



J.M. KELLY

Creative Arts **SCHOOL INC.**

Where Arts & Literacy Meet



**3291 HWY 82 E.
Greenville, MS 38703**

Phone: (662) 702-3241

www.jmkcreativearts.com

Letter to Families

Dear Families,

It is my pleasure to welcome you and your family to a great year of fun and learning. J.M. Kelly is the premiere school for arts and literacy in the greater Delta area. This School strives to cultivate and encourage students to excel in all that they do. We believe, to be a school of excellence, we must build a strong partnership with parents. Having this strong partnership will ensure the success of your child. This handbook is to be a reference source in the event you should have any questions. However, if you are still in question, feel free to contact the school for more information. The information in this handbook also serves as an agreement between parents, students, and the school.

I look forward to having a momentous year together. Together we can achieve great things.

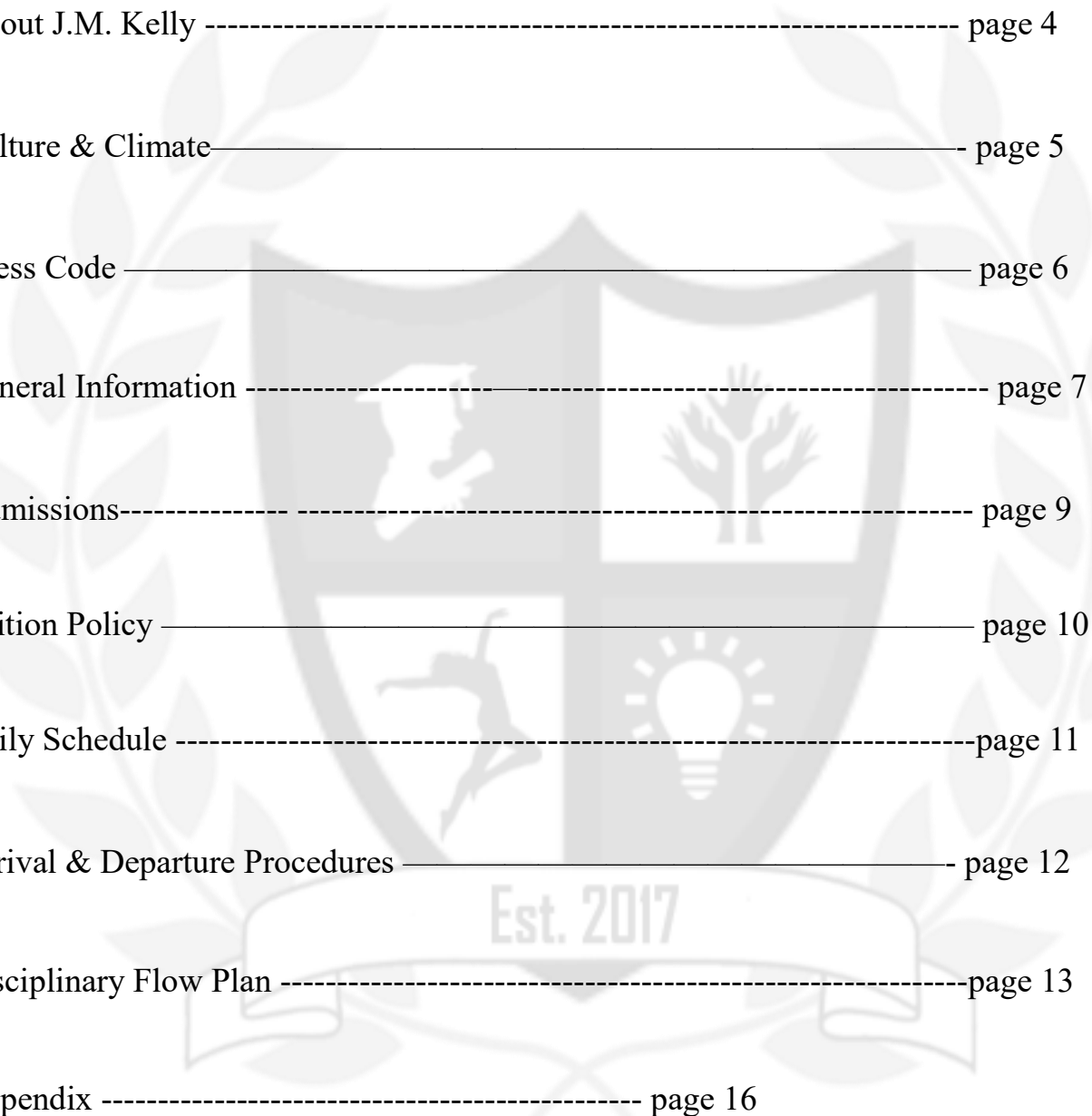
Sincerely,

June J. Jones

The background features a large, light gray watermark of a school crest. The crest is a shield divided into four quadrants. The top-left quadrant shows a profile of a head with a hand reaching up. The top-right quadrant shows two hands reaching up. The bottom-left quadrant shows a silhouette of a person in a dynamic pose, possibly a dancer or athlete. The bottom-right quadrant shows a glowing lightbulb. Below the shield is a banner with the text "Est. 2017". The entire crest is surrounded by a laurel wreath.

Est. 2017

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About J.M. Kelly

Philosophy: In order to have an impact on the community, we must first have an impact in its children.

Mission: Is to cultivate & encourage scholastic achievement, creative expression, innovation & entrepreneurship among the youth & young adults in disadvantaged areas.

Vision: Is to be the premiere location for arts and academics in the Mississippi Delta. By providing students with a safe haven to learn and grow.

Motto: Dream. Create. Dominate.

Slogan: Where Arts and Literacy Meet!

Departmental Flow

- ◇ Private Learning Solutions- Providing private education for students grades K-8. Students are in a small cultivating environment for maximum academic performance. The curriculum follows the national standard presented to students based on student's interests.
- ◇ Extended Learning Solutions – This after school program uses computer-based software geared towards Literacy Development. Students also receiving tutoring and help with homework.
