



Mesquite Campus
1412 S Belt Line Rd
Mesquite TX 75149
P : 972-285-6895
F : 972-285-7647

Greenville Campus
8501 Jack Finney Blvd
Greenville TX 75402
P : 903-454-7153
F : 903-454-7806

<http://www.meadowoaksacademy.com>

ADMISSIONS PROCEDURE

We welcome your interest in seeking admission for your child in Meadow Oaks Academy. Our primary purpose is to provide an excellent education that is well balanced; Accelerated academic, physical education, to enable students to become outstanding leaders in our society. We look forward to meeting with you concerning your student's academic future.

In an effort to expedite the enrollment process, listed below are the documents necessary to complete the application for K – 5th grades. Please make sure all paperwork is included before submission. The packet can not be accepted if it is incomplete.

The procedures for admittance and the required supplementary materials are outlined as follows:

- _____1. The following documents are completed and returned.
 - _____ Application for admission (one per child)
 - _____ Copy of recent report card
 - _____ Copy of Standardized Test Scores
 - _____ Current Immunization Records
 - _____ Copy of Birth Certificate
 - _____ Automatic Payment Authorization form (EFT) (By Check or Credit Card)
 - _____ Picture/Video Release
 - _____ Tuition Agreement
 - _____ Parent Agreement
 - _____ Sugar Policy / Snack Policy
 - _____ Parker Uniform
 - _____ Registration fee accompanies the application \$ _____
 - _____ Elementary School Policy
- _____2. After steps 1 is completed and received, the application and test results will be reviewed.
- _____4. After the review time, families will be notified by mail, phone or interview regarding the status of official acceptance.



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PARENT COPY

FINANCIAL POLICY

- Monthly tuition payments are due on the 1st Monday of each month and are considered late if not received prior to 6:00pm on the 2nd day of each month. If the 1st or 2nd falls on a Sat. /Sun., payment is due the following Monday and is considered late if not received prior to 6:00 p.m. after the weekend.
- Weekly tuition payments are due each Monday of the month. Payment is considered late if made on the Tuesday following the Monday it was due.
- Semi – Monthly fees are due on the 1st and 15th and are considered late on the 2nd and 16th of each month.
- A \$25.00 late fee will be charged per invoice (per student).
- A \$35.00 NSF charge on all return checks. If we receive 2 returned checks on your students account, you will be required to pay by money order. **NO CASH, NO EXCEPTIONS.**
- Non-receipt of a statement does not release you from your obligation to make all payments in a timely manner.
- Students will not be allowed to attend class if account is not current.
- Note your ID number on your check or money order to ensure that your payment is recorded correctly.

SIGNED CONTRACT

- All signed contracts for returning students must be returned one (1) month prior to the selected billing cycle (Monthly (10) - Weekly (43) or Bi-Weekly).
- Ten (10) month contracts must be returned for returning students no later than June 1st and payments are to begin on August 1st.
- Payment-in-full contract for returning students must be returned one (1) month prior to the selected billing cycle or a 10 month contract will be filled out.

All signed contracts are to be submitted to the school office. Please submit all money due with the contract (i.e. if you do not turn in your Ten-Month contract until after the due date – you will need to submit your first monthly payment when you submit your contract.)

If you have any questions concerning this procedure please call the school office. Remember – all accounts must be current prior to your student (s) being admitted to class and to receive final report card.

STATEMENTS

The “Billing Date” on the statement reflects the date the charges are applied, not the actual date the statement was printed. Statements are usually printed and handed to the parent each week. Non-receipt of a statement does not release you from your obligation to make all payments in a timely manner.

STUDENT REMOVAL FROM CLASS

Students will not be allowed to attend class if account is over due by (1) one month for monthly paying parents. If parents pay weekly, student will not be allowed to attend class if account is over due by (2) two weeks. For Bi-monthly parents, students will not be allowed to attend class if account is over due by (1) bi-monthly payment. This will result in the generation of a list of students who will be refused admission to their respective class. As a courtesy, a removal slip will be sent home or a phone call will be place informing the parent/guardian that the account is past due and the student may not attend until the account is current nor will the report card information be released.

Important Note: *the removal slip is a courtesy only and does not excuse your student from the attendance policy in place. You should stay informed on the status of the account.*

Students sent to school in disregard of this “no attendance” policy will be kept in the school office by the administrator. An additional charge of \$15.00 per hour will be applied to your account as a “drop-in” fee until arrangements are made to pick up the student. These charges will be added to the balance that must be paid prior to re-admittance.

The student must have a return slip from the school office to present to their teacher before they will be allowed to attend class. Be sure to request this return slip, one for each student, when you make your payment.

RETURNED CHECKS

All checks must be written to Meadow Oaks Academy. Each check must include the driver’s license number, date of birth and current address of the account holder. The account holder’s name should be legible and printed on the check.

You will receive notification after a check has been presented twice for payment and still been returned for any reason. A \$35.00 fee will be added and payment will be received only by money order or cashier’s check within five (5) days of notification. A student’s account will be placed on a “**MONEY ORDER OR CASHIER’S CHECK ONLY**” status for the remainder of the school year when two checks have been returned for Non-Sufficient Funds or other non-payment reasons.

REGISTRATION FEES

All appropriate registration fees and documentation must be received with the completed application and will be processed upon receipt. Registration fees are **non-refundable**.

LATE FEES

Our afterschool program ends at 6:00 p.m. If you are late picking up your student you will be required to pay the late fee of \$5.00 per 15 minute periods, per student. ***THIS IS DUE AND PAYABLE TO THE STAFF PERSONNEL ON DUTY.*** We do not pay salaries after 6:00 p.m. If you are late the staff personnel stay late will need to be paid. ***NO ECXEPTIONS.***



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VISION STATEMENT:

Our primary purpose is to provide an excellent education that is well balanced; and based on truth, academic excellence, physical education, to enable students to become outstanding leaders in our society.

Academic Excellence:

- To help students know, understand, and apply what they are learning.
- To help students have the truth to question, solve problems, and make wise decisions.
- To help students be committed to a life time of learning.
- To help students become more proficient in Mathematics, Science, Language, Reading, and other cultures.

Physical Education:

- To teach students to be a good steward of their bodies.
- To teach students good health habits along with physical fitness.

Outstanding Leaders:

- To teach and develop character principals in their relationship with fellow students.
- To teach and develop character living for a life of leadership and service to their community.
- To teach and develop character principals in the home, school and every day living.

STATEMENT OF PURPOSE FOR PARENTS:

- I/We will take an active role in my/our student's education. This will include communication; with school personnel, support with academic assignments, and participation in school activities and events.
- I/We will encourage my/our student to comply with all school regulations and standards.
- I/We give the administration and faculty discretion to employ such discipline as is deemed wise for my student.
- I/We agree to accept the responsibility for any damage done by my/our student at the school.
- I/We agree to abide by all Meadow Oaks Academy rules and regulations.
- I/We agree to immediately notify the School Office of any changes in address, phone number, employment, or emergency number.
- I/We understand that the school reserves the right to dismiss any student who does not respect its standards or cooperate in the school's academic program.
- I/We agree that the home and school must work together as one in training students to achieve in their academics and in becoming a productive part of society.



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PLEDGE:

AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

TEXAS FLAG

Honor the Texas flag;
I pledge allegiance to thee,
Texas, one state under God, one and indivisible. *Texas Statutes, Government Code, Title 11, Subchapter C, Sections 3100.101-3100.104.*