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Dear Prospective Parent,

We are honored that you consider Urban Preparatory Academy-Wichita (UP Academy) as your school of choice for a blended learning environment. UP Academy is committed to providing “Higher Learning Earlier” in order to prepare students for upward mobility in a global society. At UP Academy, you will appreciate our high standard of academic excellence and our dedicated, professional staff. We hope you will join us and experience the love and care offered in our safe and welcoming environment. Please take time to read the enclosed packet of information and become acquainted with our enrollment process, facility, and programs. As we partner with you in this process, our desire is to serve you. Please feel free to contact us at **(316) 361-2469** or email us at **admin@upacademywichita.org** with any questions or if you would like to set up a time to visit our school.

Kind Regards,
Wade Moore, Jr.
Founder/Dean
Urban Preparatory Academy-Wichita

Welcome to UP Academy! Thank you for your interest in desiring to achieve academic and cultural excellence for your child(ren). Please reference the following checklist to help forward all the necessary information to our office.

- ____ Application
- ____ Registration Fee
- ____ Release of Information for academic records
- ____ Academic/Behavior Agreement
- ____ Demographic Survey
- ____ Admissions Questionnaire
- ____ Emergency & Health Form
- ____ Copy of Birth Certificate
- ____ Immunization Forms

***Immunization Exemptions**

Medical - A licensed physician detailing in writing that the physical condition of the child is such that the administration of one or more of the required immunizing agents is medically inadvisable

CALENDAR

The 2023-2024 school year runs from **August 15th – May 24th**. Please see the attached calendar for the current school year.

ENROLLMENT

We are currently enrolling students who are students K-8th grade. Kindergarten students must be 5 years old as of September 1st of the current school year.



TUITION, FEES, & PAYMENT SCHEDULE

Tuition: Grades K- 8th

If paid in full by August 24 th (10% Discount)	\$4,050/year
If paid for the semester by 8/24 & 1/5 (5% Discount)	\$2,135/semester
If paid monthly (10 months, beginning 9/1)	\$450/month
Registration Fee (Due upon enrollment)	\$100 for first child + \$25 for each additional child
Snack Fee: (One-time fee due at enrollment)	\$50/student
Technology Fee: (One-time fee due at enrollment)	\$50/student
Transportation Fee: (per household)	\$50/month
Registration Fees are non-refundable, non-transferable, and do not apply to tuition.)	

Discounts: ALL discounts are for Full-time/Full-day students only.

Each additional child within the household, after the first child's tuition is paid at the regular rate, will receive a 5% discount.

Example:

First Student within the household.....\$450/month

Second Student within the household.....\$425/month

Late Payments

Tuition is due on the 1st of every month. Each family has until the tenth (10th) of the month before there is a late fee assessed. After the 10th day, a 10% late fee is charged to the account. If the account is not paid on or before the 1st of the following month (30 days past due), you will be contacted to schedule a meeting with the Dean & Finance Director to discuss your tuition agreement.

Tuition Policies and Reimbursement

This policy applies to any enrolled student who has attended at least one (1) day at UP Academy Schools.

- If a student withdraws before the end of the month, the responsible party will be charged and not be reimbursed for the remainder of the month.
- If tuition was prepaid, the credit balance, after the tuition adjustment, will be refunded.
- If a student enrolls after the first day of school, tuition will be pro-rated based upon the month-entered and will be placed into the payment plan based upon that enrollment date.
- All tuition should be paid in the administrative offices and, please retain all receipts for your records.
- Parents/Guardians are responsible for any returned payments and all associated fees.

1. Getting Started

For most families, the application process begins through an introduction to our school. You may have heard about us from friends, family, or by attending an Open House. To learn if the Urban Preparatory Academy - Wichita (UP Academy) is the right educational choice for your family we recommend you schedule an individual tour. Please call the school office between 9am and 4pm Monday through Friday at (316) 361-2469 to schedule an appointment for a tour.

We hope your family will fully embrace the UP-Academy education model. In order to make the most of your partnership with us, it is important to understand what UP Academy does as a school and why. We strive to recover the lost tools of learning to read early and a challenging math curriculum. When investigating a great education for your children you should want your child in an environment that promotes “Higher Learning Earlier!”

2. Submitting an Application

Our admissions process begins when we receive a completed application and the associated fee. For each applicant (except kindergarten applicants) we require student grade cards or transcript for the current and previous school year. UP Academy’s student application forms are available through our school office. Transferring home school families should include a summary of coursework and any available standardized test results.