- ◇ Virtual Learning Solutions- This program provided academic assistance for students attending School online during the school day.
- ◇ Studio 85/Majorette – Is dedicated to teaching proper dance technique, theory, and terminology for beginner levels through advanced, for students ages 3-18. Students learn the basics of the art form to provide a solid foundation. This foundation enables the student to understand the art form and perform at any level.
- ◇ Creative Consultant Firm - Provides creative stand choreography for both public and private events.
- ◇ Child Care Services– This program is designed to give families a safe and fun environment for school age children to bridge academic gaps, learn new skills, and explore the arts .

OVERALL, SCHOOL CULTURE AND CLIMATE EXPECTATIONS

- ◇ JMK has a culture that motivating and non-traditional. Students have the freedom express themselves and learn at their level.
- ◇ The climate of JMK is warm and welcoming to all students.
- ◇ Academics are top priority.
- ◇ Students must be committed throughout the entire semester and will always put forth our best effort to meet the demands, requirements, and goals.
- ◇ It is the responsibility of the parent to be sure to check emails, webpage, and other message sources weekly to be aware of fees due dates, academic updates, extra rehearsals, items needed, scheduling, events, etc.
- ◇ JMK students and staff are expected to set a positive example in class and out in the community.
- ◇ Parents are not to disrupt or cause any distractions during class for any reason. Violators will be asked to leave.
- ◇ Students are expected to act appropriately and respectfully ANYTIME they are wearing J.M. Kelly apparel, regardless of setting or event type. They are to represent the school respectfully.
- ◇ Students will not post anything inappropriate, provocative, or demeaning online or on any social media.
- ◇ Studio 85 dancers must maintain excellent grades as determined by their parents.
- ◇ The J.M. Kelly has a ZERO TOLERANCE policy regarding drug/alcohol use and disrespectful behavior.
- ◇ All choreography/academic content is the sole property of J.M. Kelly. Current and/or former students may not use content outside of J.M. Kelly without expressed/written permission of the owner.

Est. 2017



DRESS CODE

School uniform for students receiving academic services is as follow:

Boys Navy/Light Blues shirt, Navy/Khaki bottoms

Girls Navy/Light Blues shirt, Navy/Khaki bottoms or dress

JMK decal must be on all tops

Students that are not JMK students must wear the designated uniform for base school while receiving services unless notified otherwise.

