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REGISTRATION HANDBOOK

-To all parents and guardians enrolling students: registration forms **MUST** be written in pen.
-STUDENTS MUST BE PRESENT WITH PARENT OR LEGAL GUARDIAN TO REGISTER.

Thank you for choosing Horaya Academy for your child! It is our joy and pleasure to enter into a partnership with you that will provide a holistic education for your child. Our school is based upon educating and developing the whole student. We achieve this mission by providing a well-rounded curriculum that focuses on the inner and outer dimensions of each learner. Together teachers and students will work to identify, nurture and build on their unique talents and interests while gently guiding them to a path of inner and outer success. The purpose of this handbook is to provide parents with useful information about our school and to outline our policies and procedures. Please read carefully and complete all forms found on pages 16-22. Welcome to the Team!

-Administrative Staff

Handbook School Policies and Rules

This handbook aims to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. In order for school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The handbook's content may be changed from time to time throughout the 2020-2021 school year. An up-to-date version will be maintained and parents will be notified via email of any changes.

If you have any questions regarding this handbook, please contact the school's principal.

****COVID-19 Notice for the 2020-2021 School Year****

Due to the evolving nature of the ongoing COVID-19 pandemic, Horaya Academy continues to develop plans, procedures and other strategies to promote health and safety in our school community. These health and safety measures will take precedence during the 2020- 2021 school year, and our board may modify or suspend the existing terms of this handbook as it deems necessary for health and safety purposes. Specific handbook sections that may be impacted by COVID-19 are noted below, but the school reserves the right to modify or suspend any handbook information as needed. It is imperative that families and students read this handbook and monitor the school website for any updates (horayaacademy.org).

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- Code of Conduct receipt form
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Enrollment Process

After the application requirements have been met, parent and child(ren) will be scheduled for an interview with the appropriate administrator. During the interview, the Principal will review Horaya Academy's history, philosophy, curriculum, discipline system, homework expectations, communication, etc. The Principal will discuss the child's academic, spiritual, social and physical needs with the parents. Registration is not complete until:

1. Registration fee has been paid
2. The student has been interviewed by the Principal and formally accepted. After the interview the decision of the admission will be made as soon as possible
3. A signed Financial Agreement has been submitted by parents, which affirms the parents' decision to enroll their child

Students will not be placed on a class list until all completed forms have been received.

Families must agree to abide by school policies, assist the school and support school officials in the implementation and enforcement of its policies. Students shall maintain a moral character and be obedient to all Islamic principles.

Selection Process

Selection of students for acceptance will be based on the following criteria:

- Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports
- Students who are open and willing to adhere to the principles of Islam and the Sunnah of God's messenger
- Students must demonstrate good conduct and acceptable behavior

Report card behavior evaluation

- The student and family must be willing to work in close partnership with Horaya and sign the appropriate forms in this Handbook, including the Statement of Cooperation & Medical Treatment Form.
- Horaya does not accept students who have been expelled, suspended or reassigned from other schools within one year of the incident **without** evaluation.

ADMISSION AND FEES

Parents of prospective students at Horaya Academy **MUST** complete the registration forms accompanied with the application fee. Upon a space becoming available, the child will be given an entrance exam and placed according to their grade level. Please note that submitting registration forms **does not** guarantee a spot within our school.

Inquiries regarding admissions and registration can be made to the school administration.