4. Student Assessment

All incoming students are tested in order to determine their developmental readiness for UP Academy’s curriculum and activities. We use materials from our UP-Academy evaluation materials. The assessment is administered by our teachers in a 45-minute individualized time with the child.

Transferring students are also tested to ensure proper grade placement. This helps you to know what to expect as your child transfers to UP Academy from another curriculum.

5. Enrollment

After the previous four steps have been satisfactorily completed and it is apparent that UP Academy is a good fit for your student, you will receive a financial agreement worksheet and Parent/Student Handbook. Once these are read, signed & returned and enrollment fee paid, you will officially be a part of the UP-Academy community!

Availability

UP Academy provides tuition assistance to families with demonstrated financial need who desire to make a challenging education a priority for their family. Generally, tuition assistance does not exceed 50% of the actual tuition cost.

The process begins in the spring of the academic year prior to the academic year your student desires to attend. Applications are accepted and evaluated on a rolling basis and spaces are offered as available. If an applicant and family are found to be admissible but no space is currently available, a family may be placed on a waiting list to be considered should a spot become available.



Eligibility

For a family to be considered for need-based tuition assistance, a student must be enrolled for the upcoming year. No need-based assistance is considered prior to enrollment. You may submit tuition assistance application information during the admission or enrollment process, but no decision on tuition assistance will be made or communicated prior to enrollment of the student(s).

For a family to be considered for need-based tuition assistance, a student must be enrolled for the upcoming year. No need-based assistance is considered prior to enrollment. You may submit tuition assistance application information during the admission or enrollment process, but no decision on tuition assistance will be made or communicated prior to enrollment of the student(s).

Application Process

Step 1: Complete an application.

UP Academy participates with the Tax Credit Scholarship Program. This is part of a new Kansas law effective January 1, 2021. It is a confidential and objective analysis of a family's financial circumstances and the affordability of tuition in light of each family's specific situation. Instructions for completing an application are included below.

Requests for tuition assistance must be submitted annually for each upcoming academic year, using the UP-Academy application.

Step 2: Review by the Tuition Assistance Committee.

Upon your submission of the application and verification information, calculations are performed by our board, or a 3rd party scholarship donor based on the information provided. It will be conveyed to the UP-Academy Tuition Assistance Committee. The committee will review the information to determine the amount of any need-based tuition assistance that may be provided. The information that you submit is kept confidential within this committee and the Administrative Office.

Step 3: Communication.

The school will inform you of the amount of any tuition assistance to be awarded. If tuition assistance is provided, the tuition amount from the previously submitted enrollment agreement will be adjusted accordingly and a new tuition contract will be issued, as necessary.

Acceptable Academic Progress/Behavior

A student is expected to maintain a 70% average in coursework to continue to qualify for tuition assistance. The student's academic progress will be reviewed at the end of each quarter. Students not maintaining satisfactory grades may become ineligible for continued assistance. A student is

also expected to maintain appropriate conduct at UP Academy. Students failing to meet this standard may become ineligible for continued assistance.

Timely Payment of Tuition Accounts

The portion of the family's tuition bill that is not covered by tuition assistance is expected to be paid in a timely manner. A family not keeping the tuition payment schedule may jeopardize their tuition assistance award.

Review and Cancellation of Awards

UP Academy reserves the right to review and cancel a need-based tuition assistance award at any time because of changes in family financial resources, failure to pay any outstanding tuition amounts in a timely fashion or the student's failure to remain in good standing at the school, whether academic or disciplinary.

Parent's Responsibility

- Complete all tuition application materials accurately and to submit them in a timely manner. Inaccuracies can result in delays in consideration for tuition assistance. Intentional misreporting of information on applications may require that funds be paid back to the school.
- Understand and comply with the conditions under which need-based assistance is offered.
- Pay in a timely manner any portions of the tuition bill not covered by tuition assistance.
- Notify the school office of any changes in the family's financial status.
- Monitor student(s) progress during the school year to ensure continued eligibility for tuition.
- Participate in Parent Involvement Team (PIT) activities & fundraisers along with attending monthly parent academy sessions.



Applying for Tuition Assistance

The tuition assistance service provides UP Academy a need-based analysis, which requires pertinent data on the parents' income, expenses, assets, and liabilities. The application process is relatively easy. You can complete the application in one sitting.

On the application, please use your name as it appears on your tax return.