(cover-up must be worn when entering & exiting class for dance students)

Our dress code was established to promote the students' freedom of movement and the instructor's observation of the correct technique. We have differentiated the class levels by the color of the leotard. This color distinction gives the student a sense of accomplishment as the dancer moves up a level and graduates to a new color of leotard. Hair should be worn off the face and neck in a bun/ponytail if possible; this enhances the dancer's vision and enables the instructor to observe the proper alignment of the neck and shoulders.

Leotard Color: **(must be purchased during registration or through parent portal)**

Tumbling Black leotard, black shorts/leggings, nude jazz shoes

Little Stars Black leotard, black shorts/leggings, nude jazz shoes

Beginners..... Black leotard, black shorts/leggings, nude jazz shoes

Majorette..... Black leotard, black shorts/leggings, nude jazz shoes

Advance.....Teal leotard, black shorts/leggings, nude jazz shoes

Males..... White V-neck/beater, black dance pants, black jazz shoes

CLASS PLACEMENT

We believe that it is important for a student to be placed appropriately so that he/she can get the most out of the class. The instructors of JMK take a personal interest in each student. Initial student evaluation involves determining a student's present ability considering previous dance experience, individual skill, and muscle development. New students ages seven and younger should register for a class according to our age guidelines. The proper placement is vital in avoiding physical strain and injury.

GENERAL INFORMATION

STUDENT SECURITY

To ensure the safety of JMK students, we require all faculty, staff, students, and parents to follow these security procedures. Since visibility to the parking lot is limited, there is no way to verify that students reach the appropriate persons. Therefore, parent/guardian-approved persons while on the premises must escort students under the age of 16 to and from class.

Once a student arrives at JMK, he/she is not to leave premises at any time without a proper dismissal. Students who violate this rule will be subject to disciplinary action. Under no circumstances can the student leave school premises without being checked-out by the parent/guardian or authorized persons. Anyone wishing to check out a student must have authorization and show a valid picture I.D.

Parents/guardians must keep all records current in the JMK database (Information updated in parent portal)

Also, dancers must wear cover-ups when entering and exiting the premises to promote modesty as well as professionalism.

COVID POLICY

Masks are to be worn upon entry. If the child is feeling sick AT ALL, they will not be permitted to remain at School. Their temperatures will be checked daily. Any temp reading of 98.8 or higher parent will be notified, and clearance will be required to return. (Child will be allowed to use online resources for instruction). If the child refuses to comply with any safety procedures, they will no longer be permitted to attend school. Report if the child has been exposed to persons with Covid-19, agree to quarantine for a minimum of 14 days. Parents/Guardians will be notified if students have been exposed to Covid-19 while at J.M. Kelly. All academic and dance classes will be closed for a minimum of 10 days.

STUDENT RESPECT

Students will respect themselves, their peers, and any staff in charge. If a student's behavior is inappropriate, the adult will correct him/her. Students who show disrespect, rudeness, inappropriate language, or other negative behavior toward any staff will be corrected. In the event the student refuses to comply parent is contacted for pick-up.

PARENT/ADULT BEHAVIOR

As adults, we are expected to behave in a manner that is a positive example for the youth. If a parent/adult behavior becomes unruly, they will be asked to leave the premises. JMK has a zero-tolerance policy for any inappropriate behavior from adults on the premises just as we do for our students. If the action of the adult persists, their child will no longer be allowed to attend this, School. JMK takes great pride in facilitating an environment of safety and learning.

LOBBY/SEATING AREA

No playing or inappropriate behavior will be allowed in these areas. J.M. Kelly is a place of business. Professionalism is the expectation of all students, parents, and staff. Also, no parents will be allowed to sit in on classes, unless asked to stay.

VISITORS

All visitors must stop and signed in at the front desk and wait to be assisted. At no time, should visitors interrupt instructional time without a planned visit. For security reasons no visitor should be in unauthorized areas of the building at any time of the day.

