

## Family Contact information

Last Name: \_\_\_\_\_ Family # \_\_\_\_\_  
Father: \_\_\_\_\_ Mother: \_\_\_\_\_  
Dad's Work #: \_\_\_\_\_ Mom's Work # \_\_\_\_\_  
Dad's Cell #: \_\_\_\_\_ Moms Cell #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact's E-mail: \_\_\_\_\_  
Alternate Email: \_\_\_\_\_

**Non-Parent** Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship with contact: \_\_\_\_\_ Preferred Hospital: \_\_\_\_\_  
Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Special Medical Attention: (specify) \_\_\_\_\_

I am registering the following students:

**Student #1:** \_\_\_\_\_ **Student #** \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Student Cell: \_\_\_\_\_  
Home-schooled since: \_\_\_\_\_ Last School- \_\_\_\_\_

**Student #2:** \_\_\_\_\_ **Student #** \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Student Cell: \_\_\_\_\_  
Home-schooled since: \_\_\_\_\_ Last School- \_\_\_\_\_

**Student #3:** \_\_\_\_\_ **Student #** \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Student Cell: \_\_\_\_\_  
Home-schooled since: \_\_\_\_\_ Last School- \_\_\_\_\_

**Student #4:** \_\_\_\_\_ **Student #** \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Student Cell: \_\_\_\_\_  
Home-schooled since: \_\_\_\_\_ Last School- \_\_\_\_\_

I understand that ALL information provided to AACE, Inc. is confidential & will only be used for school related purposes.

Date: \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

Registration fee is \$75.00 per family

## What is AACE, Inc?

Affectionately known as **Friday School**, *Alamo Area Christian Educators, Inc.* is an organization of parent volunteers who coordinate with our tutors for tutoring sessions on a weekly basis. These volunteers coordinate the facilities for our families, tutors and the church for which we are a ministry. In order to register with tutors for classes, you must *first* register with AACE, Inc. as the umbrella organization for our tutors.

Because we are a volunteer led organization, parental volunteer time, parent orientation class and registration with AACE, Inc. are mandatory. We are very excited about our upcoming year and look forward to working together with you and your child.

## Statement of Faith

Dear Family,

*We are so glad you have decided to join us. We are excited about what God is doing for this ministry and with our students. Our tutors and leaders will integrate Christian beliefs into the lessons as they deem appropriate. Please be aware of the statement of faith we follow at AACE, Inc. We are happy to minister to students of any faith and sincerely hope that anyone who has not yet received Christ will see His love lived out each week during "Friday School".*

"We believe that the Scriptures, both Old and New Testaments, are the Word of God, that they are inerrant in the original writings, and that they are of supreme and final authority in faith and practice."

(Luke 24:27, 44; 2 Timothy 3:16; 2 Peter 1:21; 2 Peter 3:15b-16)

*I have read and understood my copy of the statement of faith for Alamo Area Christian Educators, Inc.*

Date: \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

Please print your name \_\_\_\_\_ Family # \_\_\_\_\_

## Refund and Withdrawal Policy

\* When a student drops a tutoring session, notification must be made in writing to the tutor and registrar within two weeks of a schedule change.

• When a family has withdrawn from all class sessions a refund of \$5.00 will be issued upon request, as long as the family is in good standing, notifies the teacher and administration of the change within two weeks from the last class attended and withdraws before the last week of March.

## REGISTRATION AGREEMENT & GUIDELINES

*We, the AACE, Inc. Instructors, would like to honor the church by treating all their facilities with respect. The church has been very gracious to let us use the facility & we want to teach our students reverence for what the Lord has given us. In this spirit, please review the following and **initial** each line:*

\_\_\_ **AACE, Inc. is not a school or a co-op.** We are an organization of parent volunteers who coordinate with our tutors for tutoring sessions on a weekly basis. The sessions are in addition to your home schooling, not a substitute for parent led instruction. While many tutors have courses that require week long schoolwork, it is your responsibility as the home school parent to oversee your child's education & ensure that the work is completed prior to class on Friday. All policies regarding attendance, tardiness & grades are dependent upon the individual tutor. There are no formal grades or transcripts issued from *AACE, Inc.*

\_\_\_ **Families must be registered with AACE, Inc.** in order to attend tutoring sessions with our tutors on church grounds. No student may be enrolled with any tutor without an AACE, Inc. registration number.

\_\_\_ **Parental involvement is MANDATORY** for your student to attend tutoring sessions with AACE, Inc. We need help from every parent regularly to monitor the building & assist in setup/cleanup and in other ways. Parental commitment is one duty shift per month for families taking one through five classes and two duty shifts per month for families with over five classes. **Failure to volunteer bars you from further participation with AACE, Inc.**

\_\_\_ **Mandatory Orientation** will be required of ALL parents, regardless of prior enrollment, length of home schooling status or volunteer position.

\_\_\_ **Tuition is paid one month in advance throughout the year from August through April unless prepaid for the semester or year.** Class registration is in August & your first tuition payment and classroom fees are due at that time. Classes start in September & run through May.

\_\_\_ **Each tutor is paid privately & the individual agreements for tutoring are between you & the tutor.** Each tutor establishes his/her own **classroom calendar**; please review that with your tutors.

\_\_\_ **AACE Inc. is not responsible for students** while on the grounds of the church; parents bear the ultimate responsibility for their children & their children's actions. The church is not liable for any accidents that may occur on church premises. Alamo Area Christian Educators, Inc. is not liable for any accidents that may occur on premises.

\_\_\_ **Unregistered children** may only visit classes with **prior approval** from the director & with the **agreement** of the tutor whose class will be affected. All others will be asked to leave the church grounds.

\_\_\_ **Parents are expected to be on campus** for any young child (K-5<sup>th</sup> grade) who is not attending a class. You are responsible for your child at all times, regardless of age.

\_\_\_ **NO STUDENT of any age** is to wander around the church campus, grounds or to go into another building. Students should not leave the campus without the permission of their parents.

\_\_\_ Parents must **pick up students or remain on site** with students who have extended breaks between classes.

\_\_\_ **Modest and inoffensive clothing will be worn to tutoring lessons.** Avoid anything tight & short, or clothing that reveals too much skin, i.e. low rider or droopy pants, exposed tummies, & strapless or spaghetti strap blouses. If an outfit seems questionable to you as the parent, it is probably best to choose another outfit for your child.

\_\_\_ **Students are to assist** in maintaining the cleanliness of the church facility, helping tutors set up or break down classrooms & picking up after themselves and others.

\_\_\_ Students must **wait in the break room** for their parents. No one is to be outside or in the stairways.

\_\_\_ **Lost & Found** items are donated at the end of each semester.

\_\_\_ **Electronic devices** are handled on a case by case basis.

\_\_\_ **No live animals** are allowed on campus without advanced permission.

\_\_\_ **NO drugs, alcohol, tobacco, weapons, explosives, foul speech or lewd behavior** are allowed on campus

\_\_\_ **Please do not contact the church office.** In the case of an emergency you may call the emergency line.

Messages will be reviewed on Fridays from 8-4. **All non-emergency contact should be through email**

\_\_\_ In the event of an emergency, i authorize AACE, inc. to obtain reasonable **medical treatment & release AACE, Inc.** from any legal liability or financial responsibility regarding such treatment.

**I received a handbook outlining these guidelines and I understand & agree to the above statements.**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Family # \_\_\_\_\_

*All classes will run as scheduled unless the church has a special seminar or workshop during the school year. Please check the website for any changes to our schedule Rev 7 -11*