



Student Files

Dear Parent/s and Guardians,

The following registration and enrollment forms must be completed and returned prior to a student's first day of class:

## Private School Program

- Student Application Form
- H.R.S. form 6800605 immunization record signed by a licensed physician.
- Medical/Religious Vaccine Exempt Form (if applicable)
- Student physical health examination form 3040 signed by a licensed physician.
- Birth Certificate
- Student Information & Emergency Contact
- Medical Consent & Release Form
- Medical Information Form
- Signed Parent Handbook Acknowledgment Form
- Signed Enrollment Agreement
- Signed Tuition Agreement (yearly)
- Records from the previous school including report cards.

## Homeschool Enrichment Programs

- Student Admission Application
- Birth Certificate
- Student Information & Emergency Form
- Medical Consent & Release Form
- Signed Tuition Agreement (yearly)
- Signed Enrollment Agreement
- Signed Student Handbook Acknowledge Form
- Records from the previous school including report cards (if applicable), or your Student 'Notice of Intent to Homeschool', and/or OCPS Homeschool student number.

If you have a change of home address, phone number or email address, please notify the office immediately as we will need to update the student's emergency contact information. Parents who have sole custody of a child with specialized court orders restricting a parent from coming into contact with the child need to notify Master Tree Academy of the circumstances. Legal documents concerning this matter must be included in the child's records. Your consideration in maintaining a safe place for academics is appreciated.

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



# STUDENT APPLICATION FORM



Admissions Form

Student Program: Private School (Full-Day) Homeschool (Full-Day) 5-Day/Half-Day 2-Day/Full-Day

Student Name  Grade in Fall  Gender  Male  Female  Other

Address  Birth Date (mm/dd/yy)

City  State  Zip Code  Payment Method  Website  Paypal

Does your child live with both parents?  Yes  No  Zelle  Check  Stripe

If not, please describe custody arrangement and provide documentation

Parent/Legal Guardian 1 Name  Email

Cell Phone  Work Phone

Address  City  State  Zip Code

Employer Name and Address

Parent/Legal Guardian 2 Name  Email

Cell Phone  Work Phone

Address  City  State  Zip Code

Employer Name and Address

### Tell us about your child

Current School  Grade

Program  Teacher

Enrolled Sports  Favorite Subject

Special Interests  Learning Disabilities

Is your child energetically sensitive?  Yes  No Is your child empathic?  Yes  No

Is your child noise sensitive?  Yes  No Is your child artistically inclined?  Yes  No

Describe your child's demeanor:

### Is there anything we should know about your child's physical or mental health?

Does your child have any restrictions on physical activity

Parent/Guardian Signature

Date:

# ADMISSIONS APPLICATION INFO



Additional Information

Student Name

Use this space for anything you would like to share with us about your child



Do you have any concerns that you would like to share with us?

Shadow Day agreed for (date):

Lastly, how did you hear about us?

- |                                       |  |                                       |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> MTA Student  | <input type="checkbox"/> Victory Martial Arts Student. | Name: _____                           |
| <input type="checkbox"/> Friend       | <input type="checkbox"/> MTA Event/Open House          | <input type="checkbox"/> Parent Group |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> MTA Camps                     | <input type="checkbox"/> Other: _____ |

Thank you for your application! We will contact you shortly to arrange a tour or shadow day!

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

# STUDENT INFO. & EMERGENCY FORM



Please submit with your student's enrollment or re-enrollment forms

Program(s) student is enrolled in (select all that apply)

- Private School (Full-Day)
- 5-Day/Half-Day
- 2-Day/Full-Day
- HS Umbrella
- Homeschool (Full-Day)
- AM Academic
- AM Academic
- Tutoring
- PM Projects
- PM Projects
- Parent Coaching

Student Name  Grade in Fall  Gender  Male  Female  Other

Address  Birth Date (mm/dd/yy)

City  State  Zip Code  Payment Method  Website  Paypal  Zelle  Check  Stripe

Does your child live with both parents?  Yes  No

If not, please describe custody arrangement and provide documentation

Parent/Legal Guardian 1 Name  Email

Cell Phone  Work Phone

Address  City  State  Zip Code

Employer Name and Address

Parent/Legal Guardian 2 Name  Email

Cell Phone  Work Phone

Address  City  State  Zip Code

Employer Name and Address

### Other Individuals Authorized to Pick-Up This Child

Name  Relationship to Child

Address  Cell Phone

Name  Relationship to Child

Address  Cell Phone

Child's Physician  Physician's Phone

Child's Dentist/Orthodontist  Dentist's/Ortho's Phone

Medical Insurance Provider (Please submit a copy of insurance card)  Policy Number

**Health History** (Choose all that apply and copy of immunizations)

Ear Infection  Convulsions  Asthma  Bleeding/Clotting Disorder  Other

**Allergies**  Pollen  Poison Oak/Ivy/Sumac  Penicillin  Insect Stings (Specify)

Operations, serious injuries, diseases, restrictions on physical activity

Parent/Guardian Signature  Date:

# MEDICAL/RELIGIOUS EXEMPTION



Exemption from MTA School/ Childcare Immunization Requirements.

