### In The Name of Allah, the Most Merciful the Most Compassionate



# Guide Academy, CT (Connecticut Branch)

Student Forms 2025-2026

49 Katrina Cir Bethel, CT 06801

GuideAcademy.org Info.ct@guideacademy.org

### Guide Academy, CT

49 Katrina Cir. Bethel CT, 06801 Phone: (951)376-9898 Email: info.ct@guideacademy.org

Guide Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Dear Parents o	of	
Below is a list	of items that are included in this registration packet that needs to be comple	eted and
reviewed. The	most important is the Health Assessment form that is filled out by their pedia	atrician.

#### **Enclosed Forms:**

- Admission Agreement
- School Registration Form 2025-26
- Enrollment Form
- Emergency Card
- Pick-up Authorization
- Permission for Pictures
- Waiver of Liability Contract
- Child Enrollment & Emergency Medical Care form
- Authorization for the Administration of Medication
- Field Trip Permission Slip
- Student Supplies List
- Snack/Item Menu to be provided by parents based on their week
- School Uniform
- Birthday Policy
- School Year Calendar
- Student-Parent Handbook



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### Dear Parents,

To ensure you and your child have a pleasant experience at Guide Academy and to enable us to plan effectively, please return this admission agreement by August 1, 2025.

Guide Academy does not discriminate against any individuals based on race, religion, ethnicity, or cultural background but is determined to keep a rigorous academics and ethical environment for the school. Therefore, the following admission process is in place:

- **a.** Interview with the parents to explain the program and determine the need of the child
- **b.** Student testing and/or interviews
- **c.** Home visits by the teachers

For the children's house program (Primary classroom) children joining are expected to eat, toilet, and care for themselves (clothing, shoes). Please note that if your child can not do any of the following, they may not be ready for the children's house.

### **Discipline Policy**

Guide Academy is committed to providing children a safe, nurturing, and loving environment. The goal of discipline is "helping the child gain self-control through learning appropriate behavior". Please refer to Student- Parent Handbook for further details.

#### **Grounds for Termination:**

Guide Academy strives to train outstanding professionals with excellent values. The teachers/staff and administration will be trying their best to help the children achieve their fullest potential. Once the discipline policy (refer to parent-student handbook) does not work for a student and the student does not follow the school/classroom rules, the teacher/staff will provide verbal warnings followed by a written notice. 2 written notices will result in a suspension and the 3<sup>rd</sup> suspension is grounds for dismissal. Physical and/or mental abuse is NOT tolerated and will result in more warnings based on the teacher's discrimination.

In case parents are not happy with the performances of a teacher/staff or administration of the school, the Licensing Agency's authority can be notified to inspect the facility and interview the children in care.

The school administration and teacher/staff will try their best to help the students by having multiple meetings with the parents and designing procedures to meet his/her needs. If these procedures don't work, school staff/faculty will meet and in case it is determined that the school does not have the resources to accommodate the student, parents/authorized guardian will be given a 30-day notice of termination of agreement.

emotional well-being of the students. The parents are required to trust the faculty and
administrators of Guide Academy, and to discuss any concerns they might have with the
administration.
We are looking forward to a successful new year and truly appreciate you entrusting your
children with us.
Yours sincerely,
Guide Academy, CT
I understand the admission agreement for my child, , for the
2025-2026 school year (September to June). I further understand that if the school
representatives determine that the school does not have the resources to help my child, I will be
provided a 30-day notice before his/her admission is terminated and the <b>non-refundable</b>
Registration and Material Fees will not be returned. I have read and understand the payment plan
and agree to the terms presented.

