



2024 - 2025

NHTC

ENROLLMENT APPLICATION

ENROLLMENT APPLICATION: HOMESCHOOLING YEAR 2024-2025

Student's Full Name: _____

____ Male ____ Female ____ / ____ / ____ ____ / ____ / ____

Date of Birth Student's SS Number Grade

Address: _____ Street City
State Zip Code

Parent/Guardian Information:

Name: _____ Email: _____

Address: _____ Street
City State Zip Code

Home phone: _____ Cell: _____

Employer: _____ Work phone: _____

Name: _____ Email: _____

Address: _____

Street City State Zip Code

Home phone: _____ Cell: _____

Employer: _____ Work phone: _____

<i>Members of the Household:</i>
<i>Parents:</i>
<i>Siblings:</i>
<i>Other Adults:</i>

Family Status:	
<input type="checkbox"/> Married	<input type="checkbox"/> <i>Mother Remarried</i>
<input type="checkbox"/> <i>Separated</i>	<input type="checkbox"/> <i>Father Remarried</i>
<input type="checkbox"/> <i>Divorced</i>	<input type="checkbox"/> <i>Mother Deceased</i>
<input type="checkbox"/> <i>Single Parent</i>	<input type="checkbox"/> <i>Father Deceased</i>
<input type="checkbox"/> <i>Student Adopted</i>	

FAMILY STATUS CONTINUED:

In the event of divorced parents, Northshore Homeschooling & Tutoring Center does require an up-to-date copy of custody paperwork of any student being registered be provided upon or before the start date of the student. If the parent enrolling their child does not have sole custody they must also have a signature from the other parent stating their acceptance of this decision. If the parent enrolling their child obtains sole custody of their child, Northshore Homeschooling & Tutoring Center will require that documentation, as well. Failure to provide necessary information may result in the denial of a student's application.

Shared Custody:

In signing below we, _____, are providing that we share custody and have provided Northshore Homeschooling & Tutoring Center with the proper documentation. In the event this custody agreement should change, we also provide that we will update this information with Northshore Homeschooling & Tutoring Center in a timely manner.

Parent One Signature: _____

Parent Two Signature: _____

Sole Legal Custody:

In signing below I, _____, am providing that I have sole legal custody of my child, _____, and have the legal right necessary to choose Northshore Homeschooling & Tutoring Center as my child's educational facilitator. I agree to provide an updated copy of custody paperwork stating that my child's other parents do not have rights toward these decisions.

Parent Signature: _____

PREVIOUS SCHOOL DATES OF ENROLLMENT

_____ Has your child
_____ had any specialized tests or evaluations? If so, please list. Test/Evaluation_____ Administered
by_____ Date_____ Test/Evaluation_____ Administered
by_____ Date_____

Has your child received tutoring or private treatment? If so, please describe.

Has your child ever been asked to leave another homeschooling and tutoring center, public school, or private school in the past? If so, please explain.

HEALTH:

Does your child have any allergies? If so, please list and include a note from the doctor with specific guidelines.

Does your child have any physical limitations which would limit participation in the full range of school activities? If so, please describe.

_____ Is your child
currently receiving any medication? If so, please list:

Has your child ever had a serious illness, injury, or hospitalization? If so, please describe.

*other school-administered programs and activities on the basis of race, color,
creed, sex, ancestry, handicapping condition, national or ethnic origin, religion, or sexual orientation*

Individuals Permitted for Pick-Up:

Student's Name

Name _____ Relationship _____ Cell _____
_____ Work _____ Email _____

Name _____ Relationship _____
Cell _____ Work _____ Email _____

Name _____ Relationship _____
Cell _____ Work _____ Email _____

I understand that it is my responsibility to keep this list current.

Parent/Guardian Signature Date

EMERGENCY CONTACT LIST

Student's Name

In case of an emergency, whom should we contact first?

Name _____ Relationship _____

Cell _____ Work _____ Home Phone _____

Other Emergency Contacts:

Name _____ Relationship _____

Cell _____ Work _____ Home Phone _____

Name _____ Relationship _____

Cell _____ Work _____ Home Phone _____

Name _____ Relationship _____

Cell _____ Work _____ Home Phone _____

I understand that it is my responsibility to keep this list current.

Parent/Guardian Signature Date

MODEL RELEASE FOR MINORS

Student's Name

I, the undersigned, hereby certify that I am the parent and/or the legal guardian of _____, age _____, and hereby grant Northshore Homeschooling & Tutoring Center, LLC., the right to publish or otherwise replicate pictures of him/her or pictures in which he or she may appear in or whole or part, for the purpose of art, advertising, or any other lawful purpose (center newsletter, center Facebook page, etc.).