TUITION LEVEL	YEARLY TUITION	INCLUDES
Nursery	60,000GMD	Specialized care from 8:30am-12:30pm* -Intro to Arabic -Sensory play/learning -Snacks <small>(*Speak to admin about early drop-off)</small>
Kindergarten (KG) - 9 th grade	1 st child- GMD60,000 2 ND child- GMD59,800 3 rd child -GMD59,500	BOOKS SUPPLEMENTARY MATERIALS
ACTIVITY FEE (All Grades)	5,000GMD	Supplementary materials Technology
SCHOOL UNIFORM (All Grades)	2,000GMD	1 uniform top & trousers

2020/21 Student Academic Calendar

Month	Su	Mo	Tu	We	Th	Fr	Sa	Term	Holidays / notes Red = Days closed Yellow = School event Green = Re-Opening
	30	31	1	2	3	4	5		
Sep 2020	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	1	2	3		
Oct	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17	1	14 th - Grades 6-9 open
	18	19	20	21	22	23	24	1	
	25	26	27	28	29	30	31	1	28 th - School Closed; Oct 29 th - Mawlid Nabi
Nov	1	2	3	4	5	6	7	1	2 nd - K G-5 opens
	8	9	10	11	12	13	14	1	9 th - Nursery/Preschool opens
	15	16	17	18	19	20	21	1	
	22	23	24	25	26	27	28	1	
Dec	29	30	1	2	3	4	5	1	
	6	7	8	9	10	11	12	1	
	13	14	15	16	17	18	19	1	Dec 16-17 - Semester Exams; Dec 18 Last day before break
	20	21	22	23	24	25	26		21 st - Jan 1 st - Winter Break
Jan 2021	27	28	29	30	31	1	2		
	3	4	5	6	7	8	9	2	Jan 4 th - First Day of the 2 nd Trimester; School Resumes; 9 th Parent Tea and Honor Roll
	10	11	12	13	14	15	16	2	
	17	18	19	20	21	22	23	2	Jan 18 th - MLK Day (US National Day of Service) School Service Project
	24	25	26	27	28	29	30	2	29 th Spelling Bee/Competition
Feb	31	1	2	3	4	5	6	2	
	7	8	9	10	11	12	13	2	
	14	15	16	17	18	19	20	2	18 th - Independence Day; 19 th - Islamic Knowledge Competition
	21	22	23	24	25	26	27	2	26 th - School Debate
Mar	28	1	2	3	4	5	6	2	
	7	8	9	10	11	12	13	2	
	14	15	16	17	18	19	20	2	
	21	22	23	24	25	26	27	2	26 th - Invention Convention 27 th - Earth Hour
Apr	28	29	30	31	1	2	3	2	
	4	5	6	7	8	9	10	2	5-8 th - Exam Week; Semester 2 Ends; 10 th Grade Parent Tea and Honor Roll
	11	12	13	14	15	16	17	3	12-13 th - Semester Break; RAMADAN BEGINS ; 14 th - Semester 3 Begins
	18	19	20	21	22	23	24	3	22 nd - Earth Day
May	25	26	27	28	29	30	1	3	30 th - Science Fair;
	2	3	4	5	6	7	8	3	
	9	10	11	12	13	14	15	3	10-14 th - End of Ramadan/Koriteh (Eid al-Fitr)
	16	17	18	19	20	21	22	3	
Jun	23	24	25	26	27	28	29	3	25 th - African Liberation Day
	30	31	1	2	3	4	5	3	
	6	7	8	9	10	11	12	3	
	13	14	15	16	17	18	19	3	
Jul	20	21	22	23	24	25	26	3	
	27	28	29	30	1	2	3	3	
	4	5	6	7	8	9	10	3	
	11	12	13	14	15	16	17	3	
Jul	18	19	20	21	22	23	24	3	19 th -20 th - Semester 3 Exams; 21 st - 23 rd - Tobaski Break (Eid ul Adha); 24 th - Tea &
	25	26	27	28	29	30	31	3	28 th - Field Day; 30 th - Last Day of School;

MORNING DROP-OFF

Students should not be dropped off at school before 8:15am without prior approval from admin. We ask students to head directly to the supervised waiting area before our daily Dua and litanies begin. If you accompany children onto campus in the morning, please remain in the waiting/eating area only.

Please be mindful of the teachers' morning schedule; mornings are typically used to prepare for the days' lessons and activities. Meetings with teachers are always welcomed, but should be scheduled ahead of time.