Date

Parent Signature

Guide Academy will be routinely in contact with a qualified psychologist in regards to the



### **GUIDE ACADEMY, CT**

49 Katrina Cir. Bethel CT, 06801 Phone: (951)376-9898 Email: info.ct@guideacademy.org

### **Registration From 2025-26 (Contract)**

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Child Information (Please Print Clearly)					
Child's full na	ame:				
Birth Date:	Age: _	Gender:	Country/State of	Birth:	
Home Addres	s:	City:	State:	Zip:	
Home Phone:		Cell Phone:			
E-mail:					
older)	·		nly applicable to chil	·	
	` ' '	` .	n, Elementary - \$800/1	montn <i>with</i>	
\$500 discount for the first month if registered by July 25th					
	<ul> <li>Part Time (9:00am-12pm) -\$500/month- PreK/TK Only</li> <li>Part Time (3 days a week) (9:00am-3:00pm) \$550/month - PreK/TK Only</li> </ul>				
Please refer to Payment Plan for further details.					
If applicable	, last school Attend	ed:			
Address:		Citv:	 State:	Zip:	
County:	D	istrict:	Last Grade comp	Zip: pleted:	
Students Leg	al Guardian (Please	print clearly)			
Both parents	Father Only _	Mother Only	Other		

### In The Name of Allah the Most Merciful the Most Compassionate



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### **Payment Plans and Discounts**

Annual Tuition September 2024 – June 2025			
Pre-K, K, & Elementary Program Monday – Friday 9:00 AM – 3:00 PM		\$8000 per year for the first child (10 months) \$800 per month *Last Month (June) must be paid upon enrollment	
Day care is also available Monday – Friday 7:00 – 9:00 AM & 3:00 – 7:00 PM		\$15.50 per hour / each child	
Plan A – Full Payment	Student qualifies for a 5% discount only if tuition is paid in full amount (ONLY FOR THE FIRST CHILD) before September 3, 2025.		
Plan B - Semi - Annual Payment	Student qualifies for a 2.5% discount when tuition is paid SemiAnnually. First half of tuition will be due on September 3, 2025, and the second half on January 13, 2026.		
Plan C – Month-to-Month Payment	Students will no qualify for any discount. Payments will be due on the first day of each month beginning with September 03, 2025, and ending on May 1, 2026. Late Fee of \$50.00 will be assessed after the 10th of the month. *Last month tuition is collected during the first month (non-refundable)		

### Sibling Discount: \$100

Note: Payment Discounts and Tuition Assistance do not apply to Part-Time Enrollees

Additional Annual Fees (non-refundable)			
Application Fee	New Applicants Only	\$25.00	
Registration Fee	Per Applicant	\$100.00	
Materials & Activity Fee	Full & Part- Time Program	\$600.00	
SAT Test (K-4 <sup>th</sup> grade)	Per Child	\$100.00	
Pizza	Per Child	\$72 for 9 months (\$8/month)	
Language Book (Elementary)	Per Child	\$40	
Lunch (Optional)	Per Child	\$150/month or \$14/ day	
Volunteer Hours Donation or 30 hours per year Late Pick-Up Fee Late Drop Off Fee		\$250.00 per year \$1.00 per minute \$10.00 after first 10 minutes	

Tuition must be paid regardless of child attendance. Should unforeseen circumstances necessitate the withdrawal of a student, a minimum of two (2) months' prior written notice is required. Failure to provide this notice will result in the forfeiture of two (2) months' tuition fees, which shall be payable in lieu of notice.



### **Guide Academy**

121 S. Citron Street, Anaheim, CA 92805 Phone: (714) 603-7811 Fax: (657)208-3027 Email: info@guideacademy.org

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### Dear Parents,

The 2025-2026 school year will begin on Tuesday, September 9, 2025. Tuition for the new school year will be \$800 a month per student.

To ensure your child/children a spot in their class and to enable us to plan effectively, please return the attached enrollment form along with your \$600 payment (Non-refundable deposit) by July 25<sup>th</sup> 2025.

Your deposits will go towards your child's 2025-2026 supplies.

If you need to make special arrangements regarding deposits, please bring your enrollment form to the office and speak to the administrator.

We are looking forward to a successful new year and truly appreciate you entrusting your children with us.

