



2022-2023 Re-Enrollment Contract

Francis Hugh Wardlaw Academy

1296 Columbia Road, Johnston, S.C. 29832
Phone: 803-275-4794 Fax: 803-275-4873

www.Wardlawacademy.com

Office Use Only

Rcvd by: _____

Date Rcvd: _____

Amt Rcvd: _____

Please complete one application per student.

Student's Full Name _____

Grade Entering: _____ Main Telephone (area code) _____

Parent's/Guardian's Name (*circle one*): _____

Billing Address: _____

Name/Best number to call during school hours: _____

Current Email Address: _____

Has there been any changes to the legal guardianship status of the student? ___no ___yes

If yes, please explain and attach any court documents. _____

Emergency Contacts (other than parents/guardians)

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Please list anyone else beyond Parent/Guardians and Emergency Contacts who are authorized to pick up your child from school: _____

Has the student had any changes to their physical or emotional health of which the school should be made aware? ___no ___yes

If yes, please describe _____

In signing this re-enrollment contract, I understand and agree to accept the regulations of the F.H. Wardlaw Academy handbook, and I further understand that:

- A health form indicating immunizations must be completed and returned to the school by opening day in order for my child to enter the school.
- The school has the right to refuse admittance to class, terminate enrollment, withhold report cards, refuse graduation, and/or deny transfer credits or records for any student whose financial account is delinquent or who violates any of the school regulations.
- If my tuition account becomes **45** days delinquent, the account will be submitted to the financial committee of the Board of Directors for review.
- If my account is past due, I will be denied access to RenWeb and will be unable to view my child's grades and/or report card.
- I hereby authorize and grant permission to the school to hospitalize and/or secure treatment for my child (or ward) in case of medical surgical emergency, provided that the school is unable to contact me. If unable to contact my child's physician, a substitute may be made in an emergency.
- I hereby give permission for my child (or ward) to participate in all school activities and attend all scheduled field trips and travel within 50 miles. The school will give 24-hour notice for such field trips. I absolve and release the school, its officers, trustees, staff, faculty, employees, agents, and representatives from liability to my child or to me or any other parent, guardian, or sponsor of the child because of injury sustained at school during any school activity or during travel to and from any school activity.
- I hereby give the school permission to use my child's name, photo, film footage and any of his/her work for any news release. This includes television, website, and yearbook.

- I hereby give permission for my child (or ward) to have full access to the school network/internet for research and education as specified in the current handbook.
- If I cancel my child's enrollment for whatever reason prior to the end of the school year, I agree to pay the prorated amount for days attended plus the \$500.00 withdrawal fee. I understand any unpaid balance becomes payable immediately upon termination of enrollment.

****I certify that I have disclosed all of my child's educational and social history including special needs to the school by signing this contract.***

Signature _____ Date _____
 (Parent/Guardian)

Contract Addendum:

In consideration of being allowed to wear flip flops to FH Wardlaw Academy, the undersigned acknowledges, appreciates, and agrees that:

- The risk of injury from school activities does exist.
- Knowing this, I freely assume any such risk and responsibility for my child's participation.
- I, therefore, RELEASE AND HOLD HARMLESS FH Wardlaw Academy, Head of School, their officers, and its employees, WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Signed: _____ Date: _____
 (Student's Signature)

Signed: _____ Date: _____
 (Parent/Guardian's Signature)

Accepted by F. H. Wardlaw Academy

Signed: _____ Date: _____
 (Head of School)

Wardlaw Academy does not discriminate regarding race, sex, creed, religion, color, age, or national and ethnic origin in the administration of its educational policies, applications, admissions, and all other programs.

Please complete one tuition form per family.

Tuition: 2022-2023

K3 Full Day	\$4,150.00
K4/K5 Full Day	\$4,850.00
One Child (1st-12th)	\$6,200.00
Two Children (1st-12th)	\$10,925.00
Three Children (1st-12th)	\$14,070.00
Four Children (1st- 12th)	\$16,475.00

Student(s) Name(s): _____

I have reviewed the Tuition & Payment Plan Options including payment amounts for the 2022-2023 Academic Year and would like to be billed for the above student(s) as indicated below. (Please Select One)

- _____ Annually Due **June 5, 2022**
- _____ Semi-Annually Due **June 5, 2022** (1st semester) and **December 5, 2022** (2nd semester)
- _____ Quarterly Due **June 5, 2022; September 5, 2022; December 5, 2022; and March 5, 2023**
- _____ 10 Months Due by the 5th of these months; **June 2022-March 2023**
- _____ 11 Months Due by the 5th of these months; **June 2022-April 2023**
- _____ 12 Months Due each month for 12 months beginning **June 5, 2022**

