

BELOW IS A SAMPLE OF THE AGREEMENT MADE BETWEEN THE SCHOOL AND THE PARENTS/GUARDIANS CONCERNING THE POLICIES OF THE PRESCHOOL DIVISION OF THE BAPTIST ACADEMY OF ANTIGUA.

STATE OF ANTIGUA & BARBUDA

AN AGREEMENT made the twenty-eighth day of August, 2007 BETWEEN [PARENT'S NAME] of Bendals Village, 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 [STUDENT'S NAME] (hereinafter called the CHILD) to the Baptist Academy of Antigua, Pre-School Division, hereinafter called the SCHOOL) situated at Radio Range, St. John's, for the period beginning the third day of September, 2007, and ending on the thirty-first day of August, 2008 and upon the terms hereinafter mentioned.
2. The Client will pay the Mission a non-refundable registration fee of \$100.00 upon the signing of this agreement.
3. The Client will pay the Mission a non-refundable tuition fee of \$290.00 per month, for each month of this agreement, and this will be payable no later than the second business day of each month.
4. 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.
5. The Client will pay to the Mission a penalty of \$40.00 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.
6. The tuition fees for a given month will be waived only if notice in writing is given to the Mission by the Client of the withdrawal of the child from school and that this notice comes no later than thirty days before the month in question begins.
7. 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.
8. The Client must clearly and permanently label, with the child's name, all of the child's property that is brought to the school and advise the school staff of the items brought.
9. The Mission will not be liable for the damage or loss of any items brought to school by the child which are not required of the Client in this agreement.
10. The Mission will withhold all academic information from the Client and exclude the child from classes if the financial arrangements described in this agreement are not in order and up-to-date.
11. The Client shall not make any non-emergency appointments or arrangements that will take the child away from school during school hours, or prohibit the child from attending classes, without the written authorization of the school, and all emergencies which take the child away from school during school hours or prohibit the child from attending classes must be validated in writing by the Client upon returning the child to the school.
12. The Client will not bring the child to school if the child is ill or manifest any symptom of illness, and shall immediately collect the child from school if advised by the school of any symptom of illness that is seen in the child.
13. Participation in the school's physical education programme is mandatory for the child, unless exempted in writing by a licensed medical practitioner.
14. The Client will not deliver the child 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 dresses covering the knees (in both standing and sitting positions) and boys pants being no more than one inch above the knees when standing.
15. The Client will make sure that the child 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 black hair accessories.
16. The Client will present the child to the school with a hairstyle that is neat and conservative; a hairstyle for boys that does not cover his ears, forehead, or touch his shirt collar; and a hairstyle for girls that is plaited or held together by the appropriate hair accessories.
17. The Client is responsible for making sure that, upon arrival at school each day, the child's uniform is clean and ironed; that the child's shoes are clean, polished and in good order; and that the child manifests good oral and total body hygiene.
18. The school will bathe all children, except those in Kindergarten 4 each afternoon and the Client will advise the school in writing if he/she does not want the child to be bathed.
19. The Client will send a change of clothing (non-uniform) for the child each day.
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.
21. The school will feed the child only that which is sent by the Client and the school will not permit the child to leave the school premises at any time to purchase any items.