Yours sincerely,	
Guide Academy	



### GUIDE ACADEMY ENROLLMENT FORM 2025-2026 School Year

Please accept my \$600 non-refundable Supply Fee.\* I understand that this will secure a place for my child, , for the 2025-2026 school year. This money will be applied toward supplies for the year 2025-2026. I further understand that my \$800.00 non-refundable June 2026 tuition, the \$100.00 non-refundable Testing Fee (grade Kinder-12) and the \$100.00 non-refundable Registration Fee are due on July 25th, 2025. This deposit for June 2025 tuition is non-refundable to students withdrawing during the school year and will not be applied to any other month. Parent Signature, Date If deciding to forgo enrollment for the 2024-2025 school year: My child, \_\_\_\_\_, WILL NOT be returning for the 2025–2026 school year. Parent Signature, Date Guide Academy does not discriminate and admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. **OFFICE USE ONLY** 2025-2026 Grade: **Amount Paid** Registration Fee \$\_ \$\_ Deposit Testing Fee (Kinder-12) Supply Fee **Balance Due** \$ Arrangements:

Legal Guardian's Information	n: (Please print clearly)		
	First Name:	Middle	Initial:
Home Address:	City: _ State: Z	Zip:	
Home Phone:	Cell Phone:_		
E-mail:			
Father's Last Name:	First Name:	Middle Init	ial:
	City: _ State:		
	Cell Phone:		
E-mail:			
Other Legal Guardian	_,	2 21 4 44	
Last Name:	First Name:	Middle	Initial:
Home Address:	City:	State: Zip:	
Home Phone:	Cell Phone:		
admission.	with parents, proof of custody make to be sent to Guide Academy		
2025- June 2026) and that no re late charge of \$25 per month wi Additionally, there will be a \$20	is admitted is is admitted in the funds will be made for any reason will be applied to my account if tuiting a service fee for all returned check a collection process is necessary to be.	. We further underston is past due by ten s by the bank. I furth	and that a (10) days.
	n Printed Name		Date

49 Katrina Cir Bethel, CT 06801 Phone: (951) 376-9898 GuideAcademy.org (Connecticut Branch)

Email: Info.ct@guideacademy.org

# **Guide Academy Emergency Card**

				SPECIAL MEDICAL CONDmO!\S
(last)	StudentName	(First)		
	Teacher			
			Child•s Pidm:e	
	ALLERGIC TO			
	1,122,1010 10			PHYSICIA1';
	IN CASE OF EMERCE	ENCY.AND PAREN	VT CANNOT BE REACHED, CI	HILD CAN BE RELEASED TO:
	Name			Phooe
	Name			
Pickedup by:				



49 Katrina Cir. Bethel CT, 06801 Phone: (951)376-9898 Email: Info.ct@guideacademy.org

I hereby only authorize the following perso	ns:
(DL#	) on Date
To pick up my daughter/son (	) from Guide Academy.
If you have any question call me at (	_)
I understand, that if my child will be picked send an email to info.ct@guideacademy.or with a picture of their Driver's License.	
Name:	
Signature:	



### **Permission for Pictures**

49 Katrina Cir. Bethel CT, 06801 Phone: (951)376-9898 Email: Info.ct@guideacademy.org

Dear Parents,

We are arranging for your children's pictures to be put on our website and/or advertisements such as facebook and instagram. By signing this statement you are giving Guide Academy permission to use your children's videos/pictures for advertising.

I understand that this is for advertisement or informational purposes and I will not be compensated for it.

Thank you,	
Guide Academy	
Administration	
Parent Signature	Date
Child's Name	



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#### WAIVER OF LIABILITY CONTRACT

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We look forward to working with you and your child this year and we thank you for your attention.

This Student – Parent handbook is the sole proprietary ownership of Guide Academy. Guide Academy reserves the right to make revision or changes without prior notice.

IN WITNESS WHEREOF: the Parent/Guardian and Student here to have read all the pages of this student – Parent handbook and agree to follow all the rules and regulation as to the date hereof, and agree to the Tuition and Fee schedules. To maximize the educational experience of our child, we (parents) agree to attend all parent conferences and parent education sessions. Parents need to review this contract further and should see administration for any questions they may have.

