



# BRIGHTER HORIZONS ACADEMY HOUSTON

5500 FM 2920, Spring, Texas 77388

Tel. (346) 272-0126 Email: [admission@bhahouston.org](mailto:admission@bhahouston.org)

*"Where Knowledge, Faith, Academics and Character Meet."*



SPRING EDUCATIONAL  
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## RE-ENROLLMENT 2020-2021

Dear Parents/Guardians: As-salaamu 'Alaykum,

The 2019-2020 academic year is almost at its midpoint and the BHA administration has begun planning for the upcoming academic year. In order to plan for classroom size, number of sections per grade, staff needed, number of seats available, and more, we must have accurate re-enrollment numbers early on.

**Our re-enrollment season for 2020-2021 is therefore now open, until January 15<sup>th</sup>, 2020, 4:00 PM.**

Please complete the attached **RE-ENROLLMENT form** (and if needed **FAMILY INFORMATION UPDATE form**) and turn them in to the Front Desk with the re-enrollment fees. The forms can also be filled out online at <http://bit.ly/2PDYrro>

***\*\*If you do re-enrollment by Jan 15<sup>th</sup>, 2020 your tuition for 2020-2021 school year will remain the same as 2019-2020 school year.\*\****

### RE-ENROLLMENT FEES (all non-refundable)

\$100 family enrollment fee + \$50 registration fee per child

(i.e. One child: \$150 Two children: \$200 Three children: \$250 Four children: \$300)

**THE RE-ENROLLMENT FORM MUST BE COMPLETED AND SUBMITTED WHETHER YOU DESIRE RE-ENROLLMENT OR PLAN TO DECLINE.**

**Please note the following RE-ENROLLMENT REQUIREMENTS.**

1. The completed forms must be returned **with full fees** by **Wednesday, January 15<sup>th</sup>, 2020 at 4:00 p.m.** After this date, any student who is not re-enrolled will be considered as a decline by **"no response"** and their vacant seat will be attributed to successful new applicants for 2020-2021. If a parent wishes to re-enroll their child(ren) after January 15<sup>th</sup>, 2020, a **\$50** late fee for processing will be due in addition to the re-enrollment fees and the child(ren) might be placed on the 2020-2021 waiting pool if the grade level has become full, with no guarantee to obtain a seat. Parents re-enrolling after Jan 15<sup>th</sup>, 2020 will also miss the opportunity to lock the tuition fee down 2020-2021 school year. \*Financial aid process will start during 2<sup>nd</sup> semester and families will receive an email by May of 2020 by the 3<sup>rd</sup> party vendor. More information to come soon.
2. Any outstanding balance on the family account at BHA must be paid in full by the first day of class of the 2020-2021 academic year for re-enrolled families and by May 1st, 2020 for families declining re-enrollment for all children.
3. The first tuition installment (for August 2020) must be paid by **May 1st, 2020, 4:00 p.m.**
4. **For parents/guardians who have re-enrolled their child(ren) and then decide to withdraw them, a written notice must be given to the Office of Enrollment as soon as possible and no later than 30 calendar days before the first day of school to qualify for a refund of the August 2020 tuition installment (if paid, and upon written request no later than 30 calendar days before the first day of school only). The re-enrollment fees are non-refundable. If the written notice of withdrawal is given to the Office of Enrollment after this deadline, the August 2020 tuition installment will not be refunded. If the August 2020 tuition installment has not been paid yet, it will still be due, and the charge will remain on the family account until paid. A "no show" at the beginning of the school year is not considered as a withdrawal and the account will be charged for the following tuition installments if the parents/guardians fail to meet BHA withdrawal policy. It is the sole responsibility of parents/guardians to inform the Office of Enrollment in writing of a withdrawal. BHA teachers, staff and administration are not responsible for communicating a parent/guardian's intent or decision to withdraw their child(ren).**  
***Please see BHA Parent/Student Handbook for complete withdrawal policy and process or BHA withdrawal policy can be found at: <https://www.bhahouston.org/registration> (Please refer page 25 of the student handbook).***
5. Any outstanding health records must be submitted to the Health Department by March 8, 2020. According to Texas State law students cannot attend school without updated Immunization records an affidavit.
6. Any student with unsatisfactory academic results or with discipline/behavioral issues is not guaranteed re-enrollment for 2020-2021 even if paperwork and fees have been submitted in due time. If your child has 50 demerit points or more, their eligibility for re-enrollment may be at risk. If you have questions or if your child is approaching 50 demerit points, please contact the BHA Administration.
7. All re-enrolled students will be on an academic probation for the first 9 weeks of attendance in the 2020-2021 academic year.
8. BHA reserves the right to refuse and/or terminate enrollment of a student at any time at the Administration's discretion.
9. By applying for re-enrollment, parents/guardians and student(s) agree to comply with and be subject to BHA's rules and policies as set forth in the Parent/Student Handbook, and updated from time to time, available online at <http://www.bhahouston.org/registration>. It is the responsibility of the parents/guardians and students to stay informed on such updates.