INCLEMENT WEATHER

The safety of our students, parents, and staff is of utmost concern. If the weather is bad (snow, ice, or dangerously cold), we may cancel classes. Generally, we follow Greenville Public School's weather closures. Sometimes, however, the weather and roads may clear in time for our afternoon programs/classes. Rescheduling for dance classes is based on availability in scheduling. Also, refunds cannot be offered, for this is beyond the school's control. Please call the School, check text messages and or our website, www.jmkcreativearts.com (Parent Portal) for Inclement Weather updates. We cannot make individual phone calls; text messages are the alternative method of communication.

EMERGENCIES

Here at J.M. Kelly, we are committed to the safety and well-being of all. Our students, parents, and staff. Emergencies are events that we are not always able to prevent. In the event of an emergency, we will contact the parent/guardian first, followed by persons on the emergency contact list of the individuals. Emergency personnel will be contacted only in the event of an extreme emergency.

Parents/guardians must keep all records current in the JMK database (update in parent portal).

MAKE UP WORK POLICY

It is the responsibility of the student/parent to secure from teachers the assignments or tests missed during an absence from school. After the second day of absence, homework assignments may be requested by calling the office during the hours of operation. Assignments and the scheduling of makeup work will be at the discretion of the teacher. The student will have the same number of days in which he/she was absent to make up the work. Failure to make up as signed work will result in a zero (0) grade.

TRUANCY

A student will be considered truant if the student/parent if the student has missed an excessive amount of days from school. Student that fail to report to school less than 90% of the school year are considered truant. Once students/parents are in violation on the attendance policy without an excuse of absences the proper authorities will be notified.



PARTICIPATION/LEGALESE

All necessary forms must be complete, and fee paid in their entirety before any will be allowed to participate in any class or event held by J.M. Kelly.

FEES

All fees must be paid in its entirety before anyone will be permitted to attend any class. All payments can be paid by way of cash or online by visiting www.jmkcreativearts.com.

WITHDRAWAL

Individuals/Parents must come to the school to withdraw a student. A withdrawal form must be completed. Before submitting the form, all supplies/equipment must be turned, and all fees must be paid in full. When withdrawing a student from the school, a 30-day notice must be submitted before completing a withdrawal form.

ACADEMIC GRADING SCALE

Students must be in Satisfactory or higher academic standing to participate in extracurricular activities and to receive privileges. The below 10-point scale is the standard for how JMK students are graded.

Letter Points

A (Excellent) 90-100

B (Above Average) 80-89

C (Average) 70-79

D (Below Average) 65-69

F (Failure) 64 and Below

CONFIDENTIALLY CLAUSE

In the event student or parent encounters confidential information during my time at J.M. Kelly, the student is not to disclose any information regarding staff or classmates from time spent at J.M. Kelly's. Each person that enters the doors of J.M. Kelly has the right to privacy, and no one will impose on their rights in any way. For no reason should any confidential information be removed/taken from the J.M. Kelly premises. Should anyone violate, clause immediate consequence will follow. (Up to legal action as well).

TUITION POLICY

TUITION

Tuition is due on the 1st of each month. All tuition must be paid in full in order for you/your child to attend class.

LATE FEES

A \$10 fee will be charged to your account each day up to \$50 for all tuition not paid on or before the 5th of each month.

ADDITIONAL FEES

A \$25 Registration fee will be charged when registering for classes per year.

A \$15 SERVICE FEE will be charged for all declined credit/debit card payments.

A \$40 FEE will be charged for all returned checks.

Recital Costumes and Uniforms for school/class are not included in tuition. Must be purchased separately.

Each student is required to complete a **full semester**, which will begin on the start of the first class the student attends ending with the semester is complete. If for any reason the above agreement is not met an early cancellation fee of ***\$100 plus the remaining balance*** will be charged to the student's/responsible party's account. JMK is a private institution therefore, there is no refund for tuition. To secure active enrollment status in a class/program as a result of extended absences, the student will need to continue paying tuition.

To secure placement in a class due to extended absences, the student will need to continue paying tuition. The student will be allowed to return to active status, permitting the class/program is not full.

Please submit a withdrawal form to the administrative office outlining the details of any changes in enrollment status. So that the administrative office may adjust your tuition and print your statement accurately. Fees will continue until the proper notifications have been submitted to the administrative office. All withdrawal forms must be submitted at least 30 days in advance.