Student Name

Birth Date  
(mm/dd/yy)

     

At MTA we believe in health freedom for families and staff. We know that every child and family at our school is unique. There is no one size fits all to vaccines. This is why we follow the Florida law and allow our parents to complete a medical or religious exemption form to opt out of the school vaccination program. If you need any support in understanding the process further, please complete our contact us form and we will further assist you with this process.

NOTICE: A parent or guardian may exempt their child from some or all vaccinations listed below by submitting this completed form to the child's school and/or child care. A person who has been exempted from a vaccination is considered at risk for the disease or diseases for which the vaccination offers forms of protection. The diseases vaccines can protect against still exist, and can spread quickly in school and child care settings.

**I am exempting my child from the requirement that my child be vaccinated against the following diseases to attend school or child care:**

- Covid 19   
  Hepatitis B   
  Hib   
  Measles   
  Mumps   
  Pertussis (whooping cough)   
  Pneumococcal  
 Polio   
  Rubella   
  Tetanus   
  Mumps   
  Varicella (chickenpox)   
  Diphteria   
  Other

**Parent/Guardian Declaration**

One or more of the required vaccines are in conflict with my personal, philosophical or religious beliefs. I have discussed the benefits and risks of immunizations with the health care practitioner below. I have received notice that if an outbreak of vaccine-preventable disease for which my child is exempted occurs, my child may be excluded from the school or child care center for the duration of the outbreak. The information on this form is complete and correct.

Parent/Guardian Signature

Date:

**Health Care Practitioner Declaration**

I have discussed the benefits and risks of immunizations with the parent/legal guardian as a condition for exempting their child. I am a qualified MD, ND, DO, ARNP or PA licensed under Title 18 RCW, and the information provided on this form is complete and correct.

MD ND DO ARNP PA Licensed Health Care Practitioner Signature Date

Health Care Practitioner Signature

Date:

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)





# MEDICAL INFORMATION



Student Name

Birth Date  
(mm/dd/yy)

Child's Physician

Physician's Phone

Child's Dentist/  
Orthodontist

Dentist's/Ortho's  
Phone

Medical Insurance Provider  
(Please submit a copy of insurance card)

Policy Number

**Health History** (Choose all that apply and copy of immunizations)

- Ear Infection  
  Convulsions  
  Asthma  
  Bleeding/Clotting Disorder  
  Other

Operations, serious injuries, diseases, restrictions on physical activity

Any other medical conditions we should know about:

Does your child take medication?  yes  no      Does your child need to take meds during school?  yes  no

Med Instructions:

**Allergies**  Pollen    Poison Oak/Ivy/Sumac    Penicillin    Insect Stings (Specify)

**Food Allergies**    Treenuts    Gluten/Wheat    Eggs    Milk    Fruits

Please Specify:

Allergy Instructions:

Other Instructions:

Parent/Guardian Signature

Date:

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)





Acknowledging that you received and read MTA's School Policies

Student Name:	Program:	Date:
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## PARENT HANDBOOK ACKNOWLEDGMENT

### Dear Parents and Students,

With this form you are letting us know that you have received and read MTA's Parent Handbook 2024/25. Please take moment to discuss the Code of Conduct (page 62) with your child in empowering way that allows them to take ownership of their school rules.

I have this day received a copy of Master Tree Academy Parents Handbook for the 2024/25 school year and understand that this handbook replaces any and all prior handbooks.

I understand that it is my responsibility to read and be familiar with the information contained in the handbook. I understand and hereby agree to comply with all the policies contained in the handbook and any subsequent revision.

Parent Name (please print):

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Parent Signature:

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Thank you!

Your MTA Team

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



# MTA Application & Re-Enrollment Package

# ENROLLMENT AGREEMENT 2024/25



Master Tree Academy Enrollment Agreement Academic Year 2024/2025

Student Program:  Private School (Full-Day)  Homeschool (Full-Day)  5-Day/Half-Day  2-Day/Full-Day

For:

Student Name:	Upcoming Grade Level:
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**3. Continuing Enrollment:** Parent understands that Parent will not be asked to sign another Enrollment Contract for the remainder of the years that Student attends Master Tree Academy. Rather, the terms of this Contract, as may be amended by the schools from time to time, will continue to be in effect as long as Student remains enrolled in MTA. Upon re-enrollment, MTA agrees to notify Parent in writing (or electronically) of any significant changes made to the Contract prior to or concurrent with registration each academic year, and if the Parent chooses a different Parent Choice Program for the following academic year. Such notice will come from Master Tree Academy. Student's continued enrollment represents Parent's acknowledgment of the modified terms. The School will maintain a copy of the Enrollment Contract in force (containing all amendments) in the Business Office each year for Parent's access and review.