If you have any questions about the application process, please call the UP-Academy office at 316-361-2469 or email us at admin@upacademywichita.org. As part of the application process, you will be required to bring or mail tax documents to UP Academy for income verification purposes. You will bring or send UP Academy a copy of your IRS form 1040 for the most recent tax year just prior to the year of enrollment. For example, a family submitting a tuition assistance application for enrollment during the 2023-2024 school year must submit their filed 2020 federal tax return (1040A or EZ). After completing the application, please mail copies of your tax documents to the address below:

Urban Preparatory Academy - Wichita
2821 E. 24th North
Wichita, Kansas 67219

Student Information

Student Name: _____
Last First Middle

Date of Birth: _____ Gender: _____ Grade Entering: _____

Siblings:

Name _____ Birthdate _____ Grade _____ School _____

Name _____ Birthdate _____ Grade _____ School _____

Name _____ Birthdate _____ Grade _____ School _____

Name _____ Birthdate _____ Grade _____ School _____

Home Address: _____
Street City Zip

Home Phone: _____ Cell Number: _____

Please list previous schools the student has attended in order of attendance:

Name of School _____ Grades Attended _____

City _____ State _____ Reason for leaving _____

Has your child been denied admission to any other school? Yes _____ No _____

Is the student eligible to return to all previously attended schools? Yes _____ No _____

Race/Ethnic Background

UP Academy admits students of any race, color, and national or ethnic origin.

U.S. Citizen: Yes / No Country of Birth: USA Other _____

_____ Asian or Pacific Islander

_____ Caucasian not of Hispanic Origin

_____ African American not of Hispanic Origin

_____ Hispanic

_____ American Indian or Alaskan Native

_____ Multiracial/Ethnic: Students who represent more than one race or ethnic group.

Does your child speak any other language? _____ If so, what _____



Student Information (continued)

1. Has the student repeated or skipped any grade? If so, please state the grade and the reason:

2. Has the student experienced academic, disciplinary, or social challenges or have they been suspended or expelled from school? If so, please explain:

3. Does the student have emotional, mental, or physical disabilities that may affect activities or progress? If so, please explain:

4. What do you see as your child's particular strengths?

5. What do you see as areas for your child's improvement?

6. Is there any additional information about your student/s that would be helpful for UPA administration to know?

Non-Discrimination Policy: *Every individual is unique, and each individual has the ability to learn even if they learn different. Therefore, Urban Preparatory Academy-Wichita does not discriminate on the basis of race, color, sex, national, or ethnic origin in the administration of its personnel, admission, activity, financial assistance, and educational policies, or any other school-administered program.*

Student Name: _____

- Applications made during the school year for admission for the following year are subject to any and all possible modifications that might be made by school leadership.
- Every child shall be immunized against measles, tetanus, diphtheria, poliomyelitis, pertussis (whooping cough), rubella (German measles), hepatitis B and varicella (chicken pox). Proof of immunizations are required on, or before the first day of school. Students will not be allowed to attend if these forms have not been submitted.
- I give permission to have my child's grade posted to a secure, internet site.
- I give permission for my child to take part in all school activities, including sports and school sponsored trips away from Urban Preparatory Academy premises, and absolve and waive any claim against the school from liability to me or my child because of any injury to my child at and away from school or during any school activity.
- I understand that I will receive my child's grades as follows: Mid-Quarter progress report and Quarterly report card are normally sent home. Report Card Grades are sent home with students in their backpacks or if Parents attend the Teacher conferences they are given at that time. End of the year (Quarter 4) grades which are sent home in late-May.
- I understand UP Academy requires a student dress code/uniform as stated in the handbook and hereby agree to uphold and adhere to it as stated.
- I understand UP Academy has permission to use my child(ren)'s picture in any UP Academy publication, advertisement in local newspaper, television, website, etc.
- I understand the standards of Urban Preparatory Academy-Wichita does not allow use of illegal drugs, profanity, alcohol, cigarettes, obscene behavior, or disrespect. I also understand that disrespect to faculty and staff is not allowed.
- These guidelines apply both in and out of school as a student's outside conduct impacts his attitudes and influence while at school. As a parent, I agree to work with the school and encourage consistent behavior both at school and when away from school.
- I understand that enrollment in UP Academy is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student as well as for the entire school.
- Therefore, if this application is accepted, we will acquaint ourselves with the grounds for dismissal under both academic and disciplinary circumstances outlined in the handbook, and we will cooperate fully in this regard.
- I hereby affirm that I understand the conditions and obligations of this application and that all of the information contained in this application is true and accurate to the best of my knowledge.
- I also understand it is my responsibility to read and familiarize myself with the UP Academy Parent/Student Handbook, understanding all UP Academy policies and expectations to ensure a successful educational experience for my child(ren).