There will be no prorating for dropping a class mid-session. If the dancer is not able to attend a class that month, we will apply a tuition credit to their account for the upcoming month.



Daily Activity Schedule

7:30-8:00 - Breakfast/Reading
8:05-9:55 - ELA/Science
9:55-10:00-Snack/Brain Break
10:00-11:55- MATH /Social Studies
12:00-12:40 -Lunch
12:40-1:40 -Reading Lab/Computer Lab
1:40- 2:40 -Physical Education/Health/Dance
2:45 -Dismissal
2:30-3:45 After School Pick-up
3:00-6:00 -After School (RTI & Enrichment)
5:00-6:30-Dancing into Literacy

Summer Bridge Program

8:00 - 8:30 (Breakfast)
8:35 -9:35 (ELA)
9:35 -9:45 (Snack)
9:50 -10:50 (Math)
10:50 – 11:50 (Speech Lab/Typing)
11:50 – 12:00 (Clean-Up)
12:00 -12:30 (Lunch)
12:35 – 1:00 (Rapid Wrap-Up)
1:00 (Session 1 Dismissal)
1:00 (Dance Rehearsal)
1:15 -2:00 (Physical Education)
2:10 – 3:10 (Social & Emotional Learning)
3:15 – 4:15 (Arts & Crafts)
4:20- 5:00 (Silent Reading)
5:00 (Session 2/Dance Dismissal)



Arrival Procedure

- ◇ Student temperature will be checked and logged before entering the main learning area.
- ◇ Arrival time 7:30 - (Breakfast & login)
- ◇ Students must be logged in class before 8:00.
- ◇ Parents must notify the director and base school if a student will be late.
- ◇ If a child arrives more than an hour later, parents are responsible for the morning meal.
- ◇ Children under 12 year old must be signed in by an adult.
- ◇ Authorized persons are permitted to sign students in or out.

Departure Procedure

- ◇ PLS student are dismissed at 2:45. They are to be signed out by an authorized adult.
- ◇ ELS will be dismissed at 5:30. Parents are expected to arrive no later than 5:30. All students must be signed out.
- ◇ After all students have vacated the premises ,administrators will secure the building.

EMERGENCY RELOCATION PLAN

In event of an emergency staff and students will be transported to one of the two safe facilities. Washington County Convention Center (1 mile) or Walmart (3 miles). nThese locations are our safe zones where parents will be able to reconnect with their children. Parents will be notified via text where to locate.

Washington County Convention Center (1 mile location)

1040 S Raceway Rd
Greenville, MS 38703

Walmart Super Center (5 mile location)

1831 MS-1 S
Greenville, MS 38701

J.M. KELLY'S DISCIPLINARY FLOW PLAN

Level 1	WARNING - May be appropriate when the student has no prior incidents, and interventions have not been put in place.
Level 2	CONTACT PARENT- Appropriate when the parent is needed to correct behavior.
Level 3	PARENT PICK-UP - May be appropriate when support has been put in place, and the behavior is escalating (repeated offenses).
Level 4	EXTENDED SUSPENSION - May be appropriate when student's behavior seriously influences others & class/ performance environment, and/or the behavior is a repeated offense.
Level 5	EXPULSION - May be appropriate when the student's behavior has seriously influenced others & class/ performance environment, and/or the behavior is repeated offense.

INAPPROPRIATE OR DISRUPTIVE BEHAVIOR	L1	L2	L3	L4	L5
Class Disruptions Minor disruptions (Talking out of turn or other behavior that distracts others for learning) Major disruptions (cause an immediate threat to self or others, e.g., throwing objects) Leaving class/performance without permission					
Defiance of Authority and /or Insubordination Talking back to school staff Refusal to participate Failure to respond to staff/directors Failure to follow directions leading to a potential threat or harm to self or others.					
Dress Code Violation <ul style="list-style-type: none"> • Not in compliance with the dress code set by JMK Staff 					