**4. Tuition:** The calculated Tuition Amount for this enrollment agreement follows MTA's current Tuition Plan (Attachment 3) and Tuition Payment Plans (Attachment 4). Payment methods, and additional services must be acknowledged by the Parent's signature of MTA's Tuition Agreement (Attachment 5).

**Tuition Deposit:**  (Initial(s)). Parent understands that for the School to consider Student's application and to conditionally reserve a place for Student for the academic year stated above, Parent must submit the original executed Contract, along with a one month Tuition Deposit, made payable to Master Tree Academy within 7 days of the date of this Contract set forth above.

After the 2024/2025 academic year, Parent will be billed the Tuition Deposit Fee to reserve a place for the Student for years subsequent to the 2024-2025 academic year. Parent must pay the Tuition Deposit by May 10th of each subsequent year. Parent understands that the Tuition Deposit is earned by the School upon Parent's submission of the Contract and Tuition Deposit to the School and the School's consideration of Student's application. The Tuition Deposit will be applied to the last monthly tuition payment for the academic year covered by this Contract (not applicable if tuition is paid yearly). The Tuition Deposit is not refundable unless the School rejects, in its sole discretion, Student's application for admission and unilaterally cancels this Contract.

Parent understands that, on or about **May 10th** each academic year, the School will notify Parent of the amount of the Tuition, Tuition Deposit, Discounts, and Related Fees for the next academic year. The School will assume that Parent intends to re-enroll Student for the next academic year on the same or updated Payment Plan and for those choosing Tuition Payment Plan (monthly or yearly) as indicated in the Tuition Agreement), as well as the chosen Program Plan (2-day or 5 day; full- or half-day), as elected in this Contract unless the School has received a contrary notification (either about continuing enrollment, Student Program Plan (if applicable), schedule (if applicable), or the election of the Payment Plan from Parent prior to the date provided in the notice each year. The applicable Tuition Deposit is due on or before March 30 each year. If Parent does not pay the Tuition Deposit by May 10th each year, the Student's space cannot be guaranteed. Should Parent decide to re-enroll Student either after May 10th or after Parent's timely notification to the School that Student will not be enrolled the following academic year, re-enrollment will depend on space availability and Parent will need to sign another Enrollment Contract and pay the increased tuition rates for the applicable academic year. The agreed Tuition Payment Schedule in the Tuition Agreement is issued each year and expressly incorporated into the terms of this Contract. Parent understands that tuition will be established for each year by the Administration. Parent will be advised of the tuition for subsequent years on or before May 10th each academic year for the following academic year.

**Sibling Discount:** The School offers the following sibling discounts (one tuition payment only): A 10% tuition discount on the second child enrolled; a 15% tuition discount on the third child enrolled, and a 20% discount on the fifth and subsequent children enrolled. The School calculates the discount on the child(ren) in the grade(s) with the lowest tuition rate(s). Please indicate the name(s) and grade(s) of other sibling(s). Enrollment and Material Fees are excluded from all discounts. enrolled:

<input type="text"/>	<input type="text"/>
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**Other Discounts or Scholarships** may be given or accepted. Please indicate the type of discount or scholarship:

**Tuition Obligation:**  (Initial(s)). Once Parent submits an executed Enrollment Contract and the required Tuition Deposit, Material, and Enrollment Fees, Student will be enrolled for the entire academic year (or the remainder of the initial academic year if applicable). Parent understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent's execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. This means that Parent becomes liable for the entire year's tuition and fees as liquidated damages (and not a penalty) even if the Student is withdrawn, absent, or is involuntarily separated from School UNLESS Parent terminates this Contract in strict accordance with the termination procedures set forth in Paragraph 5 below (or the School rejects, in its sole discretion, Student's application and unilaterally terminates this Contract).

If Student is withdrawn, absent, or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates set forth in Paragraph 5, there will be no refund or reduction of fees or Tuition, and any unpaid balance may, at the School's election, become immediately due and payable.

# MTA Application & Re-Enrollment Package

# ENROLLMENT AGREEMENT

Master Tree Academy Enrollment Agreement Academic Year 2024/2025



MASTER TREE  
ACADEMY

Student Program:  Private School (Full-Day)  Homeschool (Full-Day)  5-Day/Half-Day  2-Day/Full-Day

For:

Student Name:	Upcoming Grade Level:
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**5. Termination Procedures:**  (Initial(s)). Parent may terminate this Contract by submitting a WRITTEN Termination Notice to the Registrar by the dates indicated below (the Termination Date). The Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract; and (d) be RECEIVED by the Registrar on or before the Termination Date. If such Termination Notice is timely received, Parent will be relieved of all tuition paid and other payments and fees that would have come due after the Termination Date. Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands that the School will not refund any portion of the Student's Tuition Deposit if this enrollment agreement if made after April 15 of the year prior to this Contract's initial academic year. .

**6. Incidentals:** Parent agrees to pay the School for incidental fees, such as tuition payment late fees, Add-on Service charges, etc. charged to Parent's account within thirty days of receipt of each statement (field trips over \$25.00 will be paid by Parent in accordance with the terms of the specific trip).

