



**Academy of Excellence**  
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# **Enrollment Information**

Enrollment for students begins March 21, 2023

To help you prepare for the enrollment process you will need:

- AOE Application: Updated phone numbers and addresses for emergency contacts and pickup permissions.
- Address and phone numbers for grandparents.
- Scholarship Award Letter
- ([www.AAAScholarships.org](http://www.AAAScholarships.org)), ([www.StepUpForStudents.org](http://www.StepUpForStudents.org))
- Verify that you have read/reviewed the following documents:
  - Pledge of Cooperation
  - Parental Consent for Release of Student Photograph and Information
  - Financial Policies and Procedures
  - AOE School Calendar
  - Dress Code Guide 2023-24
  -

## **Discounts & Late Fees**

Enroll by April 1st and receive a \$25 loyalty discount

Refer a friend and receive a \$25 discount.

The new student must list the referring family on the application.

**Enroll after June 1st - late fee of \$100 (for returning students only)**

**Early Withdrawal before end of school year fee of: \$500**

**Enrollment Fees due at the time of application for ALL NEW Students: \$290**



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## FINANCIAL POLICY AND PROCEDURES

**RATES:** The administration of Academy of Excellence publishes new rates on a Financial Information Sheet that is released in June for the following school year. Student accounts must be current before entering classes. All application enrollment fees are NON-REFUNDABLE!

**SCHOLARSHIP VERIFICATION:** Parents are required to complete scholarship payment verification via email or signing of check payment in a timely manner. Parents must complete verification within five business days. Late verification will incur a late fee of \$25.00 and will be added to the account balance. **Initial:** \_\_\_\_\_

**CHARGES DUE TO WITHDRAWAL: SPECIAL NOTE:** The admission fee is non-refundable. **Early Withdrawal before end of school year fee of: \$500 which is not covered by scholarship (parents agree to be solely responsible for this fee) Initial:** \_\_\_\_\_

**WITHDRAWALS:** If a student account is not up to date at the time of withdrawal or dismissal, all grades, records and transcripts will be held until any open invoice/balance is paid. No grades, records or transcripts will be released on the same day a student withdraws regardless of the account balance. Parents must have completed all withdrawal papers and paid all fees and tuition payments due in order for the school records to be sent to the receiving school. Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is turned in to the administration office and all open balances have been paid in full. An account left open will incur additional tuition fees & late fees until withdrawal papers are completed, returned and processed to the administration office. **Initial:** \_\_\_\_\_

**LATE CHARGES:** All payments for tuition, before and after school care, music lessons, or any other charges paid through the academy will be due by the billing date of each month. A late fee of \$25.00 will be added to any account with a balance due after the billing date. If, on the first day of a new month, the previous month's tuition is still outstanding, a letter will be mailed to the parent requesting payment in full by the 15th of the new month. If payment in full of the previous month's bill is not received by that time, the parents will be notified that they are subject to withdraw the students from school. Any student(s) withdrawn from Academy of Excellence must be re-registered and pay appropriate fees in order to return to classes.

**CHECK FEES AND OTHER INFORMATION:** A \$30.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks, cash, credit or debit card (online only), money order, or cashier's check must be used to make payments.



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Report cards will not be released at the end of a grading period if the student's account (including tuition, lunch charges, payment for lost/misused books or damaged school property (chromebooks), outstanding fund-raising monies, etc.) is not paid up to date. The business office does not accept post-dated checks. All official academic records and transcripts will be held until any outstanding balance is satisfied. **Initial:** \_\_\_\_\_

**DELINQUENT ACCOUNTS** All payments for tuition, before and after school care, athletic fees or any other charges paid through the academy are due by the 5th of each month. Students with accounts more than 45 days past the due date will be subject to withdrawal from school. Families will be advised in writing of the necessary financial obligation in order to be readmitted. AOE reserves the right to impose any appropriate penalties in those situations where delinquent tuition or any other fees persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of financial aid, restricting student participation in extracurricular activities, withholding of yearbooks, and withholding of transcripts and records. **Initial:** \_\_\_\_\_

**GRADUATION:** All graduating student accounts must be paid in full ten (10) business days before graduation day. (Kindergarten & 12th Grade Seniors)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_



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**PARENTAL CONSENT FOR RELEASE OF STUDENT PHOTOGRAPH AND INFORMATION**

I hereby grant Academy of Excellence the following rights:

1. The right to use my child's name, photograph, picture, portrait and likeness (hereinafter collectively known as "Image") in connection with its educational and promotional materials or for any other similar legitimate purpose;
2. The right to create composite or computer-manipulated materials from my child's image;
3. The right to use, reproduce, publish, exhibit, distribute and transmit the image individually or in conjunction with other images or printed matter in any and all media including, but not limited to, print material, yearbooks, television, film, internet, social media and CD-ROM.