<p>Disrespectful Behavior</p> <ul style="list-style-type: none"> • Making inappropriate gestures or comments, and other behavior that is rude or disrespectful; this also includes but is not limited to the use of offensive or profane language. 				
<p>Lying to, Giving False Information to, or Misleading JMK Personnel or Parents</p>				
<p>Sexually Based Behavior</p> <p>Welcomed sexual advances, favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature.</p> <p>Unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature.</p> <p>Possessing/posting sexually based content during school hours. (Also, posting about other JMK students)</p>				
<p>Verbal or Physical Threat against School Personnel (written or verbal)</p>				
<p>Threat Against others (written or verbal)</p>				
<p>Inciting or Participating in Disturbance</p> <ul style="list-style-type: none"> • Causing a significant disturbance to the atmosphere of order and discipline during class/performance, also includes a riot. 				
<p>Bullying</p> <ul style="list-style-type: none"> • Intentional conduct, including verbal, physical or written conduct, or electronic communication that is threatening or intimidating and substantially disrupts the orderly operations of class/performances. • Serious bullying is defined as repeatedly over time engaging in intentional negative behaviors that adversely affect another student's ability to participate in or benefit from the school's programs 				

APPENDIX



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Required Admission Documents

“NEW” Students to JMK

- ◇ Parent ID
- ◇ Child’s SS Card (PLS)
- ◇ Child’s Birth Certificate (PLS)
- ◇ School Record (PLS)
- ◇ 121 forms
- ◇ RF-1a form
- ◇ RF- 1b
- ◇ \$25 Registration fee
- ◇ Tuition Payment
- ◇ COVID Waiver form
- ◇ Curriculum & Software Fee (PLS)
- ◇ Parental Consent Form (PLS & ELS)
- ◇ Transportation Form (PLS & ELS)

Continuing Students (UPDATES)

- ◇ Phone Numbers & Addresses
- ◇ Guardianship
- ◇ Emergency Contacts & Authorized Pick-up
- ◇ Medical

Enrollment Application

Parent's Name: _____ Family Name (last name) _____

Employer: _____

Student's Name: _____ Date of Birth: _____ Age: ____ Grade: ____

Student's Name: _____ Date of Birth: _____ Age: ____ Grade: ____

Student's Name: _____ Date of Birth: _____ Age: ____ Grade: ____

Student's Name: _____ Date of Birth: _____ Age: ____ Grade: ____

Physical Address: _____

Primary Email: _____

Primary Phone: _____ Secondary Phone: _____

Allergies: _____ Disabilities: _____

Emergency Contact

Name	Phone #	Relationship
1.		
2.		
3.		

Authorized Pick –Up

Name	Phone #	Relationship
1.		
2.		
3.		

Liabil-

ity Waiver

WHILE J.M. KELLY CREATIVE ARTS SCHOOL, LLC MAKES EVERY EFFORT TO PROVIDE A SAFE AND PLEASANT FOR OUR PARTICIPANTS. WE DO REQUIRE THAT THIS FORM BE READ IN ITS ENTIRITY, FILLED OUT, SIGNED, AND DATED BY EACH PARTICIPANT AND THE PARENT OR LEGAL GUARDIAN OF EACH CHILD UNDER 18 YEARS OF AGE WHO WISHES TO PARTICIPATE IN ANY EVENT, CLASS, OR TRAINING HELD BY BUSINESS ABOVE.

The undersigned being the lawful parent and/or guardian of the above child(ren) hereby consent to the participation by the child(ren) in all activities conducted by J.M. Kelly Creative Arts School and to the participation of the child(ren) in all events

Programs: PLS _____ VLS _____ ELS _____ DIL _____ Summer Bridge _____

Please indicate number of children participating in each program from this family related to said activities. The children that participate in activities with J.M. Kelly is consistently well supervised, however accidents do happen. The undersigned assumes all risk of injury of harm to the child(ren) associated with the participation in J.M. Kelly's activities and agrees to release, indemnify, defend, and forever discharge J.M. Kelly and its subsidiaries, vendors, faculty, staff, and contractors of and from all liability, claims, or damage to the child(ren), however caused, arising by reason of or during the child(ren)'s participation at J.M. Kelly Creative Arts School.

