

**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.**

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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 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 **first day of September, 2010** and ending on the **thirty-first day of August, 2011** and upon the terms hereinafter mentioned.

2. The Client will pay the Mission a non-refundable registration fee of \$125.00 upon the signing of this agreement.

3. The Client will pay the Mission a non-refundable tuition fee of \_\_\_\_\_ 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.
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 child 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. 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 child has been taken from the school.
24. The school is to be notified, before the child is picked up at the end of the day, of the identity of any representative of the Client who will pick up the child for the Client.
25. The Client will pick up his/her child, at the end of the school day, no later than \_\_\_\_\_ p.m. each day.
26. The Mission may charge the Client a penalty of \$10.00 per quarter hour or a part thereof beyond \_\_\_\_\_ p.m. on any school day for supervising the child.
27. 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.
28. 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.
29. 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.
30. The Client is responsible to make sure that the child participates in the following school activities: Prize Giving, Sports Day, Christmas Programme, Easter Programme, Independence Programme, and the National Youth Rally.
31. The child will participate in all the religious activities and religious instruction provided by the school.
32. 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.
33. The child 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; failure to complete academic assignments; 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.
34. The Client authorizes the school to use the following means to correct or punish the child for violating any school rule: 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.
35. 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 child from the premises of the school.

36. The Client is responsible for making sure that all homework assignments are completed accurately and neatly by the child each day, and will certify this by signing the completed assignment.

37. The Mission will exclude the child from classes on any school day on which there is a violation of any provision of this agreement.

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

SIGNED by the Client in the presence of

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Witness

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SIGNED by the Principal on behalf of the Mission in the presence of:

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Witness

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Principal