I hereby waive the right to inspect or approve my child's image or any finished materials that incorporate my child's image. I understand and agree that my child's image will become part of the Academy of Excellence's photograph file. I also understand that neither my child nor I will receive compensation in connection with the use of my child's image.

I hereby release and forever discharge Academy of Excellence, its affiliates, its subsidiaries, its members individually and its officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind that I may have, either in my own behalf or in my capacity as legal representative of my child, caused by or arising from the use of my child's image, including all claims for libel and invasion of privacy.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**PLEDGE OF COOPERATION**

Dear Academy of Excellence Parents/ Guardians,

As an essential part of the enrollment process, the pledge written below must be completed. It serves as a protective legal hedge for the benefit of our families and the school.

Conditions of Enrollment and Pledge of Cooperation:

1. I understand that it is a privilege, and not a right, for my child (ren) to attend Academy of Excellence ("AOE"). I further understand that all students are accepted on a probationary status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of AOE. I give AOE's administration full discretion in the discipline of my child, including the issuing of demerits, referrals, detention, suspension (in-school or out), and expulsion from the school for conduct deemed by AOE to be improper, regardless of where the incident(s) giving rise to such discipline occurs. Admission for one school year does not guarantee automatic admission for future school years.

2. I understand that AOE does not condone bullying of any kind. Aligning with our goals for a safe, nurturing atmosphere, through early intervention and prevention, AOE proactively addresses behavioral patterns and actions that evidence hateful disrespect toward any student. I understand that if an incident of bullying is reported and/or observed by faculty and/or administration, an investigation will be conducted to determine if the incident qualifies as bullying, as defined in the student handbook. I further understand that if I disagree with the conclusion of the investigation and/or the discipline imposed on my child, I am to request a conference with the principal and/or his or her designee(s).

3. I understand that AOE, in the interest of nurturing its school atmosphere and spiritual goals, has a "Zero Tolerance" policy regarding possession and /or use of illicit drugs on or off campus. If in the judgment of AOE's administration, it is determined my child(ren) should be drug tested, I agree to have my child(ren) tested, at my own expense, by an appropriate medical provider approved by AOE to conduct such a drug test. If I am unwilling to permit such a drug test, or to release the results of such test to AOE, I shall withdraw my child(ren) from AOE and thereby waive all rights to any recourse.

4. I understand and agree to the need for, not random, but reasonably determined investigations of student activities which may involve and include searching my child's or children's belongings (i.e., book or carrying bag, lunch box, purse, gym bag, etc.) and locker. In the case of secondary students, I also give permission for any motor vehicle in my student's possession to be searched for stolen or other improper items. I ask that AOE's administration make a reasonable attempt to contact me prior to such a search in order to allow me to be present. If I am not



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available by telephone after reasonable efforts to contact me have been made by AOE, I permit AOE's administration to search the vehicle.

5. I agree to cooperate fully with AOE's administration regarding all actions requested of me pertaining to my child's or children's enrollment at the school and in the enforcement of its rules and policies. I agree to cooperate with the policies and procedures of the school administration while also upholding the aims and ideals of the school and by encouraging my child(ren) to likewise abide by the aims and ideals of the school.

6. I understand that my child's or children's continued enrollment at AOE is conditioned upon my prompt and timely payment of all tuition and fees (including late fees). I further understand that in the event of withdrawal or expulsion of my child(ren) from AOE for any reason, I waive all rights to a refund of tuition and fees previously remitted and further understand that I shall remain obligated for any tuition and fees not yet having been paid. I have read and agree to abide by AOE's financial policies.

7. I acknowledge having access to and having read a copy of AOE's current handbook before execution of this application. I agree that my child's or children's enrollment at AOE is subject to all terms and conditions of the handbook which are fully incorporated herein by reference.

8. I acknowledge and agree, individually and on my child's behalf, that Academy of Excellence School ("AOE") is accepting the admissions of my child with the explicit understanding that my child does not require any additional accommodations above and beyond those accommodations currently provided by AOE. If my child requires accommodations that AOE is unable to meet, AOE will not be able to retain my child and my child shall be dismissed from AOE.