Media Release

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to J.M. Kelly Creative Arts School, its affiliates and agents, to use my/my child's image and likeness and/or any interview statements from me/ my child in its website, advertising, publications, or other media activities (including the Internet). This consent includes, but is not limited to:

- (a) Permission to interview, film, photograph, tape, or otherwise make a video using me/my child or record my voice
- (b) Permission to use my name
- (c) Permission to use film, photograph(s), tape(s) or reproduction(s) of me/my child, and/or recording of my/my child's voice, in part or in whole, in its publications, website, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness.

Confidentiality Clause

I understand that I may come in contact with confidential information during my time at J.M. Kelly. I agree to not disclose any information regarding staff or fellow classmates from time spent at J.M. Kelly's. Each person that enters the doors of J.M. Kelly has the right to privacy, and I will not impose on their rights in any way. I also agree to not remove any confidential information from the J.M. Kelly premises for any reason.

Student Security Clause

To ensure the safety of JMK students, we require all faculty, students, and parents to follow these security procedures. Students under the age of fifteen may not leave the premises unless escorted by parent/guardian-approved persons. Students under the age of fifteen must be signed in & out of facility daily. *In addition, dancers must wear cover-ups when entering and exiting the facility.*

Signature / Responsible Party

Date



TUITION AGREEMENT

I. TERMS

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by and between _____ (Student/Family Name), and J.M. Kelly Creative Arts School, that classes shall commence in (start month) _____, and shall culminate at end term of program _____, 20____.

II. FEES

Tuition is due on the 1st of each month. Late fees will be accessed after the 5th of the month. All tuition must be paid in full before students are permitted to attend class. Students will not be able to return to class/school after the 10th of the month if tuition is not paid in full.

A \$10 LATE FEE per day will be charged up to \$50 plus tuition if it is paid after the 5th of each month.

A \$15 SERVICE FEE will be charged for all declined credit/debit card payments.

A \$40 FEE will be charged for all returned checks.

A \$25 Registration fee will be charged when registering for school per academic year.

Recital Costumes and Uniform for class are not included in tuition. Must be purchased separately.

Each student is required to complete a ***full semester***, which will begin on the start of the first class the student attends ending with the semester is complete. If for any reason the above agreement is not met an early cancellation fee of ***\$100 plus the remaining balance*** will be charged to the student's/responsible party's account. JMK is a private institution therefore, there is no refund for tuition. To secure active enrollment status in a class/program as a result of extended absences, the student will need to continue paying tuition.

Please submit a withdrawal form to the administrative office outlining the details of any changes in enrollment status. So that the administrative office may adjust your tuition and print your statement accurately. Fees will continue until the proper notifications have been submitted to the administrative office. All withdrawal forms must be submitted at least 30 days in advance.

There will be no prorating for dropping enrollment mid-semester. If the student is not able to attend school that month/week for after school, we will apply a tuition credit to their account for the upcoming month.



TUITION AGREEMENT

Please fill in and initial by the tuition rate in which student (s) is being enrolled:

	Rate	X	# of Students	Total	Initial
Registration Fee	\$25	x	1	\$25	
JMK Student	\$350	x			
After School	\$150	x			
Dance	\$75	x			
Tumbling	\$75	x			
Private	\$75 per session	x			

Multi-Family Discount: PLS - \$50, ELS - \$20, DIL - \$10

Being of sound mind and reason, the parties hereby agree to this full agreement.

Signature/Responsible Party: _____ Date: _____

Print Name of Student: _____

Print Name of Student: _____

Print Name of Student: _____

Print Name of Student: _____

Private Learning Solutions K-8th Grade 7:30-2:45pm

	Based Tuition + Student Fees	Monthly Tuition	Semi Annual Fee	Annual Fees
1 st Child	\$ 725.00	\$350.00	\$1,750.00	\$3,500.00
2 nd Child	\$1,375.00	\$650.00	\$ 3,250.00	\$6,500.00
3 rd Child+	\$2,025.00	\$950.00	\$4,750.00	\$9,500.00
Registration Fees	\$25.00 is to be submitted with application at the time of registration			
Student Fees	\$350.00 covers cost of instructional software, supplies, & supplement resources			
Meal Card	\$100.00 per month (\$7.25 per day)			
Late Fees	\$10.00 per day up to \$50 starting on the 6 th of the month			