Please **DO**:

- Utilize the student drop-off zone for children in grades 1 – 5
- Wait only at the lunch table area if you stay until the bell
- Kindly leave school grounds once the *nasheed* plays in the morning
- Sign into the office and receive a visitor's badge if you wish to talk to or meet with staff or admin during school

Please DO **NOT**:

- Wait with children inside the school
- Follow students/teacher to the classrooms
- Remain on school grounds any time after the morning *nasheed*, which signify school has begun.

AFTERNOON PICK-UP-(Nursery)

Please **DO**:

- Be mindful of the classes in session close-by if you are near hallways or classrooms

Please DO **NOT**:

- Stand or sit outside of the classrooms building
- Allow your children to roam, run, or play unsupervised
- Gather in center of hallways

We appreciate your efforts in keeping younger children under your supervision and from disturbing classes. The noise carries more easily than you may expect and our teachers and students inside the classrooms can hear all of the voices and conversations outside of their doors and windows. We want you to have a comfortable place to wait for your children, and we hope that you are understanding of this need.

Absence/Lateness/ Early Dismissal Policies

Parents are required to contact the office when their child is absent or tardy. Please report absences, late arrivals, and early releases to your child's teacher. When arriving late, students must then check in directly with the office. We will communicate quickly with parents or guardians when a student does not come to school as expected or to verify reasons for lateness if a parent conversation has not previously taken place.

Curriculum and Assessments

The Horaya Academy curriculum is rooted in the concept of **INTEGRATED INTERNATIONAL STUDIES**. The basis of our foundation meets Gambian Educational Standards while enriching curriculum with American and British materials as well. This implies that The Horaya model of learning is synthesized across traditional subject areas and that learning experiences are designed to be mutually reinforcing. This approach develops the child's ability to transfer their learning to other settings.

In addition to our international enriched curriculum, Horaya Academy also provides each student with an **Integrated Islamic Curriculum**, which means that we will provide each child with a holistic education that combines religious sciences derived from divine revelation and acquired sciences that are understood through human intellectual faculties. This model of learning will be integrated within each student's core subjects such as Math, Science, English and Social Studies.

Grading and Grade Reports

KG-2

- 4 = exceeds the standard (Advanced)
- 3 = meets the standard (Proficient)
- 2 = approaches the standard (Basic); and
- 1 = does not meet the standard (Below Basic).

For skills or/expectations within subject areas, sub-marks shall be given as follows:

- S = secure;
- D = developing;
- B = beginning; and
- N = not introduced.

GRADING SYSTEM 3rd – 9th	
A+	97 to 100%
A	90-96%
B+	87-89%
B	80-86%
C	70-79%
D	60-69%
F	0-59%

***Subject to change**

GRADING CATEGORIES	
ASSESSMENTS (TEST, QUIZ, PROJECTS)	40%
PARTICIPATION	30%
CLASSWORK	20%
HOMEWORK	10%

***Subject to change**

Library and Media Center

The mission of the school library and media center is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate, and apply information using a variety of print and electronic formats. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

Library rules and procedures are as follows:

There are no fines for overdue library books, however, students who do not return their books on the date they are due will not be allowed to borrow additional books until they are returned. Parents and guardians will be billed for books that are lost. If an overdue book or unpaid lost book amount is still outstanding at the start of the new school year, library loan privileges will be suspended until the fee has been settled or the books are returned.

Students are responsible for the full replacement cost of any damaged books. Such damage includes water/liquid damage, marking/drawing on the pages, torn and/or torn out pages, broken covers/spines and any other damage occurring while the book is checked out to the student. The full replacement cost must be promptly paid for all books that are damaged beyond repair.

LOAN POLICY: KG-1st grade students can check out 1 book at a time for a 1-week period.

2nd-9th grade students can check out 2 books at a time for a 1-week period, however they are able to renew their books if needed.

