

PLEASE FILL OUT FORM COMPLETELY

For Office Use Only: T.A. ____ ASC ____
Application Fee: \$ ____ Receipt # ____
Registration Fee: \$ ____ Receipt # ____
Today's Date: ____ Received by: ____

KIA SCHOOL PRIVATE SCHOOL K-12

STUDENT INFORMATION FORM

New Student Returning Student Grade: ____ VPK Only Full Time: Part Time: Start Date: ____

Print Name of Student: _____
LEGAL LAST NAME LEGAL FIRST NAME MIDDLE NAME

Date of Birth: ____/____/____ Place of Birth: _____ Male Female
CITY/ STATE/ COUNTY

Home Address: _____ Apt.# _____

City: _____ State: _____ Zip code: _____ Home Phone #: _____

Student Phone #: _____ Student E-Mail address: _____

Please respond to both the race and the ethnicity (Hispanic or not) question, so that we may accurately complete required reports.

Race (Check one):

____ Native Hawaiian/ Pacific Islander ____ White ____ Black/ African American
____ American Indian/Native Alaskan ____ Asian ____ Two or more races

Is student Hispanic or Latino? Yes No **Language Spoken at Home:** _____

How do you hear about us?

Google Flyer ELC
Instagram Referral Step up website
Facebook Driving by Other

Transportation Information:

Will the student require school bus transportation?
 Yes No

Any siblings (brothers or sisters) currently attending this school (yes/no): ____ **If yes, please list:**

Name: _____ Grade: ____ Name: _____ Grade: ____

Name: _____ Grade: ____ Name: _____ Grade: ____

Please list any medical/physical conditions (including allergies) that the school should be aware of:

Is the applicant taking any medication (yes/no): ____ **If yes, please list:** _____

New student previous School : _____ **Previous Grade:** ____

Reason for leaving: _____

Has your child been retained (yes/no): ____ **If yes, which grade:** ____ **Has your child attended a VPK program (yes/no):** ____

Does your student have an existing Individualized Education Plan (IEP) or 504 Plan? Yes No **If yes please provide us with a copy.**

Has your child had a psychological and/or learning disability evaluation (yes/no): ____

Was a diagnosis provided (yes/no) : ____ **If yes, please provide the most recent evaluation and list diagnosis:** _____

FAMILY INFORMATION

Custodial Parents: _____ and _____

Student primarily lives with (Check one): ___ Mother and Father ___ Mother ___ Father ___ Grandparent/Guardian
___ Mother/Stepfather ___ Father/Stepmother ___ Other: _____

If there is a custody, visitation, or other legal agreements or orders concerning the student or access to the student's records, please present legal paperwork at the time of registration so that a copy may be placed in the records.

Mother/ Legal Guardian Name: _____, _____, _____
LEGAL LAST NAME LEGAL FIRST NAME MIDDLE NAME MAIDEN LAST NAME

Marital Status: Single. Married. Divorced. Separated. Widowed. Place of Birth: _____
CITY/ STATE/ COUNTY

Relationship to the Student: _____ Are you an K.I.A. SCHOOL ALUMNI (YES/NO) : _____

Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____ Cell Phone: _____

Employer/Company: _____ Occupation: _____

Work Phone: _____ **Mother/ Legal Guardian E-MAIL:** _____

Father/ Legal Guardian Name: _____, _____, _____
LEGAL LAST NAME LEGAL FIRST NAME MIDDLE NAME

Marital Status: Single. Married. Divorced. Separated. Widowed. Place of Birth: _____
CITY/ STATE/ COUNTY

Relationship to the Student: _____ Are you an K.I.A. SCHOOL ALUMNI (YES/NO) : _____

Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____ Cell Phone: _____

Employer/Company: _____ Occupation: _____

Work Phone: _____ **Father/ Legal Guardian E-MAIL :** _____

Emergency Contact (Other than listed above): _____ **Relationship to student:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

The above information on both pages is true to the best of my knowledge. I understand that misrepresentation or omission of facts called for on this application, when discovered by school authorities, may be cause for dismissal or non-acceptance of the applicant at the will and complete discretion of the school.

Primary Parent or Legal Guardian's Signature: _____ **Date:** _____

Print Name: _____

Signature of person responsible for financial obligations: _____ **Date:** _____

Print Name: _____ **Cell Phone:** _____

How did you hear about us? _____
Internet Magazine Social Media Referral Name Other

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ELEMENTARY / MIDDLE STUDENTS CHECKLIST 2025-2026

Student: _____ Parent: _____

Telephone: _____ Date: _____

Grade: _____ Email: _____

Kindergarten - must be 5 years old on or before September 1; **First Grade** – must be 6 years old on or before September 1, and will be eligible for admission if he/she has been enrolled in a nonpublic, home school or public school and has satisfactorily completed kindergarten.