Payment Options for tuition payments (Please Select One):

- _____ Check made payable to Wardlaw Academy
- _____ Automatic Draft (Please include a voided check from your banking institution.)
- _____ Credit Card (4% convenience fee will be charged.)
- Credit Card # _____ Exp. Date _____ Billing Zip Code _____

Fees (Non-Refundable):

- \$250 Early Registration Fee **by January 28th** (Required and due at time of enrollment)
- \$350 Registration Fee **after January 28th** (Required and due at time of enrollment)
- \$50 Late Payment Fee (applied if payment is more than 5 days late)
- \$35 Return Check Charge (applied if the bank returns a check or a draft for insufficient funds)
- \$125 Athletic Fee (per athlete grades 5-12 and due prior to the student participating in workouts or practices)
- \$500 Withdrawal Fee (per student withdrawn after June 30th, 2022)

Discounts Available:

- 2% of tuition if paid in FULL by April 15, 2021
- \$400 (max) work credit: can be worked off at school-approved activities at \$8 per hour. Credits will be applied to the last payment of the year.

Tuition accounts 45 days past due will be turned over from the School Business Office to the Finance Group. At that time, the Finance Group will contact account holders to schedule a meeting.

I have read and understand the above agreement and agree to the terms and conditions.

Signatures of All Parents/Guardians who are financially responsible for Student:

Signature: _____ Date: _____
Parent/Guardian (*circle one*)

Signature: _____ Date: _____
Parent/Guardian (*circle one*)

2022-2023 Student Health Form (Required)

Form must be completed by each Wardlaw Academy student before entering school on the first day of the 2022-2023 school year.

Student: _____ Date of Birth: _____ Grade: _____

Address _____

Mother/Guardian: _____ Cell#: _____ Home/Work#: _____

Father/Guardian: _____ Cell#: _____ Home/Work#: _____

Emergency Contacts: (if parents/guardians cannot be reached)

1. Name: _____ Relationship: _____

Best Contact Numbers Cell: _____ Home/Work: _____

2. Name: _____ Relationship: _____

Best Contact Numbers Cell: _____ Home/Work: _____

Medical History: (Please check all that apply. Provide additional information as needed.)

ADD/ADHD Hearing Problems Muscle weakness/paralysis Fainting

Asthma Heart Problems Seizures Other

Depression Hemophilia Vision Problems

Diabetes Kidney/bladder Migraines/headaches

Additional Information: _____

Allergies: (medications, food, insects, environmental – Please be specific.) _____

Has your child been prescribed an EpiPen? no yes, location of EpiPen: _____

Has your child been prescribed an inhaler? no yes, location of inhaler: _____

Does your child take any other medications? no yes, please explain: _____

Consent for Over the Counter Medications:

I give permission for Wardlaw Academy school staff to give the age-appropriate dose of the following over-the-counter medications:

Acetaminophen (Tylenol equivalent) yes no Antacids (Tums) yes no

Ibuprofen (Motrin/Advil equivalent) yes no Antibiotic Ointment yes no

Antihistamine for allergic reaction (Benadryl) yes no

Authorization and Consent for Medical Treatment

In the event that my child needs emergency medical treatment during school hours while attending Wardlaw Academy, I authorize the school, through the school's administrative staff and faculty, to administer first aid or other medical treatment as deemed necessary under the circumstances. I consent for my child to receive such treatment. I understand the school will attempt to notify me (or other parent/guardian named on this form) in the event of an emergency requiring immediate medical care for my child. If the school is unable to notify me, in case of a serious injury/illness, the school has my permission to arrange transportation to and treatment by a duly-qualified physician at the nearest emergency hospital or clinic.

Signature of Parent/Guardian: _____

Wardlaw Academy 2022-2023 Google Consent Form

To parents and guardians,

At Wardlaw Academy, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Wardlaw Academy, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Your child will not have the ability to complete work on Google Classroom as the classes are doing this year.

I give permission for Wardlaw Academy to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Karisa D. Ruth

Director of Marketing, Communications, and Technology

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Please return the top page only.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Gmail
- Currents
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

What personal information does Google collect?

When creating a student account, Wardlaw Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With [insert name of school/district]. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Karisa D. Ruth. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Karisa D. Ruth. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].