**7. School Policies:** Student's enrollment at the School is subject to the general statements, policies, regulations, conditions, and financial terms contained in the School's Parent and Student Handbook (Attachment 6) and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines, and submit the forms need to enroll the Student. A Student Form Check List is available as Attachment 11.

**8. School Support & Volunteering:** Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student's education, being an encourager, and keeping in regular contact with Student's teachers; and to attend mandatory meetings called by the School. Parent also agrees to support, to the best of Parent's ability, the School's entire program through time, attendance at parent meetings, and participation in various School activities.

**9. Termination of Student's Attendance:** The School has the right to suspend or terminate the attendance of any student for reasons set forth in this Contract, for reasons set forth in the Parent and Student Handbook (or other published document), for reasons that the School Administration considers detrimental to the School community, to student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).

**10. Payment and Late Fees:**  (Initial(s)). Parent understands and agrees that a Late Charge of \$29.00 will be added for any delinquent payment (which is defined as a payment not received within 5 days after the due date). In the event of default (default being 30 days past due), Parent also agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs, and interest of 15% per month. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this Enrollment Contract. When accounts are in arrears, the account may be referred to the School's collection agent and/or counsel for satisfaction.

**11. Default of Payment:** All accounts must be current before records and transcripts can be released or transferred to other schools. Student will not be allowed to continue to attend classes or participate in other School activities unless tuition and fees are paid by stated deadlines (or until Parent makes other written arrangements acceptable to the School).

**12. Photos and Images:** The Parent agrees to allow Student's photograph, voice, image, and information to be used by the School for use in the School's publications, promotion materials, social networks, and website, without compensation and without prior notice. Parent acknowledges this through MTA's Media Release & Consent form (Attachment 7). Parent also allows Student to be interviewed by the media on campus or at school-related events. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information.

**13. School Directory:** Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a directory of students to be available to School families. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.

**14. School/Family Cooperation:** A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. We encourage parent volunteers, contributions and donations indicated in our Parent Volunteer Sign-Up Form (Attachment 8).

**15. Medical Authorization & Release:** If in the opinion of a properly licensed and practicing physician, Student needs medical or surgical services which require Parent's pre- authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf with the signed Medical Consent & Release Form (Attachment 9). Parent confirms that it is Parent's desire that Student be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the School for any medical expenditures made on Student's behalf.



# MTA Application & Re-Enrollment Package

# ENROLLMENT AGREEMENT



MASTER TREE  
ACADEMY

Master Tree Academy Enrollment Agreement Academic Year 2024/2025

Student Program: **Private School (Full-Day)** **Homeschool (Full-Day)** **5-Day/Half-Day** **2-Day/Full-Day**

For:

Student Name:

Upcoming Grade Level:

**16. Consent to Onsite Medical Care:** The Parent hereby authorizes the School to supply medical care as needed for Student (including administration of allergy medications, Epi-Pens, etc. according to the Student's prescription from a licensed practitioner) or other minor medical care or emergency as determined to be appropriate by the School Staff in accordance with parent-indicated treatment instructions indicated in the Medical Information Form (Attachment 10).

**17. Student Files & Transcripts:** If Student is transferring from another school, it is the Parent's responsibility to ensure that the transferring school promptly provides the School with an official transcript. Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.

**18. Promotional Materials/Statements:** The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enroll Student in the School, please verify the accuracy of information with the Admissions Office. Please also understand that even if the information was accurate at the time that you enrolled or re-enrolled the Student, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Head of the School (or his/her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other changes from the School's regular curriculum.

**19. Governing Law/Waiver of Jury Trial:** This Contract and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of Florida without regard to principles of conflicts of law. The parties agree to waive the right to a jury trial over any claims pertaining to Student's enrollment, attendance, or separation from the School including, but not limited to, claims of breach of contract, under the statute, ordinance, or common law. The exclusive venue for any claim shall be the Southern District of Florida or any Florida state court in Orange County, Florida, as appropriate.

**20. Understanding of Terms:** Please read this Contract carefully. By signing below, Parent acknowledges that Parent understands the terms of this Contract, Parent's obligation to pay the full year's tuition even if the Student is withdrawn or dismissed, the Parent's option to terminate, and all other obligations set forth herein. If Parent has questions about the terms, Parent is encouraged to seek the advice of counsel or to seek clarification from the Business Manager.

**21. Force Majeure:** The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

**22. Parent's Commitment to Truthfulness in the Admissions and Enrollment Process:** The School is relying on the completeness and truthfulness of the information provided by the Parent in the admissions and enrollment process. If the School finds out after the Student has been admitted and enrolled that the Parent was not truthful in the admissions and enrollment process on any issue that the School, in its sole discretion, finds to be important, the School has the absolute right to terminate this Contract. There will be no refund of tuition where such termination occurs and any unpaid balance is payable in full according to the terms of this Contract.

**23. Authority:** Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as an agent for the other. Modification of this agency relationship shall be in writing and delivered to the School. No oral modifications will be recognized or accepted.

