



### ICC ELEMENTARY SCHOOL

3333 W. Peterson Ave. Chicago, IL 60659 Ph: (773) 267-6167

Email: principal@iccelementaryschool.com Web: iccelementaryschool.com

#### Registration Form

Year: 2022-2023

**(Pre-K – 8<sup>th</sup> Grade)**

For Office Use

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#### Student Information

Name:		Gender: (Circle one) M F
Address:		City/State/Zip:
Phone:	Cell:	Email:
Date of Birth:	Place of Birth:	Social Security Number:
Grade Level Applying For:		
Last Grade Attended:		
Last School Attended:	From (Date):	To (Date):
Reason for Transfer:		Referred By:

#### PARENT/GUARDIAN INFORMATION

(If Person Completing the Registration is not one of the Biological or Adoptive Parents, the Residency and Custody Verification must be provided. Also, if the person completing this form is caring for the student in the extended absence of the parent/guardian, the Parent's Authorization for Parent Designee must be provided.)

Father's Name	Mother's Name
Profession	Profession
Employer:	Employer
Address	Address
Phone Number (work)	Phone Number (work)
Gross Yearly	Gross Yearly
House Hold Size (Number of People living at Home):	
Official Custody of the Child: Father _____ Mother _____ Both _____ Other (please specify): _____	

#### EMERGENCY INFORMATION

<b>Emergency Contact:</b> (Person to contact in case Parent/Guardian is not available):		
Name:	Phone Number:	Relationship:
Address:		
Physician :	Phone Number:	Preferred Hospital:
Health Restrictions: (including allergies):		



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### Tuition Fee Collection Schedule Rules and Information

Students will not be allowed in class for nonpayment at certain dates according to school policy. Payment of tuition fees can be:

- a) In full
  - b) In four quarterly payments
  - c) In 10 monthly payments due the 10<sup>th</sup> of each month, with the last payment due by June 10<sup>th</sup>, 20\_\_.
- \*A late fee of \$10.00 will be charged after the 10th of the month.

<b>FEE SCHEDULE</b>		
<b>Monthly Dues</b>		
<b>Grade(check one that applies)</b>	<b>Tuition Fee</b>	<b>Snack Fee</b>
Pre-K (Full Day)	\$400.00	\$10.00
Pre-K (Half Day)	\$300.00	\$10.00
Kindergarten	\$350.00	\$10.00
Grade 1-8	\$350.00	N/A
<b>Annual Dues : Non Refundable</b>		
Registration Fee	\$50.00	
Books/Material Fee	\$200.00	
School Membership fee (per family)	\$200.00	
MAP Test Fee (For Grade K-8)	\$35.00	
<b>Discount Policy</b>		
Sibling Discount in Tuition Fee		
1 <sup>st</sup> Child		None
2 <sup>nd</sup> Child		5%
3 <sup>rd</sup> Child		5%
4 <sup>th</sup> Child		5%
Note: Discount applies only towards monthly tuition fee.		

**A Check return policy of \$ 25 will be assessed on every returned check to cover bank charges incurred by us.**

**Non Payment Exclusion Policy: If tuition fee payment is not made according to payment plan, letters will be sent home informing parents about the exclusion date. Students will not be allowed to attend class until the payment is made in full.**

**I have read the above information and agree to abide by it as conditions of the enrollment for my Child in ICC Elementary School.**

**Print full name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_**



## ICC ELEMENTARY SCHOOL

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### ICC Elementary School Rules and Regulations

1. **Islamic Environment and Behavior:** All Islamic laws and regulations must be followed in all aspects of life including prayers, dress, social interactions, etiquettes, manners and morals and will be expected and enforced.
2. **Class Attendance:** All classes must be attended except when excused by a teacher or principal. If, in any event, a student is needed to be sent home, the parents or guardians must, without objection or delay, make necessary arrangements for the student's return home.
3. **Arrival and Pick-up Policy:** Parents are fully responsible to bring their child on time (8:25am) and pick up at 3:25pm. ICC is not responsible for student custody after hours. Multiple and extraneous late pick-ups will result in a late pick-up fine.
4. **Internet and Technology Usage:** Students are allowed to use technology such as computers and internet and must follow instructions accordingly to maintain these privileges. ICC maintains a STRICT NO TOLLERANCE POLICY where inappropriate conduct, material that is offensive or dangerous that is accessed will count for immediate suspension of internet and computer privileges, possibly affecting the completion of the program requirements and participation of activities.
5. **Off Premise Behavior:** Students are expected to adhere to Islamic behavior and reflect the morals and good behavior of Muslims when leaving school premises including outdoor park activities and field trips. Inappropriate behavior and actions will result in the student's removal of outdoor activities, removal of permission to attend field trips and possible expulsion from the program.
6. **Dress Code:** All students must wear appropriate clothing according to Islamic guidelines as outlined in the Student Policy Handbook Dress Code Policy.
7. **Cell Phones/Electronic Devices:** Cell phones and any other electronic devices such as tablets, or computers are not allowed at any time during school hours. The office phone is available as the main way for students and parents to communicate to each other at any time. Cell phones and devices that are found being used or on students person will be confiscated and then given back to parents at pick up time at the end of the day.
8. **General Behavior:** While students are expected to adhere to Islamic standards, ICC Elementary School has a NO TOLERANCE Policy towards any type of bullying towards other students or staff including verbal, physical or the misuse of property of others and that of ICC. Discipline actions will result with a first time offense with a behavior note home and a secondary offense with suspension from the program and any further offenses expulsion from the program. Each offense will be handled accordingly on a case by case basis and level of severity.
9. **All above mentioned rules as well as those outlined in the Student Policy Handbook (at iccelementaryschool.com) and future rules will be followed.**

### Parent/Legal Guardians Consent and Agreement

I, \_\_\_\_\_ the parent/guardian hereby give my consent for my child/ward to take part in all programs formulated by ICC Elementary School including, but not limited to, field trips and activities that will take place off ICC premises, having my child photographed or videoed for program purposes, including images to be used on ICC websites and/or program materials.

I fully understand and accept that all programs shall be undertaken at my child's/ward's own risk and I understand, on behalf of myself, my executors, and my child/ward aforesaid to indemnify, hold harmless and absolve ICC Elementary School, staff, and officials against and from any and all claims whatsoever that may arise in connection with a loss of or damage to the property or injury to the person of my child/ward aforesaid in the course of any such program in the knowledge that the staff will nevertheless take all precaution for the safety and well-being of my child/ward.

I hereby certify that according to the best of my knowledge, the information given herein is true and correct. I understand that my application will be disqualified if I have knowingly given false information. I have read and understand all the questions on the form.

I accept and follow the rules and regulations of ICC Elementary School.

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Parent/Legal Guardian's Signature

Date:

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**ICC Office Use Only**

Class Admitted:	Payment Plan Type:	First Payment:
Date of Admission:	ICC Student ID Number:	Signature (School Official):