

**BELOW IS A SAMPLE OF THE AGREEMENT MADE BETWEEN THE SCHOOL AND THE PARENTS/GUARDIANS CONCERNING THE POLICIES OF THE ELEMENTARY DIVISION (KINDERGARTEN 5 – GRADE 2) OF THE BAPTIST ACADEMY OF ANTIGUA.**

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**STATE OF ANTIGUA & BARBUDA**

AN AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2010 BETWEEN \_\_\_\_\_ of \_\_\_\_\_, Antigua & \_\_\_\_\_ of \_\_\_\_\_, Antigua (hereinafter called the CLIENT) of the one part and the EAST CARIBBEAN BAPTIST MISSION (hereinafter called the MISSION) of the other part.

WHEREBY IT IS AGREED as follows -

1. The Mission will admit \_\_\_\_\_ (hereinafter called the STUDENT) to the Baptist Academy of Antigua, **Elementary** School Division, (hereinafter called the SCHOOL) situated at Radio Range, St. John's, for the period beginning the **thirtieth day of August, 2010** and ending on the **twenty - fourth day of June, 2011** and upon the terms hereinafter mentioned.
2. The student will be placed in the \_\_\_\_\_ class pending a revision at the end of the first term. For promotion to the next grade, the student must achieve a minimum of a 70% overall average covering the entire academic year. In addition, the student must achieve a minimum of a 70% average covering the entire academic year in the specific subject areas of **Bible, Reading, Phonics and Numbers/Arithmetic.**
3. The Client will pay the Mission a non-refundable registration fee of \$125.00 upon the signing of this agreement or a late registration fee of \$150.00 if this agreement is signed after classes have begun.
4. The Client will pay the Mission a non-refundable tuition fee of **\$1350.00** per term, for each of the three terms of the academic year, and this will be payable no later than the second day of classes at the beginning of each term as announced in official correspondence from the school.
5. The Client will pay tuition fees in cash or make all cheques payable to ECBM or the Baptist Academy of Antigua at any branch of the Bank of Antigua.
6. The Client will pay to the Mission a penalty of \$135.00 if fees are paid late and a penalty of \$50.00 if his/her cheque is returned by the bank. These penalties are to be paid in cash at the ECBM Office at Radio Range.
7. The tuition fees for a given term will be waived only if notice in writing is given to the Mission by the Client of the withdrawal of the student from school and that this notice comes no later than thirty days before the term in question begins.
8. The Client will purchase all textbooks and school materials as described in official school correspondence before classes begin. All textbooks must be covered before classes begin.
9. The Client is responsible to make sure that the student presents all textbooks and school materials on each day of the school year.
10. The Client will clearly and permanently label, with the student's name, all of the student's property that is brought to the school and advise the school staff of the items brought.
11. The Mission will not be liable for the damage or loss of any items brought to school by the student which are not required of the Client in this agreement.
12. The Mission will withhold all academic information from the Client and exclude the student from classes if the financial arrangements described in this agreement are not in order and up-to-date.
13. The Client shall not make any non-emergency appointments or arrangements that will take the student away from school during school hours, or prohibit the student from attending classes, without the written authorization of the school, and all emergencies which take the student away from school during school hours or prohibit the student from attending classes must be validated in writing by the Client upon returning the student to the school.
14. The Client will not bring the student to school if the student is ill or manifests any symptom of illness, and shall immediately collect the student from school if advised by the school of any symptom of illness that is seen in the student.
15. Participation in the school's physical education programme is mandatory for the student, unless exempted in writing by a licensed medical practitioner.
16. The Client will not deliver the student to school who is not dressed in the official school uniform at the times specified by the school, and the style of the uniform must be as described by official school correspondence with girls skirts and culottes covering the knees (in both standing and sitting positions) and boys pants being no more than one inch above the knees when standing.
17. The Client will make sure that the student brings or wears no jewelry to school, save small knob/stud earrings that may be worn by girls; that girls wear no make-up to school; and that girls wear only blue and/or white hair accessories.
18. The Client will present the student with a hairstyle that is neat and conservative; a hairstyle for boys that does not cover his ears, forehead, touch his shirt collar, and is at military length; and a hairstyle for girls that is plaited or held together by the appropriate hair accessories.
19. The Client is responsible for making sure that, upon arrival at school each day, the student's uniform is clean and ironed; that the student's shoes are clean, polished and in good order; and that the student manifests good oral and total body hygiene.
20. The Client must provide a nutritious mid-day meal, snacks, a nutritious beverage to be used with the meal, and sufficient drinking water for the entire school day. Hot meals must be put in an appropriate flask.
21. The school will feed the student only that which is sent by the Client and the school will not permit the student to leave the school premises at any time to purchase any items.
22. The Client is responsible for making sure that the car parking policies of the school are observed by anyone delivering or picking up the student from school, including the policy which prohibits the blocking of and parking in parking spaces and car ports which have been reserved for school staff.
23. The Client is responsible for delivering the student to school each day no later than 8:00 a.m., and lateness will be considered an offense for which the student may be punished according to the provisions stated later in this agreement.
24. At the end of each school day, the Client (or his/her representative) will sign and print their names on a document indicating the time that the student has been taken from the school.