Please Print Student's Name		·	
Parent/Guardian Name:		·	
Date:	Signature:		
Comments, Suggestions, Advice:			



49 Katrina Cir. Bethel CT, 06801 Phone: (951)376-9898 Email: Info.ct@guideacademy.org

# Influenza Form

	has received the influenza
vaccine on	•
Please have the form stamped or sig	ned by Pediatrician.
Dr. Signature/Stamp	
Address	
Phone number	

### CHILD ENROLLMENT FORM

Date of Application:	Date of Enrollment:	Last Day of Enrollment:
Attention Provider: This information ceases to be enrolled in the family	-	times and shall be kept file for one year after the child
Child's Name:		Child's Date of Birth:
Child's Address:	City:	Child's Date of Birth: Zip Code
Parent/Gaurdian Name:		Address:
City:	Zip Code:	
Home Telephone #: ( )	Cell	l#: ( )
Emergency Contact # ()	e-mail A	ddress:
Employer:	W	ork #- ( )
Employer's Address:	Cit	ork #: () y: Zip Code
Parent/Gaurdian Name		Address:
	Zip Code:	
Home Telephone #: ( )	Cell #: (	1
Emergency Contact # ()	e-mail A	.ddress:
Employer:	W	wk#( )
Employer's Address:	City	ork #: () Zip Code
Day(s) Monday	<u>Hours</u>	
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Signature of Parent or Guardi	an:	Date:

### WRITTEN PERMISSION FORM

Child's Name:		Child's Date of Birth:			
Child's Address:			City:		Zip Code
Persons permitted to	remove the child	from the child care	home on behalf	of parent.	
-				-	Zip Code:
Phone #: ()		Relationship_			
Name:		Address:		City	7in Code:
Phone #: ()		Relationship			
In an emergency, ad	ults to be contacte	d if parent cannot b	se reached and to	whom the chi	ild can be released
		-			Zip Code:
Phone #: ()		Relationship		City	Zip codc
Name:		Address:		City:	Zip Code:
Phone #: ()					
Child's Emergency I	Medical Care Prov				
Name:		Phone #: (	)		
Address		City:		Zip Code: _	
Child's Physician:					
	Address		City:	2	Zip Code:
Child's Dentist:	Name:		Phone #: (	_)	
	Address		City:	Z	ip Code:
My family child care p	rovider and or appr	oved substitute, have n	my nermission to		
		way from the family chi		rovider is respons	sible for
• •		hese activities will occur	-	-	
Allow my child	to participate in any a	activity away from the c	child care home	YesNo	
Transport my cl	hild in case of an eme	rgency to the Emergenc	v Medical Care Prov	vider Physician o	r Dentist
• •		ttention in an emergency	•	•	
			(name of hospital or	walk-in clinic)	<del>_</del>
-	_	recreational swimming	-		
YesN	NO I understand it	t is my responsibility to	outline these provis	ions to the provid	er
Arrange for tran	nsitioning of my child	to and from school incl	hading but not limite	d to transportation	on exact bus
_		pervision to be provide		•	•
	•	en permission and instr	_		_
_					
-		ave been worked out in	consultation with m	e and my family	child care
provider	resNo				
Signature of Parent or	Guardian:		Date:		
- Survivor			Ditt.		

**********	**********************	*******	*******	************	***
	Medical Informatio	n			
Known Allergies:	wn Allergies: Last Tetanus:				
Insurance Carrier:	Insurance ID:				
Child's Physician:	Name:	Phone #: (	)		
•	Address	City:		Zip Code:	
Child's Dentist:	Name:	Phone #: (			_
	Address	City:		Zip Code:	_
administer first aid an emergency. I also giv emergency. I will be re	Emergency Authorizate the First Aid and CPR certified staff of (prog d CPR to my child and to contact the above narrow my consent for my child to be transported esponsible for all medical fees.	gram's name med physicia to the neares	n or dentist st hospital	t if my child has a medi	ica1
**********	***********************			************	***
	Behavior Management and Pare				
_	ave read the parent handbook and agree to abide nage child behaviors in the facility have been dis	-			
Signature of Parent of	or Guardian:	T	Date:		
Signature of Parent of	or Guardian:		Date:		