Teachers may check out up to 15 books at a time for the school year. However, they may borrow more if they are conducting a literature study in their class. Those books will be checked out to the teacher and the teacher is responsible for tracking them in the classroom.

Students are responsible for the materials used in the library or checked out. Do not loan or borrow checked out materials from each other.

Only teachers will be allowed to check out media related items (VHS, DVD, etc..).

OVERDUE NOTICES: Copies of class overdue notices will be given to teachers each week, with individual notices given once a month.

PLAN AHEAD: If you need to use the library for a class project, please notify the Resource Specialist at least 1 week prior. If you sign up early, we will be better able to accommodate you.

Students coming to library during “free time” must be carrying a Library Pass. Only 4 students at a time from each intermediate class are permitted. They must have a pass, or they will be turned away. If there is a class in session when they enter the library, they must be quiet and wait for help if we are busy with students who are there for their regular class time.

Please limit time to 10 minutes per “free time” visit.

Supplies

Students will be provided with a list of appropriate supplies by their individual teachers.

Code of conduct

In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system. To that end, this Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the School administration regarding student behavior while attending the Horaya Academy.

- This Code applies to every Horaya Academy student.
- The Code is in effect all times on and around school property
- The principal may take administrative action if student’s misconduct resulted/or could result in harmful effect on the health, safety, or welfare of other students, staff, and/or local community members.
- Any property damage caused by student while at the Horaya Academy will be made the responsibility of the parents, including all repair costs involved.

STUDENTS are expected to assume responsibility for their own behavior and respect individuals and property. There are also responsible for helping to maintain the environment’s cleanliness.

The following behaviors are expected from students at Horaya Academy

- Respect of the teachers and staff
- Respect for each other (remember we are brothers and sisters).
- To learn and observe the proper etiquette of Hadith and Qur'an.
- Wait for your turn to speak in class.
- If you wish to speak in class, raise your hand and patiently wait for your turn.
- Go to your class quietly and without delay. Use recess/down time to get a snack and use the bathroom. You should not ask to leave class unless it is an emergency.
- At the time of prayer, make Wudu, sit humbly and wait for prayer. Be sure to stay quiet and avoid making noise or distraction.
- If you see others with bad behavior, quietly advise the person against it. If the person corrects their behavior because of you, you have done a good deed to support your Muslim brother or sister. If not, and the behavior continues, you should report to administration and/or faculty.
- Place shoes neatly on the racks. Shoes not on the rack will be disposed outside of the Musallah.
-

PARENTS/GUARDIANS have a responsibility to participate and encourage their children by:

- supporting the schools by requiring their child(ren) to follow all school rules and regulations and to accept responsibility for their willful in-school behavior
- Sending their children to school clean, appropriately dressed (No shorts, or tight clothing, head covering for girls in grades 5 and above), in good health and on time.
- Have an active interest in their child's schoolwork and provide follow up for homework assignments at home.
- If students have fever and cough, they should remain home until they have been given doctor's clearance.
- Educate child(ren) to behave properly in a school and in the Musallah.
- Older kids (>10 yrs) should be given special reminders about behavior in the Masjid, in class, and in the school yard because of their responsibility as older students. Older students need to know they will be held to a higher standard of behavior for the good of the younger children, who are their younger brothers and sisters in Islam. These are all part of our traditional Adhab (khuluq al Muslim).