Student Services:

- Does the student have an IEP or 504 Plan? Yes No
- Special services needed (if any): _____
- **Transportation Information:**
- Will the student require school bus transportation? Yes No
- If yes, Pickup from KIAS or meeting location: _____
- Drop-off location: _____

OFFICE

- Application Completed (must be fully completed before submission) _____
- Registration Fee (Money Order, Cashier’s Checks/Cash, Debit Card or Credit Card – must accompany completed application). _____
- Curriculum Fee (See Schedule of Fees and Tuition/Enrollment Contract.) _____
- Birth Certificate _____
- Required Immunization Series _____
- Proof of Medical Examination (12 month period prior to attendance) _____
- Report Card, Standardized Testing, Previous Achievement Test Scores _____
- Student recommendation (s) from prior school _____
- Signed Discipline Policy and Elementary Code of Conduct _____
- Uniform _____
- Lunches / breakfast / snacks _____
- Signed Release - Student Information Card _____
- Signed Media Release Form _____
- Meeting with Admissions Committee _____

RETURNING STUDENTS/FAMILY – OFFICE PERSONNEL ONLY

- Enrollment Contract Completed and Submitted _____
- Past Due Balance paid in full (previous or current student/family) _____
- Update Immunization and Proof of Medical Examination _____
- Registration Fee _____



ELEMENTARY / MIDDLE CODE OF STUDENT CONDUCT 2025-2026

Student Name (please print)

This booklet lists the rules for students at Kids In Action School. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and for any vehicles authorized for the transporting of students. Please read them. Parents, students, school faculty and staff need to know the rules.

Parent(s) guardian(s)* can be held responsible for the actions of their children. It is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information), which may affect the child's ability to learn, to attend school regularly, or to take part in school activities. Parents should take special notice of the **Attendance** and **Tardy** sections of this code as well as the **Suspension** and **Expulsion** provisions.

Kids In Action School must have proof that every student and every parent has had a chance either to read this Code of Student Conduct or hear it read aloud. Please sign this form and return it to the school office. Signed forms must be part of every student's record. **Your signature serves to verify that you have received, read and agree to abide by the policies, rules and guidelines outlined in the Kids In Action School Parent & Student Handbook.**

***Parent/Guardian Signature**

Date

***Parent/Guardian Signature**

Date

***Student Signature**

Date



REQUEST FOR CONFIDENTIAL RECORDS 2025-2026

Parent/Guardian: Please complete the authorization below and return to the admissions office

Authorization Of Release for Educational Record

_____	_____	_____	
Student's Name	Date of Birth	Grade	
_____	_____	_____	
Most Recent School Attended	Telephone	Fax	
_____	_____	_____	
Street Address	City	State	Zip
Code			

In accordance with the federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974, the undersigned hereby consents release to Kids In Action School of all educational records (including statement of disciplinary action or disciplinary record) and other information as may be requested for the above-named student. I understand that this form is confidential and hereby waive any rights to review its contents. I also release, discharge and agree to indemnify and hold harmless Kids In Action School, its administrators and all employees of any and all claims, actions or liability arising out of or relating to the submission of the information requested.

_____	_____
Date	Parent/Guardian's Signature

To the Registrar, Principal or Guidance Counselor:

We would appreciate you promptly sending the following documents to the address below:

- Complete transcript and most recent report card
- Standardized test results
- Any special testing results or placement in special program
- All disciplinary records or official statement of disciplinary action

Please mail or E-mail to: kiaschoolsinfo@gmail.com / Attn.: Admissions Committee

NUTRITIONAL AGREEMENT

I agree to provide lunch/snacks to meet my child's nutritional and dietary needs. Kids In Action School will not provide lunch during the all-school year 2025 / 2026.

Please indicate below if your child/children have any food allergies:



I have received, read and checked the appropriate agreement in which I will abide, according to the policies and practices in the Kids In Action School Handbook.

Student's Name

Parent/Guardian Signature

Date

MEDIA/PHOTOGRAPHY RELEASE FORM 2025-2026

I _____, agree to grant Kids In Action School and its assigns the right

(Parent's Name)

to use photo and/or video images of and sound of my child

(Child's Name)

for use and/or educational programs in whole or in part for any currently known media or media to be developed.

I agree to release the Kids In Action School from any and all claims, damages, liabilities and costs I now or might have regarding my appearance in association with news stories, class pictures and/or educational programs.