PLEASE SIGN AND RETURN THIS PAGE. REGISTRATION CANNOT BE COMPLETED WITHOUT THIS FORM.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student Signature for grades 4th-12th)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 2023-2024 DRESS CODE GUIDE

The positive benefits of uniform dress standards include:

- encouraging a neat appearance
- facilitating school pride

Students in all grades may purchase uniforms from Custom Shirts and Uniforms or The Academy of Excellence.

All students must wear uniform-style clothing. When a student is out of dress code, we will try to resolve the situation with the clothing we have on hand, but, if it is not possible, we may have to call the parent/guardian to bring a change of clothes before the student returns to class and in some instances student(s) may be sent home. **Initial:** \_\_\_\_\_

Note: In all areas of dress and grooming, certain fads and styles may be deemed unacceptable by the administration at any time (such as piercings and tattoos).

### GENERAL (FOR ALLSTUDENTS)

Academy of Excellence's uniform vendor is Custom Shirts and Uniforms. Stop by the store at Custom Shirts & Uniforms 2285 Kingsley Ave Ste D, Orange Park, FL 32073 (904) 413-9639 or (904) 479-4420 or visit the website at <https://customshirtsanduniforms.com>. All uniforms should be of the appropriate size and modest in appearance and length.

Our school uniforms consist of:

1. Collared polo shirts (burgundy or blue color) (Only acceptable logo is the AOE logo)
2. Skirts (khaki, plaid or navy)
3. Pants/Capris (khaki or navy) Shorts (khaki or navy)
4. Backpacks ....Clear or Mesh Material
5. Outerwear (worn in school) – Sweaters, jackets must be All AOE branded apparel (NAVY or BURGUNDY). Articles of clothing worn outside the uniform must be true outerwear and not another shirt to change the appearance of the uniform. The best option to purchase approved outerwear is available through <https://customshirtsanduniforms.com>. \*If a student is not wearing the proper outerwear as mentioned above, they will be asked to remove their outerwear (this includes jackets, sweaters, hoodies and pullovers).
6. NO Caps, hoods or bandanas permitted in the building.





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7. Long sleeve shirts and girls' tights/leggings may be worn under uniforms and should be "one solid color."

8. Uniforms may have no rips, tears, frays, or faded color fabric.

9. Pants may not sag. NO jeans, joggers, cargo, carpenter, or corduroy pants allowed.

10. Students MUST wear SOLID black, solid white or black & white shoes appropriate for daily recess and PE. Sandals/shoes must have a back-strap and the heels should be no higher than 2". Shoes can NOT have any color, not even the lettering, design or logo. Please find below examples of appropriate shoe wear and unacceptable shoe wear:

**ACCEPTABLE**



**ACCEPTABLE**



**ACCEPTABLE**



**UNACCEPTABLE**



**UNACCEPTABLE**



11. Hair color must not be distracting to the learning environment. ONLY natural colors permitted.

12. Jewelry should be chosen with safety and a neat school appearance in mind. Body/facial piercings are not allowed. Earrings should be small hoops or studs for safety. Tattoos are not allowed.



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13. The administration reserves the right to make judgment calls on modesty, and all issues of dress code or grooming, including any issues not listed.

14. ALL K-12th boys MUST wear either a Oxford Blue button down shirt or Oxford White button down shirt and necktie for Chapel EVERY Friday. ALL girls MUST wear the plaid (grey, white & burgundy) skirt below EVERY Friday for Chapel. NO Exceptions! See acceptable attire below:

**ACCEPTABLE**



**ACCEPTABLE**



By signing this page you are acknowledging that you are aware of the AOE uniform guidelines and you agree to adhere to these guidelines. **Initial:** \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_



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**Academy of Excellence School Calendar 2023-2024**

- Mon** Aug 7-10 SCHOOL CLOSED/Employee Planning/ Inservice Day
- Fri** Aug 11 Academy of Excellence Student Orientation
- Mon** Aug 14 First Day of Classes
- Fri** Sept 1 Half Day of School (After School Programs Closed)/Grandparents Day
- Mon** Sep 4 Labor Day – SCHOOL CLOSED (After School Programs Closed)
- Mon-Fri** Oct 2-6 SPIRIT WEEK
- Fri** Oct 6 Field Day
- Wed** Oct 11\* End of Grading Period
- Fri** Oct 13 Half Day of School (After School Programs Closed)/Inservice Day
- Mon** Oct 16 SCHOOL CLOSED/Employee Planning/Inservice Day
- Fri** Oct 20 Report Cards
- Tues** Oct 31 Trunk or Treat
- Wed-Fri** Nov 8-10 Spiritual Days/Veterans’ Day – SCHOOL CLOSED (After School Programs Closed)
- Fri** Nov 17 Half Day of School (After School Programs Closed)/Employee Inservice Day
- Mon-Fri** Nov 20-24 Thanksgiving Holiday - SCHOOL CLOSED (After School Programs Closed)
- Mon-Fri** Dec 11-15 Jingle Jangle Week
- Fri** Dec 15\* End of Grading Period/Half Day of School/Christmas Program (After School Programs Closed)
- Mon/Tues** Dec 18-Jan 2 Christmas Holiday Break - SCHOOL CLOSED ( After School Programs Closed)
- Tues** Jan 2 SCHOOL CLOSED/Employee Planning/Inservice Day