NOTE: *It is important for students and families to know their responsibilities and rights, which includes obeying teachers and all other school administrators, and understanding and abiding by school rules. It is always the right of the student and parent to make suggestions and constructive criticism towards improvement of all aspects of our school, especially if you believe you or your child have been wronged. Please contact the Principal if concerned. May Allah reward us all for working together for the benefit of everyone. Ameen!!!*

Discipline Policy

PERMENENT REMOVAL FROM CLASS: In the case of repeated misbehavior from a student, the teacher may request permanent remove of a student from class if the student interferes the class learning environment. These are **MAJOR** infractions and include, but are not limited to, vandalism, bullying, sexual behavior, eloping from the school building, violence/terroristic threats, abuse, uncontrollable, and/or disruptive behavior. In such cases the principal shall be notified **IMMEDIATELY**. Every student is allowed only **THREE MAJOR INFRACTIONS**. Each will be referred to as a **warning**. This will be as follows:

- First incident requiring principal intervention – warning letter and verbal notification will be sent to the parents. Parent may be called to come and pick up the student for the remainder of the day. Warning letter must be signed before returning.
- Second incident requiring principal intervention – second and warning letter and verbal notification will be sent to the parents. Parents must meet with principal. Suspension at the discretion of the principal.
- Third and final incident requiring principal intervention – student will be suspended from Horaya Academy for 3 days. New registration fees will be required before the student resumes school and a behavior plan must be in place.
- Any other infractions will result in permanent **EXPUSLSION!**

Bullying

Horaya Academy believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Horaya Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Horaya Academy expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school grounds, Horaya Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information handbook, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Safety

Horaya Academy has taken a very proactive approach to safety for all students. Our team of teachers and Administrators have been trained to respond to emergencies that may occur during the school day.

- Fire drills are conducted as required by the state. Students are coached through these situations, so they understand safety procedures.
- All entry doors of the school building are locked at all times. Visitors must enter through the offices and use a sign-in/sign-out system.
- Staff go through extensive training each year on safety procedures.
- Student behavior is held to a high standard. Tough consequences are used to deter inappropriate behavior or activity. Bullying will not be tolerated. A strict Bullying Prohibition Policy has been set by the school board and reporting forms are available.

CODE OF CONDUCT NOTICE OF RECEIPT

PLEASE SIGN AND RETURN THIS FORM

Please carefully read the student code of conduct, share it with your child, sign and return to school principal/vice principal.

Failure to return this form will not relieve parent/guardian from responsibility to know the contents of the Code of Student Conduct and will not excuse your non-compliance with the Code of Student Conduct.

Write name and age of your child(ren) (please print)

I have received a copy and am aware of the contents of the Sunday Islamic School Code of Student Conduct.

Parent/Guardian (print name) Date _____

Parent/Guardian Signature

Telephone & E-mail _____

STUDENT INFORMATION

(SURNAME) _____ (FIRST NAME) _____ (MIDDLE) _____

ADDRESS: _____ CITY _____

TELEPHONE: _____

DATE OF BIRTH: ___/___/___ SEX: ___M ___F AGE: _____

PREVIOUS SCHOOL INFORMATION: (IF APPLICABLE MUST BE FILLED OUT)

NAME: _____ GRADE: (FINISHED) _____

COUNTRY _____ CITY _____

NAME OF PERSON ENROLLING STUDENT _____ RELATIONSHIP TO STUDENT _____

NATIVE LANGUAGE OF PERSON ENROLLING STUDENT _____

PARENT INFORMATION:

MOTHER:

NAME: (SURNAME) _____ (FIRST) _____

PLACE OF BIRTH _____ IF DECEASED STATE YEAR _____

TELEPHONE _____

FATHER:

NAME: (SURNAME) _____ (FIRST) _____

PLACE OF BIRTH _____ IF DECEASED STATE YEAR _____

TELEPHONE _____

NAME OF SIBLING _____ AGE _____ SCHOOL _____

NAME OF SIBLING _____ AGE _____ SCHOOL _____

Does the student need any Accommodations? _____ (If YES) must provide documentation

Signature of Parent/Guardian: _____ Date _____

Students age 5 and above must be present with parent or legal guardian to register

Tuition Payment Agreement Form 2020-21

IMPORTANT: This form must be completed and returned as part of the re-registration and tuition assistance process. No tuition assistance will be awarded if this form is not received, along with all other necessary information outlined in the registration letter.