Thank you for your continued cooperation and support. We look forward to another great year full of knowledge, faith, and success!  
Jazakum Allahu khayran,  
BHA Administration

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## RE-ENROLLMENT FORM 2020-2021

**Instructions:** Fill out one form per family. List **all** of your children currently enrolled at BHA for 2019-2020. If you wish to decline re-enrollment for any of your children, make sure to indicate a reason.

<b>STUDENT #1</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____ Please check one regarding the above student: Y Desire re-enrollment for 2020-2021      Y Decline re-enrollment for 2020-2021 (Reason: _____)
<b>STUDENT #2</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____ Please check one regarding the above student: Y Desire re-enrollment for 2020-2021      Y Decline re-enrollment for 2020-2021 (Reason: _____)
<b>STUDENT #3</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____ Please check one regarding the above student: Y Desire re-enrollment for 2020-2021      Y Decline re-enrollment for 2020-2021 (Reason: _____)
<b>STUDENT #4</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____ Please check one regarding the above student: Y Desire re-enrollment for 2020-2021      Y Decline re-enrollment for 2020-2021 (Reason: _____)
<b>STUDENT #5</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____ Please check one regarding the above student: Y Desire re-enrollment for 2020-2020      Y Decline re-enrollment for 2020-2021 (Reason: _____)
<b>STUDENT #6</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____ Please check one regarding the above student: Y Desire re-enrollment for 2020-2021      Y Decline re-enrollment for 2020-2021 (Reason: _____)

### CONSENT:

**NOTE: If you do not check either box listed below, the Academy will assume that you give consent.**

- ☐ I hereby \_\_ give / \_\_ do not give consent to BHA staff or authorized students (including clubs and Athletics) to take and use pictures and videos of my child(ren) in a group/classroom setting. Pictures/videos might be used for any internal or external communication materials, including, but not limited to: Yearbook, website, social media, advertisement purposes, various publications.
- ☐ I hereby \_\_ give / \_\_ do not give consent to BHA staff or authorized students (including clubs and Athletics) to take and use pictures and videos of my child(ren) in an individual setting. Pictures/videos might be used for any internal or external communication materials, including, but not limited to: Yearbook, website, social media, advertisement purposes, various publications.

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## ACKNOWLEDGMENT AND SIGNATURE:

Initial each paragraph and sign below.

- I understand that re-enrollment form and fees must be submitted by **Wednesday, January 15<sup>th</sup>, 2020 at 4:00 p.m.** I further understand that, after this date, any student who is not re-enrolled will be considered as a decline by "no response" and their vacant seat will be attributed to successful new applicants for 2020-2021. If I wish to re-enroll my child(ren) after January 15<sup>th</sup>, 2020, a \$50 late fee for processing will be due in addition to the re-enrollment fees and my child(ren) might be placed on the 2020-2021 Waiting Pool if the grade level has become full, with no guarantee to obtain a seat. Also, if I re-enroll after Jan 15<sup>th</sup>, 2020, I will also miss the opportunity to lock the tuition fee for 2020-2021 school year. **Initial** \_\_\_\_\_
- I understand that any outstanding balance on the family account at BHA must be paid in full by the first day of class of the 2020-2021 academic year if I re-enrolled my child(ren) and by May 1st, 2020 if I declined re-enrollment for all of my children. **Initial** \_\_\_\_\_

- I understand that the first tuition installment (for August 2020) must be paid by **May 1st, 2020, 4:00 p.m.** **Initial** \_\_\_\_\_
- I understand that if I decide to withdraw my child(ren) after having re-enrolled them, I must give a written notice to the Office of Enrollment as soon as possible and no later than 30 calendar days before the first day of school to qualify for a refund of the August 2020 tuition installment (if paid, and upon written request no later than 30 days before the first day of school only). The re-enrollment fees I have paid are **non-refundable**. If the written notice of withdrawal is given to the Office of Enrollment after this deadline, the August 2020 tuition installment will not be refunded. If the August 2020 tuition installment has not been paid yet, it will still be due, and the charge will remain on my family account until paid. I further understand that a "no show" at the beginning of the school year is not considered as a withdrawal and my family account will be charged for the following tuition installments if I fail to meet BHA withdrawal policy. It is my sole responsibility to inform the Office of Enrollment in writing of a withdrawal. BHA teachers, staff and administration are not responsible for communicating my intent or decision to withdraw my child(ren).