Parent Name (Print)

Parent Signature

Date



Academic Behavior Agreement

It is our policy at UP Academy to place all new students, grades K-8 on a one semester academic and behavior probationary status. Listed below are guidelines that must be met in order to remove the probationary status at the end of the first semester.

1. A “C” grade average MUST be maintained at all times.
2. The parent and student MUST READ and AGREE to abide by the UPA Handbook. This includes an awareness that drinking, smoking of any substance, or any form of drug use will not be tolerated. Our dress code, which is clearly stated in the handbook, will be closely followed. Verbal or physical abuse between students will not be tolerated. It is our desire to have a “RESPECTFUL SCHOOL which is TRULY HONORABLE” following RULES, both inside as well as outside. Please be advised that conduct OUTSIDE of school does impact your continuing enrollment at Urban Preparatory Academy.
3. Exemplary conduct must be maintained at all times. Any student on probation who receives four detentions, or a suspension on or before the end of the first semester, may be asked by the Administration not to return to UPA for the following term. At UP Academy we believe that attitude is often more crucial than visible action. Therefore, UP Academy reserves the right at any time to ask a student not to return due to negative and unchanging attitudes (see handbook).
4. It is imperative for the student and the parent to understand the attendance procedure followed at UP Academy. A student is truant if they have missed 3 unexcused days in a roll, 5 unexcused days in a semester, or 7 unexcused days in a school year. Note: Three tardies, excused or unexcused, equal one day of absence. Administration may consider adaptations to this policy based on extenuating circumstances. Parents should remember to call the school office if their student is going to be tardy or absent and submit to the office any doctor, dentist and excuse notes as they occur. Excused absences do not count toward the limit of 7 absences. Parents may expect to receive periodic notices regarding attendance.
5. ATTITUDES: We believe that ATTITUDES are an important part of the learning process, and that ATTITUDES of both the student and parents are often more crucial than visible actions. For guaranteed success, the school, the parents and the student MUST ALL COOPERATE AND WORK TOGETHER AS A COMPLETE TEAM

Grounds for suspension / dismissal from Urban Preparatory Academy

1. Attitudes reflecting a “detrimental behavior,” as more specifically stated in the handbook.
2. Attitudes which create negative tenor for other students.
3. Any behavior that would be regarded by the staff as threatening or inappropriate.
4. Continual argumentative attitudes of disrespect toward faculty or staff.
5. An attitude of questionable behavior including pushing, name calling, fighting, threatening statements or notes, and swearing.
6. Evidence of any substance abuse of any kind.
7. An attitude which continues to “dampen” character growth in other students. All students are to respect and support teacher directed character instruction. Upon concern, the parent is encouraged to speak directly to the student’s teacher, then secondly with the Administration. Unresolved issues or concerns would give necessary consideration for withdrawal/dismissal.
8. The inability or unwillingness on both the parent and student’s part to cooperate with the teacher and Administration when repetitive problems arise. Teamwork with the parent, student, and staff is and essential. Unmet necessary behavioral changes will result in dismissal.

Our signatures below verify that we have discussed the above guidelines with the Admissions Department personnel. We fully understand the agreement and are willing to cooperate with Urban Preparatory Academy-Wichita Administration to achieve academic and moral excellence for our student.

Parent Name (Print)

Parent Signature

Date



Dress Code

At UP Academy our students wear uniforms. The purpose for wearing uniforms is as follows:

- Promote unity among students.
- Provide a standard of dress that is easy to maintain and accessible to all.
- Promote neat, comfortable attire in a cost-efficient manner.

Students are to remain in uniforms throughout the school day (7:30 a.m.-3:15p.m.), from the time they enter the school building until departing the school building.

Shoes: All grades need to wear non-marking shoes to protect the gym floor. Tennis shoes are acceptable. During P.E. all students are expected to wear non-marking athletic shoes. Grades K through 8th: Shoes need to have a full heel or strap around the back of foot, covered toe and be kept clean and in good condition. Students must wear socks. No flip flops, sandals, bedroom slippers or roller-skate shoes. Shoes must always remain on your feet.

Hair: Students are to be conservative with hair styles and avoid wearing unnatural hair colors such as shades of pinks, purples, blues, greens, etc.

Shorts: Students may wear uniform khaki shorts until Oct. 15th and after April 14th.