I hereby release all rights that I, my heirs, or assigns might have now or in the future to all part of the said production, including but not limited to the publishing, printing, development, editing, photography and use in newspapers and other forms of print media, broadcasting, cablecasting, webcasting, podcasting, video on demand, or any other public or private presentation or screening purposes by the Kids In Action School or its assigns.

I knowingly and willingly waive any and all rights or entitlements, including payments for my appearance or for the subsequent distribution of the products related to this.

Parent/Guardian

Date

Parent/Guardian

Date



ELEMENTARY STUDENT RELEASE CARD 2025-2026

Persons permitted to pick up student from school: _____ Date: _____

Mother: Yes _____ No _____ Father: Yes _____ No _____

Kids In Action School WILL NOT permit your child to be picked up by any person that does not appear on this card unless you notify us accordingly.

Name: _____

Relationship: _____ Phone # during school hrs.: _____

Name: _____

Relationship: _____ Phone # during school hrs.: _____

Name: _____

Relationship: _____ Phone # during school hrs.: _____

Teacher: _____ Class: _____ Date: _____

Student's Name: _____

SS# _____

Student lives with: Mother: _____ Father: _____

Home phone: _____ Cell: _____

Mother's Name: _____

Home address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Father's Name: _____

Home address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Other persons to notify in case of emergency if parent cannot be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____



DISCIPLINE POLICY 2025-2026

The philosophy of Kids In Action School regarding discipline is necessary for the welfare of the student as well as the entire school and is based on the partnership of the home and school. Our school exists to provide a continuation of education that should first start in the home of our students. Effective classroom discipline is a necessary key ingredient for a good learning environment.

The purpose of discipline at Kids In Action School is not only to achieve this goal but also to help students learn self-discipline and good character traits, become self-directed members in the immediate environment and eventually as future members of a larger society. Discipline, or training up of a child, affords us all the opportunity to provide a safe, wholesome environment. The teacher is responsible to maintain appropriate classroom behavior. Certain behavior is unacceptable and will not be tolerated. Therefore, specific standards are set to see that each child is obedient, respectful and accountable for his/her actions and that Kids In Action School is fair in its enforcement of the rules.

As partners in the discipline process, home and school must maintain the same standards. We expect our students, your children, to adhere to all the rules that have been established in our institution. Failure to adhere will result in consequences ranging from loss of privileges to expulsion. In addition, each teacher is given the liberty of making and enforcing classroom rules in accordance with Christian principles and the school's discipline policy. However, the administration can and will make the final decision regarding disciplinary actions for any infraction, when warranted. Kids In Action School expects full cooperation from both students and parents regarding student discipline.

DISCIPLINE PLAN

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures may include, but are not limited to:

- 1.- Positive Reinforcement
- 2.- Loss of Privilege and other classroom consequences
- 3.- Time alone in Quiet Zone
- 4.- Phone call to parent
- 5.- Corrective Action Notice
- 6.- Parent conference
- 7.- Further disciplinary action includes detention/suspension/withdrawal/expulsion by the principal/school administration.

DISCIPLINE PROCESS: (*All levels can include the Principal/Director/Administratiion

In cases of serious or recurring problems, a parent may be required to pick up the child immediately. If the behavior or conduct of the student indicates an uncooperative spirit and there is no change within a designated time, the parent will be asked to have the student evaluated by a professional counselor or permanently withdraw the student from the school.

The school reserves the right to dismiss a student immediately if, in the opinion of the administration, the student is not conforming to the school's policies.



Parents will be called to pick up any student who touches another student inappropriately or threatens to harm himself/herself or others, pending disciplinary action.

When the school feels that the student/parent cooperation is lacking, the parent may be requested to withdraw the student, or the student may be expelled. Attendance at Kids In Action School is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Kids In Action School. An actual expulsion takes place after all the other listed attempts have failed. Notwithstanding, the school reserves the right to seek immediate expulsion if in its sole discretion the extenuating circumstances warrant such action.

STANDARDS OF CONDUCT (Infraction of any standards of conduct will result in at least one level of the disciplinary process and/or one of the corrective measures).