By my signature, I also certify that I have read and fully understand this agreement.

_____ **Parent/Guardian**

Signature Date

AUTHORIZATION FOR RELEASE OF RECORDS

School: _____ Teacher or advisor: _____ Address: _____
_____ School Phone: _____
_____ Email: _____

On behalf of my child, _____, who is presently enrolled or was recently enrolled as a student at your school, I have applied for admission to Northshore Homeschooling & Tutoring Center beginning with the term starting _____, 20____. I hereby authorize you to release a complete copy of his/her file. Please include a transcript of his/her academic record, health forms, relevant test scores, teachers' comments, and observations of his/her overall development and progress.

Signature Date _____ **Parent/Guardian**

Please forward these records to:

Northshore Homeschooling & Tutoring Center

2300 West 21st Avenue, Suite A & B

Covington, LA 70433

985-264-5564

Northshorehtc@gmail.com

ENROLLMENT & TUITION AGREEMENT

This is to confirm my intention to enroll _____ in the _____ program at Northshore Homeschooling & Tutoring Center, subject to the following terms:

Tuition

Paid in Full / Paid Monthly	\$6,500	\$650
(9:00-3:00) - Monday - Thursday	K	6th
Paid in Full / Paid Monthly	\$5,500	\$550
(9:00-3:00) - Tuesday - Thursday	7th	12th

- A curriculum fee of **\$400.00** and a registration fee of **\$50.00** are due with this agreement. Receipt of these fees constitutes a contract that the student will attend Northshore Homeschooling & Tutoring Center, LLC., for the year noted above. The curriculum fee and the registration fee is *non-refundable*.

- It is understood that tuition may be paid in full with either cash, check, automatic bank draft, debit card or credit card or tuition may be paid monthly with automatic bank draft, debit card, cash or post-dated checks. If your form of payment is insufficient there will be a **\$45.00** bank fee added to your total and you will be asked to pay in cash from then on.

Please check one of the following payment methods:

_____ I will pay tuition in full in the amount of _____ by July 1st with either cash, check, automatic bank draft, debit card or credit card.

_____ I will pay tuition monthly in the amount of _____ beginning August 1st and by the first of every month thereafter through May 1st with either cash, check, automatic bank draft, debit card or credit card.

_____ If you chose to pay by check you must turn in **10 post dated checks** with this application. Also label checks with tuition month and student's name. That will be cashed the **1st of each month**. If your form of payment is insufficient there will be a **\$45.00** bank fee added to your total and you will be asked to pay in cash from then on.

ENROLLMENT AND TUITION AGREEMENT (CONTINUED)

- In accepting this agreement, the undersigned accepts the responsibility for tuition for the full ten-month homeschooling year. There is no tuition reduction for holidays, center breaks, sicknesses, absences, or natural disasters. Tuition remains the same each month. The undersigned also understands that if payment is not received by the **5th of each month**, an additional late charge of **\$50.00** will be added to tuition. If payment has not been received by the **15th of the month**, an additional **25% fee** will be added to tuition. Northshore Homeschooling & Tutoring Center reserves the right to terminate the student's enrollment if payments are not made by the agreed upon due dates. NHTC reserves the right to revoke the monthly tuition payment option in cases of repeated late monthly payments.

Furthermore, in cases where tuition is past due, the center will reserve the right to withhold records or transcripts. In cases of failure to pay, the parent or guardian who is responsible for payment agrees to pay, to the extent permitted by law, the center's expenses of enforcement and collection, including attorney's fees and costs. In case of withdrawal from the center, parents/guardians will

not be refunded for any tuition paid whether the last month's payment has been completed or not.

Northshore Homeschooling & Tutoring Center reserves the right to terminate this contract if the student's behavior or lack of cooperation is deemed unacceptable, if parents'/guardians' behavior or lack of cooperation is deemed unacceptable, or if tuition payments are overdue.

It is further understood by the parent and Northshore Homeschooling & Tutoring Center that upon payment of the registration fee and the acceptance of the child into enrollment by Northshore

Homeschooling & Tutoring Center that this contract will be binding to the parents/guardians.

Signature Date _____ **Parent/Guardian**

Date _____ **Staff Signature**

MONTHLY TUITION PAYMENT INFORMATION

If paying monthly with a credit/debit card - Processing fee will apply

Name as it appears on the card _____ **Billing**

Address _____

_____ **City State Zip**

Phone Number of cardholder _____

Type of Card (Visa, MasterCard, American Express, etc.) _____

Phone Number of cardholder _____

Account Number _____

Expiration Date _____ CVC Number _____

If paying monthly through automatic bank draft:

Parents/Guardians are required to set up automatic bank drafts through their own banking institution.