25. The school is to be notified, before the student is picked up at the end of the day, of the identity of any representative of the Client who will pick up the student for the Client.
26. The Client will pick up his/her student, at the end of the school day, no later than **3:30 p.m.**
27. The Mission may charge the Client a penalty of \$10.00 per quarter hour or a part thereof beyond **3:30 p.m.** for supervising the student.
28. The Client must be present at, or send a representative to, all parent-teacher meetings scheduled by the school, and the school must be advised in writing, before each meeting, of the identity of any representative of the Client.
29. The Client and his/her representatives shall dress modestly at all times when on the premises of the school, not wearing any close fitting clothing, or any dresses or pants that are more than one inch above the knee, or any clothing that exposes the chest, abdomen or back.
30. The Client may not engage in any immoral conduct including, profane language, violence and or threatening behaviour, while on the premises of the school. The Client is responsible for the actions of his/her representatives while they are on the premises of the school. Any breach of this clause will result in the immediate termination of this agreement.
31. The Client is responsible to make sure that the student participates in the following school activities: Prize Giving, Sports Day, Christmas Programme, Easter Programme, Independence Programme, and the National Youth Rally.
32. The student will participate in all the religious activities and religious instruction provided by the school.
33. The Mission will use as its guide for all religious instruction in the school the Holy Scriptures (Old and New Testaments), as interpreted by the Statements of Faith and Constitutions of the churches of the East Caribbean Baptist Mission.
34. The student may be punished by the school for the following offenses committed during school hours: using profane language, including taking the Lord God's name in vain; failing to submit to staff members when carrying out their official duties; participating in any act of violence; using of alcohol, narcotics, tobacco or any controlled substance; participating in any sexual activities or sexual harassment; stealing, damaging or using without permission the property of others; lying, including forgery or plagiarism; and gambling of any kind.
35. The school reserves the right to schedule extra classes in preparation for external examinations. Classes may be scheduled on any weekday after regular school hours or on Saturdays. Participation of students in Forms 4 and 5 is mandatory.
36. The Client authorizes the school to use the following means to correct or punish the student for violating any school rule: detention during school hours, writing exercises, suspension from attending school for up to ten school days, corporal punishment in the presence of another staff member, or immediate expulsion from the school. The client is required to administer corporal punishment in the presence of a staff member when such is requested by the school.
37. The Mission will close the school on any day on which it determines that weather conditions would impede the proper functioning of the school, and when notified of such conditions, the Client will immediately collect the student from the premises of the school.
38. The Client is responsible for making sure that all homework assignments are completed accurately and neatly by the student each day, and will certify this by signing the completed assignment.
39. The Mission will exclude the student from classes on any school day on which there is a violation of any provision of this agreement.
40. No electronic device (including mobile telephones, video games, DVD, CD) is permitted at school except when it has received the specific approval of the principal. Disciplinary action will be taken for any violation of this rule according to the standard punishments and penalties outlined in this agreement. Additionally, any electronic device found at school may be detained by the school. Detained electronic devices will be returned to the owner at the end of the academic year.

AS WITNESS the hands of the parties the day and year first before written.

SIGNED by the Client in the presence of:	)	
	)	
.....	)	.....
Witness	)	
	)	
.....	)	.....
Witness	)	

SIGNED by the Principal on behalf of the Mission in the presence of:	)	
	)	
.....	)	.....
Witness	)	Principal