**24. Entire Agreement:** This Contract, and the separately incorporated Tuition Schedule and Payment Agreement (each academic year), sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein. Parent and the Head of School must agree in writing to any changes to this Contract, except that the School may make changes to this Contract for subsequent years and Student's continued attendance after changes by the School are communicated to Parent constitutes Parent's assent to such changes. Substantial changes will be communicated to Parent on or before March 30 each year.

# ENROLLMENT AGREEMENT 2024/25

Master Tree Academy Enrollment Agreement Academic Year 2024/2025



MASTER TREE  
ACADEMY

Student Program:

Private School (Full-Day)

Homeschool (Full-Day)

5-Day/Half-Day

2-Day/Full-Day

For:

Student Name:

Upcoming Grade Level:

**25. Assignment:** This Contract shall inure to the benefit of and be enforceable by any successors or assigns of the School, including any entity with which, or into which, the School may be merged or which may succeed to the School's assets or business. This Contract is a personal contract and the rights and interests of the Parent and Student may not be assigned or transferred by any of them.

**26. Counterparts and Electronic/Scanned Signatures:** This Contract may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same contract. Documents executed and transmitted electronically and electronic and/or scanned signatures shall be deemed original signatures for purposes of this Contract and all matters related thereto, with such electronic and/or scanned signatures having the same legal effect as original signatures.

\*Both parents must sign (unless the School, in its discretion, permits enrollment with one parent's signature).

Signature of parent(s)/guardian(s)

Printed

Signature

Date

Printed

Signature

Date



# TUITION PLANS 2024/25



Master Tree Academy Tuition Plans Academic Year 2024/25

Select Your Parent Choice  
Student Program

- Private School (Full-Day)
- 5-Day/Half-Day
- 2-Day/Full-Day
- HS Umbrella
- Homeschool (Full-Day)
- AM Academic
- AM Academic
- Tutoring
- PM Projects
- PM Projects
- Parent Coaching

Private School | Homeschool

Full Day Plans	9AM-3PM 180 Days Full Curriculum	9AM-3PM Planned Absences Full Curriculum
<b>Annual Tuition</b> <small>(10 Monthly Payments)</small>	<b>\$11,990</b>	<b>\$13,990</b>
<b>Material Fee</b> <small>(annual one-time payment)</small>	<b>\$999</b>	<b>\$999</b>
<b>Enrollment Fee</b> <small>(new family one-time payment)</small>	<b>\$499</b>	<b>\$499</b>
<b>Deposit</b> <small>(one month tuition for monthly payment option; credited to May 2024)</small>	<b>\$1199</b>	<b>\$1399</b>

5-Day/Half-Day | 2-Day/Full-Day | 2-Day/Half-Day

Enrichment Plans	Half-Day Mon-Fri AM or PM	2 Day/Full Day Tues & Thurs AM and PM	2 Day/Half Day Tues & Thurs AM or PM
<b>Annual Tuition</b> <small>(10 Monthly Payments)</small>	<b>\$8,990</b>	<b>\$8,990</b>	<b>\$5,990</b>
<b>Material Fee</b> <small>(annual one-time payment)</small>	<b>\$799</b>	<b>\$799</b>	<b>\$499</b>
<b>Enrollment Fee</b> <small>(new family one-time payment)</small>	<b>\$299</b>	<b>\$299</b>	<b>\$299</b>
<b>Deposit</b> <small>(one month tuition for monthly payment option; credited to May 2024)</small>	<b>\$899</b>	<b>\$899</b>	<b>\$499</b>

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

# TUITION PAYMENTS 2024/25



Your Investment into your Child's Future

## ENROLLMENT

	Private School	Homeschool	5-Day/Half-Day	2-Day/Full-Day	2-Day/Half-Day
<b>Monthly Tuition x10</b> (Annual Tuition - 5%)	<b>\$ 1,199</b> (\$11,390.50)	<b>\$ 1,399</b> (\$ 13,290.50)	<b>\$ 899</b> (\$ 8,540.50)	<b>\$ 899</b> (\$ 8,540.50)	<b>\$ 599</b> (\$ 5,690.50)
<b>Material Fee</b> (annual one-time payment)	\$999	\$999	\$799	\$799	\$499
<b>Enrollment Fee</b> (new family one-time payment)	\$499	\$499	\$299	\$299	\$299
<b>SUBTOTAL ENROLLMENT FEES</b>	<b>\$1,498</b>	<b>\$1,498</b>	<b>\$1,098</b>	<b>\$1,098</b>	<b>\$798</b>
<b>Tuition Deposit</b> (May Tuition, only for monthly payment option)	\$1,199	\$1,399	\$899	\$899	\$499
<b>TOTAL ENROLLMENT MONTHLY PAYMENTS</b>	<b>\$2,697</b>	<b>\$2,897</b>	<b>\$1,997</b>	<b>\$1,997</b>	<b>\$1,297</b>
<b>TOTAL ENROLLMENT ONE-TIME ANNUAL PAYMENT</b>	<b>\$12,888.50</b>	<b>\$14,788.50</b>	<b>\$9,638.50</b>	<b>\$9,638.50</b>	<b>\$6,488.50</b>