This information will be entered into our payment processing system and will be used to charge your monthly tuition payment. This information will be destroyed after it is entered; we do not keep any confidential financial information on file in the office.

EMERGENCY PROCEDURES

Student's Name

Louisiana State Licensing requires that all schools/child facilities have an evacuation plan in place. In the event of severe weather (such as tornado and hurricane warnings, possible street flooding, snow, etc.), it is the parents' responsibility to stay tuned to local media for weather reports and arrange for immediate pick up of their child. Parents who do not work near the center should arrange and authorize back up people who would pick up their child immediately should a potentially dangerous situation arise.

Should the children have to evacuate due to an environmentally dangerous situation in the area, we will transport them in private vehicles to the nearest safe place. We will notify parents of exact

location of destination via telephone emergency contact list and will post the exact location of destination on the door of Northshore Homeschooling & Tutoring Center.

Please complete and sign this emergency/evacuation authorization form.

In the event of the threat of severe weather or an environmentally dangerous situation, I will provide for immediate pick up of my child. Should civil authorities advise the NHTC staff of a possible environmental danger and order evacuation of the children, I authorize the staff members of Northshore Homeschooling & Tutoring Center or any parent volunteers to transport my child to the closest safe place in the area.

The following persons have agreed to pick up my child and have my authorization to do so:

_____ Name

Relationship Phone # _____

_____ Name Relationship Phone # _____

_____ Name Relationship Phone # _____

I understand that it is my responsibility to keep this list current and to remain alert and prepared during threatening weather conditions.

Parent/Guardian Name (print)

Parent/Guardian Signature

DISCIPLINE POLICY

Student's Name

It is our goal to help instill peace, respect, and healthy conflict resolution in the children. Northshore Homeschooling & Tutoring Center assists children in meeting appropriate behavioral standards by first establishing clear rules and expectations. The children are made aware of class policies, and the teachers are consistent in their enforcement of them. Positive phrasing and reinforcement as well as natural consequences best help children see the direct correlation between their behavior and the result of their behavior. This fosters a knowledge of making good choices for the students as they progress through their educational careers.

When a child's behavior is not appropriate (violence, inappropriate language, misuse of the materials, etc.), it is important that he/she is made accountable for his/her actions and that he/she understands how these behaviors affect others. NHTC teachers will handle these situations in a firm yet respectful manner. They may briefly explain why the behavior is undesirable, help the child identify the reason for the behavior (frustration, anger, etc.), then offer an appropriate response for the child to execute in the future.

NHTC follows a disciplinary code that is illustrated in the NHTC handbook, after following a tiered response to misbehavior, all students are subject to being written up on a Student Disciplinary Action Form if the situation merits such action. Student Disciplinary Action Forms provide three occurrences of misconduct, after three write-ups your child will be asked to leave the center for the remainder of the year and will not be allowed to return for future homeschooling years.

Behavioral issues, dependent on the severity and how chronic the issue may result in parent conferences, lunch detentions, and even Friday detentions if deemed necessary. If undesirable behavior becomes consistent or becomes a danger to the welfare of others, parent conferences will be held to determine suitable interventions. Parents are expected to cooperate with the center on meeting the child's behavioral needs. Failure to do so in a timely manner may jeopardize the child's enrollment. These situations will be handled on an individual, case-by-case basis. NHTC reserves the right to terminate the enrollment contract if the child's behavior does not improve in what is deemed a timely manner.

Any suspected and/or neglect of a child in the facility or the center must be reported in accordance with the Louisiana Revised Statutes 14.403.

I have read and understand Northshore Homeschooling and Tutoring Center's discipline policy.

Parent/Guardian

Signature Date

SICK POLICY

- Students should remain home and be fever-free for 24 hours after having a fever of 99.5 degrees or higher (per COVID-19 Memo).
- Rashes must be seen by a physician and a physician's note must be sent to the center with the child upon his return.
- Students must be free of diarrhea or vomiting for 24 hours before returning to the center.
- Children with head lice must be nit-free and treated properly with proper treatment.
- Discolored (yellow or green) nasal discharge indicates a sinus infection, sickness, or allergies and requires a doctor's note to return to center. This is a policy recommended by the State Health Department.
- Persistent cough must be seen by a physician and a note stating the child is not contagious is needed in order to return to the center.

In signing below I, _____, understand that my child is no longer eligible for TOPS due to changing schools during or after their 10th grade year/lacking the necessary TOPS Core Curriculum requirements, etc.

Parent/Guardian Signature **Date**