1. Respect authority and peers.
2. Maintain standards of courtesy, kindness, morality and integrity.
3. Follow school dress code and code conduct.
4. No biting, hitting, pushing, shoving, kicking, scratching or fighting. No student shall intentionally engage in physical contact with other students except when appropriate as determined by the school.
5. No students shall intentionally engage in physical contact of any kind.
6. Students are expected not to engage in cheating, swearing, cursing, stealing.
7. All textbooks and notebooks must be kept in decent order. Three sharpened pencils, plus any books or supplies needed for classes on a given day **MUST** be brought to school on that day. Not having textbooks, notebooks, sharpened pencils, or needed supplies for class will affect student's performance.
8. No running unless on playground. No unruly behavior in the hallways, classrooms, cafeteria or any place on the school site used for instruction or school related activities.
9. No gum or gum chewing is permitted in school or during school trips.
10. No littering. All waste must be disposed of in garbage cans.
11. No trips without written parental consent, and school uniform
12. Except on designated "Show and Tell" days, students are not permitted to bring to school personal items that have no bearing on or use in the educational process. Radio, electronic toys, cell phones, etc. are not permitted. **(This is not limited to listed items)**. Any object that the school feels distracts the learning process or classroom atmosphere will not be permitted. If students bring such items to school, the items will be confiscated, and the parent will be responsible for retrieving them. Subsequent violations will result in the parent



not being able to retrieve item(s) before the end of the school year.

13. Guns, matches, lighters, knives are not permitted, any student who possesses, sells, or otherwise furnishes a firearm, knife, explosive or any other dangerous object at school or at a school sponsored activity on or off campus will be subject to expulsion and police notification. Charges will be pressed, if applicable.
14. Marked on, defaced or broken property is to be replaced at offending student's expense.
15. Good personal hygiene is a must. We expect students to come to school clean and in uniform, and to keep themselves neat in school and on school trips. Students will be inspected daily for uniform and cleanliness.
16. Do not send your child to school with jewelry, money or other small objects on his/her person or in their pockets. Small objects can be extremely dangerous among young children. Finger rings and other non-essential jewelry will not be permitted.
17. Hats, caps or any other head covering must not be worn during school, except for designated show and tell or other special activities.
18. Girl's skirts must fall at least at the top of the knee.
19. All students must wear the required color socks and shoes.
20. All girls are required to wear navy shorts under their uniform.
21. Shoes should cover and protect the feet and allow for safety in running and playing. All students must wear closed-in shoes or sneakers. No open toe shoes, crocs, sandals, or boots of any kind are allowed, unless for designated/specified activities/events.
22. Kids In Action School stands in opposition to the drinking of alcohol, use of tobacco products and illegal drugs, pornography, homosexuality and fornication. We also stand in opposition to any other activity considered in Scripture to be worldly.

Your signature serves to verify that you have received, read and agree to abide by this discipline policy and the policies, rules and guidelines outlined in the Kids In Action School Parent and Student Handbook. 2025-2026

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Agreement & Signature:

I, the undersigned parent/guardian, certify that the information provided is accurate. I understand that submission of this form does not guarantee enrollment.

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

For Office Use Only:

Date Received: ____ / ____ / ____

Enrollment Status: [] Approved [] Pending [] Denied Comments:

_____ Authorized School Official:
_____ Date: ____ / ____ / ____

KIA SCHOOL

Legal & Policy Agreement: By signing this form, I acknowledge and agree to the following:

- 1. Privacy & Data Protection:** KIA School will keep all student and family information confidential, only sharing data as required by law or authorized school personnel.
- 2. Non-Discrimination Policy:** Enrollment decisions are made without discrimination based on race, ethnicity, gender, religion, disability, or other protected statuses.
- 3. Student Conduct Agreement:** All students must adhere to KIA School's code of conduct, and any violations may result in disciplinary action, including dismissal.
- 4. Parental Rights & Responsibilities:** Parents/guardians have the right to access student records and participate in school activities but must also ensure their child meets school expectations.



5. **Medical Liability Waiver:** In the case of a medical emergency, the school has permission to seek medical attention for my child if I cannot be reached.
6. **Photo/Media Consent:** Yes No – I give permission for my child’s photos to be used in school publications and social media.
7. **Withdrawal & Refund Policy:** Families must provide a written notice for withdrawal, and tuition refunds (if applicable) will be based on the school's policy.
8. **Safety & Security:** The school has the right to implement necessary safety measures, including searches and emergency drills, to ensure a secure learning environment.

Agreement & Signature: I, the undersigned parent/guardian, certify that the information provided is accurate and complete. I understand that submission of this form does not guarantee enrollment and that additional documentation may be required.

Signature of Parent/Guardian: _____ Date: _____
____ / ____ / _____

For Office Use Only:

- Date Received: ____ / ____ / _____
- Enrollment Status: Approved Pending Denied
- Comments: _____
- Authorized School Official: _____
- Date: ____ / ____ / _____