Extended Learning Solutions (Tutoring/Child Care) K-8th 3:00-6:00pm

1 st Child	\$225.00	\$200.00	\$1,000.00	\$2,000.00
2 nd Child	\$375.00	\$350.00	\$1,750.00	\$3,500.00
3 rd Child+	\$525.00	\$500.00	\$2,500.00	\$5,000.00
Registrations Fees	\$25.00 is to be submitted with application at the time of registration			
Late Fees	\$10.00 per day up to \$50 starting on the 6 th of the month			

Dancing Into Literacy (After School) K-8th 5:00-7:00pm

1 st Child	\$100.00	\$75.00	\$375.00	\$750.00
2 nd Child	\$160.00	\$135.00	\$675.00	\$1,350.00
3 rd Child+	\$220.00	\$195.00	\$975.00	\$1,950.00
Registrations Fees	\$25.00 is to be submitted with application at the time of registration			
Late Fees	\$10.00 per day up to \$50 starting on the 6 th of the month			

Summer Bridge (Literacy Program) 8:00-5:00pm

1 st Child	\$225.00	\$200.00	-	-
2 nd Child	\$375.00	\$350.00	-	-
3 rd Child	\$525.00	\$500.00	-	-
Registrations Fees	\$25.00 is be submitted at the time of registrations			
Field Trip Fees	\$100.00 per student			
Session Fees	\$200.00 Per Session (Session I: 8-1pm & Session II: 1-5pm)			

Additional Programs & Services

Transportation (Pick-up/Drop-off)	\$50.00 per family
Privates Lessons	\$75.00 per session (1 hour)
PLS (After School)	\$100.00 per person
PLS & ELS (Dance)	\$50.00 per student
Meal Card (PLS)	\$100.00 per month (\$7.25 per day)

CONSENT TO TREAT MINOR CHILDREN

I, _____, parent or legal guardian of _____, born

the ___ day of _____, 20__ do hereby consent to any medical care and the administration of anesthesia determined by a physician to be necessary for the welfare of

my child while said child is under the care of _____ of

_____, City of _____ State of _____ and I am not reasonably available by telephone to give consent.

This authorization is effective from the ___ day of _____, 20__ to

___ day of _____, 20__.

Signature of Parent or Legal Guardian

Date

Witness Signature

Witness Name (please print)

This consent form should be taken with the child to the hospital or physician's office when the child is taken for treatment. This additional information will assist in treatment if it can be furnished with the consent but is not required.

Family Address _____

Parent/Guardian Telephone: _____ Parent/Guardian Telephone: _____

Last Tetanus: _____

Allergies to drugs or foods: _____

Special Medications, Blood Type or Pertinent Information: _____

Incident Report

Reported by: _____ Date of Incident: _____

Persons involved: _____

Time of Incident: _____ Location of Incident: _____

Injury/illness Theft Vandalism Suspicious Activity Threat Other: _____


Description of Incident: *Please include major details*



Article taken:



Victim/Suspect: _____ Witness: (names and phone # if applicable)



Reporter Signature: _____ Date of Report: _____

Director Signature: _____ Date of review: _____

WITHDRAWAL FORM

Date _____ Semester FA / SP / SU _____

Student Name (s) _____

Street/P.O. Box

City/State/Zip Code

Telephone Number: _____ Email: _____

Student Enrollment Classification: _____ Billing Type: Weekly Monthly Semester

Reason for withdrawing *(Select all that apply)*

1. Health/Medical
2. Academic Performance
3. Financial
4. Moving
5. Unsatisfactory Experience
6. Other _____

Parent Signature _____ Date _____

All students seeking withdrawal from J.M. Kelly must clear the administrative offices listed below. Please read the Tuition and Fees Withdrawal Refund Policy. Your signature verifies that you understand the policy concerning refunds as stated.

Director Signature Date

Note: No refunds will be made after the enrollment period for that session except a 30 day notice has been provided. This is a non-profit entity all funds are used to ensure effective operation of the institution.
