**NY Smart Start**

**Tutoring Registration Packet**

The Following Guidelines are in effect for all students registering for our NY Smart Start School in the upcoming Fall of 2017.

* Please be sure to initial every page of this packet and date it.
* This Registration form is due on May 15th, 2017 with no exceptions.

*Students, who are currently enrolled please complete steps 2,3,4,8.*

*All attached documents should be filled in and signed by all parents.*

Newcomers please be sure to complete all steps in this checklist.

**Step 1:** Schedule an interview with a Founder of NY Smart Start.

**Step 2:** Pick all that apply:

* Grade 1,2,3,4,5,6,7,8: Individual tutoring
* Grade 1,2,3,4,5,6,7,8: Group tutoring (sizes of the groups vary depending on level and grade)
* PSAT Program
* SHSAT Program
* SAT/ ACT Program
* College AP Courses
* Russian Language/ Literature
* Crafts Club
* Science Club
* Lego Class
* Book Club
* Summer Camp: Month of August
* After-School Program

Additional Brochures are included to supply more information about our programs.

If you wish to find out more information about some of the programs offered in our school,

**Step 3:** Complete and return the Application for Admissions including the refundable $150 deposit, which in turn is used as a deposit for first month of tutoring[[1]](#footnote-1).

This deposit allows us to buy new materials for your child. In the event that you choose not to resume your child’s education in our school in September, this deposit is kept by the company as a safety net.

**Step 4:** Complete and return the Confidential Records Request form, included in the Application Packet.

A student’s application will be considered complete when it contains the following documents:

• Copies of the results of all standardized testing

• Current year’s report card

• Disciplinary records from their previous school

• Current year’s attendance record

**Step 5:** A parent/student interview and testing date will be scheduled.

**Step 6:** When a student’s application file is complete it will be reviewed by the Principal for acceptance. Parents are notified of an applicant’s acceptance within 1 week of receipt of school records.

**Step 7:** Registration forms are completed and submitted.

**Admissions Criteria:**

NY Smart Start Private School seeks to enroll students with above average capability who are of good moral character. Students are admitted on the basis of academic testing, school records, teacher recommendations, and an interview.

First preference is given to returning students.

**Currently enrolled students who do not enroll by June 15th are not guaranteed acceptance for the upcoming school year.**

Preference is given to applicants whose siblings attend NY Smart Start and satisfy the above criteria. Remaining spaces will be filled during open enrollment. All candidates are carefully considered. No student has the right to re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school’s administration.

We strive to make a fair decision based on the services that our school can provide for each child, as well as what the student can contribute to our school.

We set high goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.

Student Application

2017-2018

Student’s Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Home** Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have any siblings at NY Smart Start? \_\_\_\_Yes \_\_\_\_No Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade entering:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Attended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of the person(s) responsible for the student’s tuition**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts**: Please list two people other than parents: Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL CONTRACT 2017/2018**

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

Name of Parent(s): Parties Financially Responsible for Student Last:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City, ST, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Please read the following thoroughly.*

**SCHOOL TUITION:**

NY Smart Start School strives to keep our tuition rates low. The school does not receive governmental assistance and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of our School. All financial transactions are to be handled directly with the owner.

**Please check an option which best suits your needs:**

* Monthly Payment for tutoring school is varied. All payments are due on the first of the month.
* Ten-Month Payment Plan: The first monthly tuition payment is due by September 1st. If you wish to pay for the full-school year, your total will equate to one free month in the school, whether that’s individual or group option. Check or cash should be made out to NY Smart Start for a total of 10 months.
* After the second week of each month a late fee of $50 will be added to each student’s bill and must be paid with the next payment.

**ADDITIONAL FEES:**

As you know, we provide all materials and other tutoring necessities are provided by our school.

Additional fees may be charged for field trips. These fees could be charged on your monthly statement, or you can pay when the activity occurs.

**ACTION ON LATE ACCOUNT**:

It is imperative that you contact the owner if a tuition payment cannot be made on time. By the end of the 1st Semester if you are more than two months behind in tuition payments the student will no longer be permitted to attend class at NY Smart Start until the account is brought up to date.

**Media Release**

• Parents/guardians and students hereby grant NY Smart Start the right to photograph, videotape, or otherwise digitally collect student’s likeness, voice, and sounds (as “Works”) during the student’s presence at NY Smart Start and NY Smart Start sponsored events and assign and grant all rights in these works to NY Smart Start.

• This gives NY Smart Start the right to use or sublicense the Works and student names, likenesses and biographies, in NY Smart Start’s discretion, in all media, for the promotion of NY smart Start and its mission and program.

• NY Smart Start events are semi-public events that may be attended by members of the press, business corporations, and media (“commercial guests”) not under the control of NY Smart Start who might photograph or videotape the event.

• NY Smart Start asks all commercial guests to comply with the NY Smart Start policy of not printing a minor’s name with his/her picture, and NY Smart Start asks them not to use images of the participants or attendees for the commercial purposes without obtaining specific written permission from the person or a minor’s parent or guardian.

This agreement will be governed by and construed in accordance with the laws of the State of New York. I have read the Admissions Agreement and agree to abide by the above-stated terms and conditions.

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

 Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For students enrolling mid-year, the deposit is not needed. [↑](#footnote-ref-1)