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- Wed** Jan 3 Classes Resume
- Fri** Jan 5 Report Cards
- Fri** Jan 12 Half Day (After School Programs Closed)/Employee Inservice Day
- Mon** Jan 15 Martin Luther King Jr. Holiday – SCHOOL CLOSED (After School Programs Closed)
- Fri** Feb 16 Half Day of School/Valentines Day Dance(After School Programs Closed)/Employee Inservice Day
- Mon** Feb 19 Presidents Day - SCHOOL CLOSED (After School Programs Closed)
- Thurs** Feb 29 Black History Program
- Fri** Mar 15\* End of Grading Period/Half Day of School (After School Programs Closed)
- Mon-Fri** Mar 18-22 Spring Break – SCHOOL CLOSED (After School Programs Closed)
- Thurs** Mar 28 Report Cards
- Fri/Mon** Mar 29/Apr 1 Good Friday/Easter Holiday School Closed (After School Programs Closed)
- Fri** Apr 19 Half Day of School (After School Programs Closed)/Employee Inservice Day
- Sat** Apr 27 Senior Prom
- Mon-Fri** May 6-10 School Wide Testing
- Fri** May 24 Half Day of School (After School Programs Closed)/Employee Inservice Day
- Mon** May 27 Memorial Day – SCHOOL CLOSED (After School Programs Closed)
- Tues** June 4 Graduation/Awards Ceremony
- Wed** June 5 **Last Day of School**
- Thurs/Fri** June 6-7 Weather/Health Days

\*\*\*Some dates are subject to change\*\*\*  
Please visit [www.TheAOEJax.com](http://www.TheAOEJax.com) for the most up to date calendar.



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**Application for Enrollment Previous School List**

Student Name: \_\_\_\_\_ Current Grade Level \_\_\_\_\_  
Parent Name: \_\_\_\_\_  
Parent Phone: \_\_\_\_\_  
Parent Email: \_\_\_\_\_

**Please list all previous schools' students that have attended.**

School Name: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Grade: \_\_\_\_\_

School Name: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Grade: \_\_\_\_\_

School Name: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Grade: \_\_\_\_\_

School Name: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Grade: \_\_\_\_\_

School Name: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Grade: \_\_\_\_\_



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**CHECKLIST**

Student Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ AOE Application

\_\_\_ Scholarship Award Letter

\_\_\_ Previous Schools Information

\_\_\_ Form DH3040 School Entry Form

\_\_\_ Form 680 Certification of Immunization

\_\_\_ Birth Certificate

\_\_\_ Application Fee (K-12th is \$100)

\_\_\_ Technology Fee (K - 12th \$150)

\_\_\_ PE Uniform Fee (K - 12th \$20)

\_\_\_ Student Planner (K -12th - \$20)

\_\_\_ Pledge of Cooperation

\_\_\_ Parental Consent for Release of Student Photograph and Information

\_\_\_ Financial Policies and Procedures

\_\_\_ AOE School Calendar

\_\_\_ Dress Code Guide 2023-2024



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**TUITION RATES**

**\*APPLICATION FEES:**

K5 - 12TH                \$290

**PAYMENT PLANS:**

	<b>Annual Tuition</b>	<b>1 Payment</b>	<b>2 Payment</b>	<b>10 Payments</b>	<b>12 Payments</b>
K5	\$6540.00	\$6215.00	\$3270.00	\$654.00	\$545.00
Grades 1-6	\$6580.00	\$6201.00	\$2790.30	\$658.00	\$532.00
Grades 7-12	\$7350.00	\$6932.50	\$3175.00	\$735.00	\$596.00

**TUITION DISCOUNTS:**

OLDEST CHILD:                        FULL TUITION

ADDITIONAL CHILD(REN):        20% DISCOUNT

CHURCH MEMBER:                    10% DISCOUNT

OTHER FEES (not included in tuition)

Kindergarten - 12th Grade Readiness Assessment: \$40