\_\_Initial

- 6) I understand that Peace Terrace Academy reserves the right to terminate enrollment for non- payment of fee, violent or disruptive behavior, parents or guardians not abiding by the school or administration rules or policies as mentioned in Student handbook, or if the child is not fully potty trained.

\_\_\_\_Initial

- 7) I understand that the department of Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records with prior consent. The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

\_\_\_\_Initial

- 8) I understand that parents/guardian must sign their child's name in and out each day.  
(A full signature of the parent/ guardian is required at the time of sign in and sign out.)

\_\_\_\_Initial

- 9) I understand that a habitual late pick up of more than twice a week will result in a late fee of \$1 for every minute.  
(Parent/guardian is late after 15 minutes of dismissal time.)

\_\_\_\_Initial

I, the undersigned, have read and understand this agreement and will abide by all the terms and policies.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Park Permission Slip - 2011-2012 School Year

Please note that our students will play at the park this year during their leisure times. Please sign this form giving us permission to allow your child to play at the park for the entire school year.

\_\_\_\_\_ (Child's name) has my permission to play at the park across the street (from the school) on Lowry Road this school year. I understand that this is a public park that is operated and maintained by the City of Fremont.

I hereby release the school, staff, officials, and representatives of the school from any liability to the extent permitted by law. I understand that from time to time, children may fall, and have accidents in the sand and concrete play area. In case of an accident, I give Peace Terrace academy staff permission to treat minor injuries and give emergency first aid care to my child.

Parents as well as ambulatory/emergency care facilities will be contacted immediately in the event of a major or life threatening emergency.

Parent or Legal Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Emergency Number: \_\_\_\_\_



2011-2012 Photo Release and Waiver

Peace Terrace Academy requests authorization to photograph your child and use the photos. The photographs will be used in any media for editorial, educational, promotional, or advertising purposes in furtherance of the purposes and objectives of Peace Terrace Academy.

Please read and complete the following accordingly: *(This waiver is to be checked by a parent/guardian only)*

- I hereby grant permission to PTA to use photographs taken at any PTA event and activities to be used/ re-used, published/re-published in PTA publications, including websites, other forms, or media (both in print and online) without notifying me.
- I hereby waive any right to inspect or approve the photographs, publications, or electronic matter that may be used in conjunction now or in the future, and I waive any rights to royalties or other compensation arising from or related to the use of the photograph. I further agree that such photos may identify my child by name and grade and as a PTA student.

I as the parent or legal guardian of the below named child, have read this release, and I fully understand the contents, meaning, and impact of this release. I understand that my signature will be interpreted as a free and knowledgeable acceptance of the terms of this release.

YES, I give permission for Peace Terrace Academy to photograph my child.

NO, I don't want Peace Terrace Academy to photograph my child

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IMMUNIZATION AND HEALTH REQUIREMENTS CHECK LIST

Peace Terrace Academy requires that students entering grades Pre-K to 8 complete all the immunizations required (*per requirements of the California Department of Health CDPH.*) Please refer to the [Guide to the Immunizations Required for School Entry, Grades K-12, IMM 231 \(01/08\)](#)

### **Pre-School and Pre K**

1. Immunizations as per the California Immunization Requirements for Child Care IMM 230 (1/08)
2. TB skin test
3. Birth Certificate