# **Authorization for Emergency Care**

49 Katrina Cir. Bethel CT, 06801 Phone: (951)376-9898 Email: Info.ct@guideacademy.org

Child's Name:	
In the event WE cannot be reached in an Emergency, I hereby give permission to the school's director or teacher to give proper treatment for my child. This includes permission for a certified staff to administer First Aid, contact the EMS by calling 911 and/or transporting the child to the appropriate medical professionals so that may tend to the needs of my child.	
Child's Primary Care Physician (Name & Phone Number)	
Child's Primary Dentist (Name & Phone Number)	_
Parent/Guardian Signature Date	



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# **Field Trip Permission Form**

I hear by give permission for my child,	
Child's name	
to go on field trips with Guide Academy, CT. I understand that I may need to transport and pick-up my child from the field trip.	
I also give permission for the teachers to go for walks around the school property with my child.	
Please note: The State of CT requires this form to be kept on file for each child.	
Permission slips will be sent home for each individual field trip out going and incoming field trips.	
Parent/Guardian Signature Date	<u> </u>



# **Guide Academy's Student Supply List**

# Preschool/Kindergarten:

- 2 sets of extra clothes in ziploc bag with their names (to be kept at school)
- Water bottle with their name
- Utensils for lunch
- A set of sheets, pillow and blankets for children 4 and under (to be washed every Friday and returned Monday)
- Snow pants, winter hat, gloves/mittens for cold/snow days & rain boots

# **Lower Elementary:**

- 8 notebooks for different subjects
- 2- pocket folder (2) one for homework, other for reading log

# **Upper Elementary:**

- 10 notebooks for different subjects
- Protractor
- Compass
- Calculator
- Ruler
- 2-pocket folder (2) one for homework, other for reading log



# **Guide Academy Snack & Supplies**

Every week, a family will be requested to send a series of fruits, vegetables and flower bouquet.

The list includes the following:

	Monday	Tuesday	Wednesday	Thursday	Friday
Snack	Vegetables with crackers	Fruits with cheese	Vegetables & Bars	Crackers & Cheese or yogurt	Vegetables and Fruits
Lunch	Rice & Stew	Chicken/Turkey or Fish with Vegetables	Lentils & Rice, yogurt	Veggie Burger/veggie frittata/Bean & Noodle Soup	Pasta/pizza/ mac & cheese

Some fruits include:

Orange, Grapes, Cucumber, Apples, Strawberries, Watermelon, Tangerine, Pears, Bell peppers

Some vegetables include: Carrots, Celery, Broccoli

Dairy:

Yogurt, Cheese, Milk, Hard boiled eggs

\*Please note: Teachers will send out a list with exact portions. The above menu is based on the fresh seasonal fruits and vegetables, snacks maybe mixed and changed dependent on market availability. The child decides how much to eat but if the child is NOT making the right choices then the above portions are encouraged. Snacks are served anytime the child wants between 10:00 to 12:00 noon or 3:00pm to 7:00pm. Lunch is served between 12:30pm to 1:30pm.



### **Birthday Policy**

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Birthday's are a special occasion and Guide Academy welcomes celebrations. We refer to them as "celebration of life". There are some important information regarding Birthday celebrations and snacks:

- Prior arrangements must be made with their teacher.
- Birthday celebrations cannot take away from class time so it must be done during lunch/recess time. For PreK-KG it could be between the last 30 minutes.
- Guide Academy promotes Reading; therefore a "Taste of a Book" is encouraged by the Birthday student instead of a "Taste of a Cake".
- We suggest a small, healthy birthday treat that follows our wellness policy (if desired).
- Snacks that need to be cut or assembled in school are discouraged, as they will impede upon instructional time.
- If a treat is provided, it will be required to have small plates, napkins, and/or utensils, etc.
- Due to an increasing number of food allergies, pre-packaged treats are recommended. Please send the ingredients and nutritional information the day before by providing a picture and emailing it to teacher/office staff. We are a peanut-free school, so no peanuts allowed.
- You may also offer lunch such as pizza, but please let us know prior to informing the parents.
- Select and bring a picture representing each year of your child's life. You may place them on a poster. If your child is now 5 years old, bring 5 pictures (including one for the day (s)he was born).