## RE-ENROLLMENT

<b>First Tuition</b> (due August 1, 2023)	<b>\$ 1,199</b>	<b>\$ 1,399</b>	<b>\$ 899</b>	<b>\$ 899</b>	<b>\$ 599</b>
<b>Material Fee</b> (due May 5, 2023)	\$999	\$999	\$799	\$799	\$499
<b>Deposit</b> (May 2024 Tuition; due May 5, 2023)	\$1,199	\$1,399	\$899	\$899	\$599
<b>TOTAL RE-ENROLLMENT MONTHLY PAYMENT</b> (due at reenrollment May 5, 2023)	<b>\$2,198</b>	<b>\$2,398</b>	<b>\$1,698</b>	<b>\$1,698</b>	<b>\$1,098</b>
<b>TOTAL RE-ENROLLMENT ANNUAL PAYMENT</b>	<b>\$12,389.50</b>	<b>\$14,289.50</b>	<b>\$9,339.50</b>	<b>\$9,339.50</b>	<b>\$6,189.50</b>

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



Enrolled Student Program:

- Private School (Full-Day)
- 5-Day/Half-Day
- 2-Day/Full-Day
- HS Umbrella
- Homeschool (Full-Day)
- AM Academic
- AM Academic
- Tutoring
- PM Projects
- PM Projects
- Parent Coaching

## NOTIFICATION OF ABSENCE FROM SCHOOL

Dear parents and guardians,

School attendance is the responsibility of the parent. Our parent choice programs offer various freedoms in regard to attending school days and hours. However, since there is a strong relationship between attendance, academic performance, and social-emotional well-being of our children, it is important that parents take an active role in working with the school to ensure their child's attendance at the chosen student program.

**It is, therefore, and for security reasons, our request, that you contact the school each time a student is absent. If you are enrolled in our Private School Program, this request is legally required.**

With your application or re-enrollment package, you are receiving our updated attendance policy and forms. MTA offers different ways to notify us if your child will be absent. Your choices are:

- Text Message on our Parent Teacher Communication App
- Phone call: 407-435-9910
- Email [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)
- Email [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

For our Private School students, absences are categorized as excused and unexcused and will be recorded in your student file. Please turn in a Tardy or Absence Form to excuse your student's absence; our student handbook (see Attachment 1) lists the reasons for which an absence may be excused (according to Florida School Board Statues - see Attachment 2).

I, herewith, acknowledge MTA's attendance policy:

\_\_\_\_\_  
Signature of parent/guardian

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



## MTA SCHOOL ATTENDANCE POLICY

Regular attendance is important and required for private school program students by Florida Law (Section 1003.21, Florida Statutes) in Kindergarten through 5th Grade in private school.

**For students in homeschool enrichment programs Section 1003.21, Florida Statutes do not apply.**

Private School Program students who have had 15 or more unexcused absences within 90 calendar days may be subject to mandatory withdrawal from the school. This includes five tardies equaling one absence.

We kindly ask our Private and Homeschool Program students to help everybody to develop punctuality skills. Students with excessive tardies (more than 15 unexcused tardies per quarter) may be subject to mandatory withdrawal from the private school program. Five tardies to school equal one unexcused absence.

### Planned Absences

We offer our Homeschool students the freedom to set up planned absences with us (180-Day mandatory attendance does not apply to Homeschool programs). However, understand that your child may feel excluded or left behind upon returning. We help you with the transition by providing a catch-up package for you to prepare and keep your student involved. Please use the provided Planned Absence Form (see forms package) to inform your child's teacher which weeks/days, classes, or projects your student will miss out on.

### Excused Absences

In general, all students are excused for the following reasons:

- Medical appointments
- Counseling appointments
- Legal appointments
- Funeral of a family member or closely related friend
- Family emergency

### Parent Absence Note

For students in Kindergarten through 5th Grade, a written note from the parent/guardian upon returning to school is required to explain the cause of absence.

An excused parent note (see forms package) is required to be submitted within 48 hours of student return. Please inform the school before 9:00 AM if your child will be absent. Parents are encouraged to schedule doctor's appointments before school, after school, or during school break. It is the responsibility of the parent and child to obtain missed schoolwork from their teacher. In the event of a planned absence, the make-up package should be picked up prior to departure and completed within a week of return.

Students with medical conditions must provide documentation explaining health guidelines, medical applications, or special instructions (please add instructions in the medical form included in the enrollment packet.)