We are looking forward to an exciting 2016-17 school year, and having your child(ren) be part of the Horaya Academy Family.

CHILDS NAME	GRADE LEVEL

I/We agree to pay Horaya Academy tuition and all fees for the attendance of my/our child(ren) as established by the school for the 2020-21 school year. A GMD1000 non-refundable registration fee is required at the time of registration. I/We elect to pay the tuition and costs as follows:

Please mark payment method desired:

_____ Option 1: One lump sum payment by _____

_____ Option 2: Two equal payments – First payment due by _____ and the second payment due by _____

_____ Option 3: Monthly payment plan

Please Note: Absolutely no payment arrangements other than those noted above will be accepted for the 2020-21 school year. All payment arrangements must be finalized prior to the first day of school. If paying monthly, you must set up an agreement with the school director. Horaya Academy will not do any monthly billing. One of the above options must be chosen for payment.

I/We further agree that all payments will be paid when due. Should I/we be late in payment, I/we understand that the following process will be followed:

1. a) The parents/guardians will be notified in writing of the payment not being received.
2. b) The parents/guardians will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
3. c) If the account is not brought to current status, and an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease after the 20th day.

I/We agree to pay all amounts due under this contract. If another person is responsible to pay any part of the amount due for the child(ren) above, and she/he fails to pay when due, I/we agree to pay all amounts due immediately upon notification by the school.

I/We agree to pay for the entire semester if the child(ren) leave before that semester is completed.

I/We further agree to abide by the Horaya Academy student-parent handbook and understand that if my/our child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from Horaya Academy for any reason consistent with the student-parent handbook, then I/we are not entitled to a proportionate refund of tuition. In addition, I/we understand that I/we may still be legally responsible for paying any tuition owed at the time our/my child(ren) stopped attending Horaya Academy.

I/we further agree to be legally responsible for paying the tuition described above within the timeframes described above. I/We understand that Horaya Academy may take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to withholding academic transcripts.

I/We have read and understood all of the terms and conditions contained in this agreement, and I/we agree to be legally bound by those terms and conditions.

 Name of Parent/Guardian (Please Print)

 Parent/Guardian Signature

 Date

 Telephone _____

HOME LANGUAGE SURVEY

Please answer the following questions.

Student's Name: _____ Gambian Date of Entry: _____

Address: _____ Telephone: _____

Birth Date: ____/____/____ Place of Birth: _____

Please us only **ONE** LANGUAGE for each answer:

1. What language did your child first learn to speak?
2. What language do you use most often when speaking to your child at home?
3. What language does your child use most often when speaking to you at home?
4. What language does your child use most often when speaking to brother/sister?
5. What language does your child use most often when speaking to their relatives?
6. What language does your child use most often when speaking to friends at home?

Parent/Guardian Signature

Date

We request the above information in order to provide a good instructional program for your child. The completion of this survey is mandatory. Thank you for your cooperation.

MEDICAL CONSENT FORM

In case of emergency Horaya Academy staff has my consent to authorize medical care for my children listed below.

Our family physician is: _____

His/Her address is: _____

His/her telephone # is: _____

Our hospital preference is: _____

Allergies: _____

Contact me immediately at: _____

If unable to contact me, please call:

_____ @ _____

Name

Telephone

_____ @ _____

Name

Telephone

SIGNED BY

Name: _____

Address: _____

Telephone: _____

Date: _____

MEDIA CONSENT FORM

I, _____, grant permission to Horaya Academy to use my image (photographs and/or video) for use in Media publications including:

- Videos - Email Blasts - Recruiting Brochures - Newsletters – Magazines
- General Publications - Website and/or Affiliates

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please place **initials** the paragraph below which is that represents situation:

_____ - I am 20 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____ - I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____ Date: _____

Name (please print): _____

Signature of parent or legal guardian: _____

(if under 20 years of age)