*Please see BHA Parent/Student Handbook for complete withdrawal policy and process or BHA withdrawal policy can be found at: <https://www.bhahouston.org/registration> (Please refer page 25 of the student handbook).*

**Initial** \_\_\_\_\_

- I understand that any outstanding health records must be submitted to the Health Department by March 8, 2020. According to Texas State law students cannot attend school without updated Immunization records or an Affidavit.

**Initial** \_\_\_\_\_

- I understand that any student with unsatisfactory academic results or with discipline/behavioral issues is not guaranteed re-enrollment for 2020-2021 even if paperwork and fees have been submitted in due time. If my child has 50 demerit points or more, I understand that their eligibility for re-enrollment may be at risk and that I should contact the BHA Administration if you have questions or if my child is approaching 50 demerit points. **Initial** \_\_\_\_\_
- I understand that all re-enrolled students will be on an academic probation for the first 9 weeks of attendance in the 2020-2021 academic year. **Initial** \_\_\_\_\_
- I understand that BHA reserves the right to refuse and/or terminate enrollment of a student at any time at the Administration's discretion. **Initial** \_\_\_\_\_
- I hereby understand and acknowledge that my signature below signifies that I agree to comply with and be subject to BHA's rules and policies as set forth in the Parent/Student Handbook, and updated from time to time, available online at <http://www.bhahouston.org/registration>. It is my responsibility as parent/guardian, as well as my child(ren)'s responsibility as student(s), to stay informed on such updates. **Initial** \_\_\_\_\_

Parent/Guardian Legal Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

## PARENT QUESTIONNAIRE:

Please answer the following questions.

1. BHA provides a positive nurturing Islamic environment for my child/(ren). Y Agree Y Neutral Y Disagree
2. My child/(ren)'s Islamic character has improved as a result of attending BHA. Y Agree Y Neutral Y Disagree
3. I have attended the Qalam/Tarbiyah seminars offered by BHA at least once. YYes YNo
4. General Feedback: \_\_\_\_\_

### FOR OFFICE USE ONLY

# Of Students Re-Enrolling \_\_\_\_\_ Re-Enrollment Fee: Amount \_\_\_\_\_ Type (circle): Check (# \_\_\_\_\_) Cash CC Other \_\_\_\_\_  
Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Date uploaded on Sycamore: \_\_\_\_\_ Data updated: \_\_\_\_\_

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## FAMILY INFORMATION UPDATE (OPTIONAL)

☐ Check this box if you do not need to update your family information. Otherwise, please fill out the form below.

	First Parent/Guardian	Second Parent/Guardian
Full Legal Name		
Relationship to student		
Email		
Cell phone #		
Work Phone #		
Occupation		
Parents combined salaries (optional)		
Full Home Address		
Home Phone #		

### PICK-UP/EMERGENCY CONTACT PERSON(S):

My child(ren) may be released to the persons listed below (in addition to the parents/guardians). In the event my child becomes ill or is injured at school and I cannot be reached, Brighter Horizons Academy is authorized to contact the person(s) listed below, take my child to the physician indicated on the health records, or to a hospital and is given consent for emergency care depending on the severity of the illness or injury. BHA does not assume any financial responsibility for any emergency care and/or transportation.

_____	_____	_____
Name and relationship to student	Cell Phone #	Work Phone #
_____	_____	_____
Name and relationship to student	Cell Phone #	Work Phone #

**Parents/guardians are responsible for keeping this information current. It is a violation of state law to falsify student information.** A student's records will be forwarded upon request to a school in which the student seeks or intends to enroll after all current or outstanding balances have been paid in full. Student's records may be sent without the necessity of the parent/guardian's permission.

Parent/Guardian Legal Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_



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## **Release and Indemnity Agreement**

Please list the names of your student/(s) you want to Re-enroll in Brighter Horizons for 2020-2021:

<b>STUDENT #1</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____
<b>STUDENT #2</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____
<b>STUDENT #3</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____
<b>STUDENT #4</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____
<b>STUDENT #5</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____
<b>STUDENT #6</b> <b>Full Name</b> _____ <b>Current Grade Level</b> _____

Brighter Horizons Academy Houston does not assume any responsibility for accidents. In consideration of the above named student/(s) being enrolled and permitted to make trips and participate in school activities, and athletics, and to full extent allowed by law, I hereby agree to waive and release Brighter Horizons Academy Houston, its Trustees, Principal, Faculty, school nurse, agents, and employees from any accident or injury suffered by the above named student/(s) while on school trips or participation in school activities or athletics in connection with any or the authorizations described above. School nurse and Administrative staff is not responsible for any adverse reaction due to taking medication when given under the above-mentioned requirement.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Relation to Student**

\_\_\_\_\_  
**Date**

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