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

# TUITION AGREEMENT



Master Tree Academy Tuition Agreement Academic Year 2024/25

Student Program:  Private School (Full-Day)  Homeschool (Full-Day)  5-Day/Half-Day  2-Day/Full-Day

Payment Plan Options:  monthly  annually  Check  Zelle  Stripe  Venmo

As consideration for the acceptance and enrollment of my child at Master Tree Academy (MTA), I agree to all the following terms:

1. I agree to pay the Master Tree Academy a Tuition Deposit at the time of registration. I understand this deposit is non-refundable and non-transferable. The deposit is equal to one month's tuition (amount depending on your selected Parent Choice Student Program) and is credited to the last month of the school year's tuition (May 2025 only). Additionally, I agree to pay the annual material fee upon enrollment or re-enrollment to ensure my child will receive all materials and books necessary for the school year.
2. I agree to pay my full monthly tuition by the fifth day of each month by check, Zelle, Paypal, or Stripe (online charges apply). If tuition is not received by the fifth day of the month, a \$29.00 late fee applies. If tuition is unpaid by the tenth of the month, my child can be withdrawn from MTA until the balance due is paid in full.
3. I understand my child must adhere to the school hours and that all tardies and absences will be recorded in his/her student file.
4. I understand that there is no credit or substitutions given for holidays, teacher workdays, or school closings due to weather or Covid conditions.
5. I understand that the tuition rates have taken into consideration periodic illness, and consequently, no credit is given for absence due to illness. The tuition must continue to be paid and days of absence may not be credited.
6. I agree to pay a \$25.00 fee for any check that is returned from the bank unpaid.
7. I understand that my child will be released only to the people whose names I have listed on my Emergency Form.
8. MTA may use photographs/videos of my child for newspaper articles, school websites, social media sites, brochures, and other publicity purposes. I am informed that I can exclude my child's photos from being taken or published. To do legally so, I can submit the Media Consent Form.
9. I understand that there may be required fees in addition to tuition, which may include the cost of various field trips, teacher appreciation, specific school supplies, and graduation caps and gowns. A copy of the MTA Yearbook may also be purchased for a minimal fee.
10. I understand that I will be notified should my child become ill during the day, and I will pick up my child from MTA immediately after such notification. Any child sent home with a fever, diarrhea, or vomiting will not be permitted back to school until the child has been symptom-free for a 24-hour period. In case of a Covid 19 positive test result, my student will stay home for 5 days or until a negative test result. This is mandatory.
11. I understand that my child's class and grade level placement will be determined by the MTA Admissions Committee, and I will agree to this placement.
12. I understand and agree that MTA is not involved in and not responsible for any arrangement or agreement with any employee of MTA for extra-hour childcare, transportation, tutoring, day camps, or any other personal service arrangements that I may make with school employees.
13. When I have questions or concerns, I agree to follow MTA's resolution process. First, a conference with the classroom teacher will be scheduled, and then, if necessary, a conference with the Director will be scheduled.
14. I understand that my participation and support are essential to the educational success of my child. I agree to participate in conferences, activities, and events as an investment in my child's educational experience and success. I agree to have my child present at special school events and programs, to participate in community events, volunteer in the classroom or chaperone field trips, and invest time, energy, and resources in support of Master Tree Academy's mission.
15. Tuition payments can be made in 10 monthly payments from Aug.-May or with a discounted one-time payment. If I voluntarily withdraw my child during the school year, I am responsible for the remainder of the unpaid annual tuition. I understand that I am responsible for unpaid tuition, regardless of whether MTA is able to enroll a new student in the classroom that my child was attending. I understand that I will also forfeit fees, including materials fees.
16. I am aware that MTA grants a 10% Sibling Discount for the first and a 15% Sibling Discount on monthly or annual payment options.
17. I understand that my child must maintain good behavioral standing to continue to attend MTA.
18. I understand that my child's behavior must follow all rules of conduct as stated in the current MTA Parent Handbook to continue to attend MTA.
19. I understand that it is my responsibility to check and read emails from MTA Administration and teachers as well as MTA's website for information on calendar updates, MTA's Parent Handbook updates, annual reports, Parent-Teacher Communication and meetings, and news and events at [www.mastertreeacademy.org](http://www.mastertreeacademy.org).
20. I agree to pay for any lost or damaged school property, Chrome Book Computers, textbooks, or instructional materials assigned to my child.
21. MTA has the right to withdraw any child if the child causes harm to another child, becomes disruptive, and/or disregards MTA rules.
22. MTA has the right to withdraw any child whose parents do not follow MTA's policies and procedures (as outlined in the MTA Parent Handbook) or ignores MTA's tuition agreement.
23. The undersigned parties to this contract expressly agree to all the terms of this contract. Should either party default on their obligations as set forth herein, including the failure to pay amounts due under the terms of this contract, that party expressly agrees to pay all attorney fees and reasonable costs associated with collection efforts to obtain said due amounts or to compel performance of the defaulting party's obligation.
24. MTA is non-denominational and non-discriminatory. Students are admitted without regard to race, ethnic background, gender, national origin, or religion.
25. I have read this tuition agreement, and I fully understand and agree to the contents of this full document. Upon execution, this document becomes a legally binding contract. The Master Tree Academy reserves the right to charge reasonable interest on any unpaid balances due under this agreement.