# **Guide Academy Uniform and Dress Code**

### Boys Uniform PreK - 8th Grades

### Shirts:

Light blue polo shirt - long sleeve and/or short sleeve

- Long sleeve polo shirts can be purchased here:
   The Children's Place (in the color BROOK)
- Short sleeve pique polo shirts can be purchased here: The Children's Place (in the color BROOK)
- For cooler months, a long sleeve polo shirt is an option for boys as shirts will not be allowed to be worn under the short sleeve polo shirt



### Pants:

Navy blue pants, relaxed fit

- o Pants can be purchased from The Children's Place
- Khaki Pants for Tick Season (March November)

### Jackets/Sweaters:

Light sweater (indoors): Navy blue zip sweater or windbreaker (optional)

- o Zip sweater can be purchased here: The Children's Place
- Windbreaker can be purchased here: <u>The Children's Place</u>

   Windbreaker can be purchased here: <u>The Children's Place</u>

Heavy Jacket/Coat (outdoors): any color







#### Shoes:

White, navy, or black sneakers/walking shoes with rubber soles

- No dress shoes, sandals, boots, or clogs
- Rainboots can be worn on rainy days
- All students should have two pairs of shoes: "outdoor shoes" and "indoor shoes"

### School Patch/Logo:

- o The logo is **mandatory** on all polo shirts for boys
- The logo is mandatory on all indoor sweaters



## **Guide Academy Uniform and Dress Code**

### Girls Uniform PreK - 8th Grades

#### Shirts:

Light blue polo shirt - long sleeve (short sleeve for PreK/K allowed)

- Long sleeve polo shirts can be purchased here:
   The Children's Place (in the color DAYBREAK)
- Short sleeve polo shirts can be purchased for girls in PreK/K only: The Children's Place (in the color DAYBREAK)

### Jumper:

Navy blue box pleat jumper

Jumper (item #1688) must be purchased from French Toast

### Pants:

Navy blue leggings or pants

- Leggings can be purchased here: <u>The Children's Place</u>, or any retail store that sells navy blue leggings
- We suggest thicker jeggings for improved quality, which can be purchased here: <u>The Children's Place</u>
- For older girls, we suggest pants which can be purchased here:
   The Children's Place
- White Leggings for Tick Season (March November)

#### Jackets/Sweaters:

Light sweater/jackets (indoors): Navy blue cardigan, zip sweater, or windbreaker (optional)

- Cardigan can be purchased here: The Children's Place
- Sweater can be purchased here: The Children's Place
- o Windbreaker can be purchased here: The Children's Place

Heavy Jacket/Coat (outdoors): any color

### Hijab:

One piece hijab or wrap in navy blue or light blue color

- One piece girls hijab can be purchased here <u>Middle Eastern Mall</u> or at The Islamic Place, or wherever available
- Wrap or scarves can be purchased <u>online</u> or wherever available
- The hijab must be secured in the same manner as the one-piece hijab, to ensure hair and neck are modestly covered

### Shoes:

White, navy, or black sneakers/walking shoes with rubber soles

- No flats, dress shoes, sandals, boots, or clogs
- Rainboots can be worn on rainy days
- All students should have two pairs of shoes: "outdoor shoes" and "indoor shoes"

### School Patch/Logo:

- o The logo is **mandatory** on all jumpers for girls
- o The logo is mandatory on all indoor sweaters













# **Guide Academy Uniform and Dress Code**

### **School Logo/Patch**

- o Please make sure the school logo that is used is as pictured here
- The logo must be sewn onto the shirt or sweater on the left-hand side as pictured
- o Logos are \$5 each
- Every piece being worn (for boys: cardigans and shirts; for girls: cardigans and jumpers) must have a logo
- After you receive your uniforms, you can drop off any piece of clothing that needs a logo and we can assist in sewing the school logo on