Miscellaneous: Earrings are permissible for girls only. Neck chains, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment, and do not contradict honorable standards/values. Head coverings (hats/caps, sweatbands, bandanas, etc.) may not be worn in the building at any time. Sunglasses may not be worn in the building during school hours.

School Spirit Wear! Every Friday is “School Spirit Wear” Day. This is not a casual dress day! Students must wear either school spirit attire and jeans, uniform sweatshirt and jeans, or remain in accordance with the weekly standard uniform policy. **(NO TEARS, HOLES OR FRAYS.) No mixing uniform polo/oxford with jeans.**

School Spirit Wear is defined as: Shirts **MUST** have the name of the school and be in (school colors) to be acceptable spirit wear attire on Fridays. An approved spirit wear shirt **MUST** be worn under ALL full-zip jackets.

Casual Dress: On special occasions, students are allowed to fore go the school uniform for casual dress. On these days, modesty is the overwhelming priority. Clothing must not be revealing. Students may not wear yoga pants or clothing with writing across the backside. Normal dress code guidelines remain in effect in matters of hair, shoes, jewelry, head covering, clothing without tears, holes or frays, etc. Knee length denim shorts/capris may be worn on casual dress days.

Parent Name (Print)

Parent Signature

Date

Contact Information:

Student Name: _____ Gender: M / F

Grade Entering: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Mother's Name: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

Email: _____

Father's Name: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

Email: _____

Student lives with: Both Parents/Mother/Father/Other (Specify): _____

Sibling Name	Grade



Health Insurance Carrier: _____

Policy Number: _____

Insured Name: _____

Students' Physician: _____ Phone Number: _____

Hospital Preference: _____ Phone Number: _____

Student's Dentist: _____ Phone Number: _____

Does the child have any medical diagnosis? _____

Describe:

Does the child have an IFSP or IEP? _____

(If yes, please include a copy of it when you return your application)

Emergency Contacts/ Authorized Pick Up

List the names of three (3) adults who will assume responsibility in the event you can't be reached/who are all to pick up your student(s).

Name: _____

Phone Number: _____

Relationship (please circle one): Non-custodial Parent/Grandparent/Aunt/Uncle/Family Friend

Name: _____

Phone Number: _____

Relationship (please circle one) Non-custodial Parent/Grandparent/Aunt/Uncle/Family Friend

Name: _____

Phone Number: _____

Relationship (please circle one): Non-custodial Parent/Grandparent/Aunt/Uncle/Family Friend

Student Health History:

Does the student have any of the following? If so, please describe.

Seasonal allergies	
Bee sting allergy	
Nut allergy	
Asthma	
Diabetes	
Epilepsy/Seizures	
Heart Condition	
Bone/Joint Problems	
Blood Disorders	
Hypoglycemic	
Glasses/contacts/lazy eye	
Frequent Ear infections	
Hearing aids	
ADHD	
Anxiety	
Speech Problems	
Dyslexia	
Stomach Problems	
Frequent Nose Bleeds	

Daily prescription medication at home: Yes / No

Daily prescription medication at school: Yes / No (If given at school, a parent & physician signature sheet must be signed- available in the office)

List medication(s): _____

Please list any serious illnesses, injuries, and/or surgeries:

When _____ What for _____

When _____ What for _____



RELEASE OF INFORMATION

TO: School (that student is transferring from) _____ DATE: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

Dear Administrator: The following student, who currently or formally attended your school, has applied for admission to Urban Preparatory Academy – Wichita.

Student's Name: _____ Current Grade: _____
Birth Date: _____ Parent/Guardian Name: _____
Relationship: _____

Please fax a copy of the following school records, as soon as possible. Official copies of all documents, including an official school transcript should then be promptly mailed.

- 1) Health Records
- 2) Grade Reports
- 3) Test Records
- 4) Records of conferences (parent, student, teacher, counselor, etc.)
- 5) Psychological Evaluations
- 6) Discipline Records
- 7) Special Education Documents (IEP)
- 8) 504 Plan

Any additional information that might aid our professional staff in assisting this student to adjust to his/her new environment will be most helpful. An early reply will be most appreciated. Thank you.

Please return this form and requested documents directly to: Urban Preparatory Academy
Fax: 316-440-8099 Attn: Admissions

I, _____ hereby authorize _____ to
Release all relevant school records, as listed above, pertaining to _____
to Urban Preparatory Academy.

Parent/Guardian Signature:

X _____

Date: _____