Student Name:	Tuition Payment Plan:
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**Signature of parent(s)/guardian(s) responsible for tuition**

Printed \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



**STATE OF FLORIDA DEPARTMENT FOR EDUCATION ATTENDANCE STATUES****Attendance Requirement**

All children who have attained the age of six or who will have attained the age of six by February 1 of any year are required to attend school regularly during the entire school term. Children who will have attained the age of five years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board.

Any child who has attained the age of six years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of six years on or before September 1 and has satisfactorily completed the requirements for kindergarten shall progress according to the district's student progression plan.

A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. Section 1003.21, F.S.

Minors between the ages of fourteen and eighteen years of age who do not attend school regularly will not be issued a learner's permit or will have their driving privilege suspended by the Florida Department of Highway Safety and Motor Vehicles. Section 322.091, F.S.

**Parents' Responsibility**

School attendance is the responsibility of the parent. Since there is a strong relationship between attendance and academic performance, it is important that parents take an active role in working with the school to ensure their child's attendance on a daily basis. Schools provide information regarding attendance policies and procedures at the beginning of the school year. Parents must contact the school each time a student is absent. However, methods of notification vary among schools. Absences are classified as excused and unexcused; local school board policy lists the reasons for which an absence may be excused. Section 1003.24, F.S.

**Attendance Policy**

Each district school board establishes an attendance policy that includes, but is not limited to, the required number of days each school year that a student must be in attendance and the number of absences and tardiness after which a statement explaining such absences and tardiness must be on file at the school. Each school in the district must determine if an absence or tardiness is excused or unexcused according to criteria established by the district school board. Section 1003.24, F.S.

**Enforcement of School Attendance**

It is the policy of the state that each district school superintendent is responsible for enforcing school attendance of all students. The responsibility includes recommending to the district school board policies and procedures to ensure that schools respond in a timely manner to every unexcused absence or absence for which the reason is unknown, of students enrolled in the schools. District school board policies must require parents to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. To prevent the development of patterns of nonattendance, the policies require schools to track excused and unexcused absences and contact the home in the case of an unexcused absence from school or an absence from school for which the reason is unknown. Early intervention in school attendance matters is an effective way of producing good attendance habits that will lead to improved student learning and achievement. Section 1003.26, F.S.

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



# EXCUSED ABSENCE/TARDY



Excused Absence Request

Enrolled Student Program:

- Private School (Full-Day)
- 5-Day/Half-Day
- 2-Day/Full-Day
- Homeschool (Full-Day)
- AM Academic
- AM Academic
- PM Projects
- PM Projects

DATE

STUDENT NAME:	TARDY <input type="checkbox"/>	ABSENCE <input type="checkbox"/>
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## EXCUSED ABSENCE REQUEST

**For:**

- Medical appointment
- Counseling appointment
- Legal appointment
- Funeral of a family member or closely related friend
- Family emergency
- Other:

Parent/Guardian Signature

Date

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)



# STUDENT APPLICATION FORM



Admissions Form

Student Program: Private School (Full-Day) Homeschool (Full-Day) 5-Day/Half-Day 2-Day/Full-Day

Student Name  Grade in Fall  Gender  Male  Female  Other

Address  Birth Date (mm/dd/yy)

City  State  Zip Code  Payment Method  Website  Paypal

Does your child live with both parents?  Yes  No  Zelle  Check  Stripe

If not, please describe custody arrangement and provide documentation

Parent/Legal Guardian 1 Name  Email

Cell Phone  Work Phone

Address  City  State  Zip Code

Employer Name and Address

Parent/Legal Guardian 2 Name  Email

Cell Phone  Work Phone

Address  City  State  Zip Code

Employer Name and Address

### Tell us about your child

Current School  Grade

Program  Teacher

Enrolled Sports  Favorite Subject

Special Interests  Learning Disabilities

Is your child energetically sensitive?  Yes  No Is your child empathic?  Yes  No

Is your child noise sensitive?  Yes  No Is your child artistically inclined?  Yes  No

Describe your child's demeanor:

### Is there anything we should know about your child's physical or mental health?

Does your child have any restrictions on physical activity

Parent/Guardian Signature

Date:

# ADMISSIONS APPLICATION INFO



Additional Information

Student Name

Use this space for anything you would like to share with us about your child



Do you have any concerns that you would like to share with us?

Shadow Day agreed for (date):

Lastly, how did you hear about us?

- |                                       |  |                                       |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> MTA Student  | <input type="checkbox"/> Victory Martial Arts Student. | Name: _____                           |
| <input type="checkbox"/> Friend       | <input type="checkbox"/> MTA Event/Open House          | <input type="checkbox"/> Parent Group |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> MTA Camps                     | <input type="checkbox"/> Other: _____ |

Thank you for your application! We will contact you shortly to arrange a tour or shadow day!

Should you have any questions, feel free to call 407-435-9910 or e-mail [info@mastertreeacademy.org](mailto:info@mastertreeacademy.org)

