



# BRIGHTER HORIZONS ACADEMY

## College Preparatory

3145 Medical Plaza Dr., Garland, Texas 75044

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"Where Knowledge, Faith, Academics and Character Meet."



## INSTRUCTIONS FOR ADMISSION AND ENROLLMENT 2018-2019 Admission Checklist and Deadlines

### IMPORTANT DATES

**Wednesday, November 1, 2017**  
Admission opens for 2018-2019

**Friday, November 3, 2017**  
Sneak Peek Preview

**Saturday, January 13, 2018**  
Open House

**Friday, January 19, 2018**  
Application Priority Deadline

**Friday, February 16, 2018**  
Documents Submission Priority  
Deadline

**Friday, March 2, 2018**  
Testing/Interview Priority  
Deadline

**March 5-9, 2018**  
Admission decisions emailed to  
applicants meeting all deadlines

**Monday, May 7, 2018**  
First tuition installment due

**Wednesday, August 1, 2018**  
2017-2018 final academic records  
due

Brighter Horizons Academy's admission process and criteria aim at considering each applicant holistically. Our decisions are based on the evaluation of the applicant's values, character, academics, behavior, self-motivation, and citizenship.

For any question related to admission and enrollment, please visit our [website](#) (Admission tab) or contact the Office of Admission by phone at 972-675-2062 ext. 125 or by email at [admission@bhaprep.org](mailto:admission@bhaprep.org)

**Special Note: What are priority deadlines?** Each year we receive many more applications than we have open seats available. We therefore encourage families to apply and complete their admission process as early as possible before our sections fill up. **Applicants who will meet our priority deadlines will be receiving an admission decision earlier.** We will continue to accept applications after these deadlines and accept successful applicants on a rolling basis, with longer delays.

#### □ Step 1: Apply for Admission – Applications open on November 1, 2017

Submit your online or paper application and pay a \$50.00 non-refundable fee per application **by January 19, 2018 (priority deadline)**. Applications do not roll over from one year to the next. *Note:* PK1 applicants must be 3 years old by October 1, 2018; PK2 applicants must be 4 years old by October 1, 2018; KG applicants must be 5 years old by October 1, 2018. PK-KG students must be fully potty-trained. *Please contact the Office of Admission before applying for 11<sup>th</sup> or 12<sup>th</sup> grade.*

#### □ Step 2: Submit all required documents

Provide your child's current school with the School Records Release form available on our website under "Admission". All documents must be submitted to the Office of Admission **by February 16, 2018 (priority deadline)**.

Documents required: birth certificate, up-to-date immunization records, academic records (at least previous and current year's report card), official transcript (9<sup>th</sup>-12<sup>th</sup> grade applicants), state testing results (at least previous year's results), and disciplinary/behavioral report.

*Note: Copies must be legible and clear. Pictures of documents will NOT be accepted.*

#### □ Step 3: Take the Admission Test & Interview by March 2, 2018 (priority deadline)

Upon receiving all documents, the Office of Admission will contact you to schedule your child's admission test. We advise parents/guardians to submit the required documents as early as possible in order to get an early testing date. We have limited seats available on each testing dates. Testing dates are set by the Office of Admission. At the time of testing, the \$100 non-refundable onsite testing fee per applicant and the \$1,000 non-refundable new enrollment fee per family are due.

#### □ Step 4: Review and Decision for Admission

Admission decisions will be communicated to the parents/guardians by email **between March 5 and March 9, 2018** to those applicants meeting all of the above deadlines and instructions. For applicants who did not meet these deadlines and instructions, admission decisions will be given on a rolling basis.

Decisions: Acceptance, Waiting Pool, Non-Acceptance.

#### □ Step 5: Upon Admission, Complete the Enrollment Process to Secure your Child's Seat

- Read the Parent/Student Handbook.
- Print, sign and return the Enrollment Agreement and the Health Information Packet to the Office of Admission **within 5 business days of the acceptance date.**
  - Submit your payment for the first tuition installment (non-refundable) **by May 7, 2018** (or within 5 business days thereafter).
  - Submit your child's 2017-2018 final academic records **by August 1, 2018.**

## Important Information and Requirements

### Application:

- By putting in and signing on an application for admission at Brighter Horizons Academy, parents/guardians agree to abide by Brighter Horizons Academy's policies as laid out in the "Instructions for Admission and Enrollment" and in the "Parent/Student Handbook". These documents can be made available in hard copies upon request.
- Parents/guardians are highly encouraged to apply and complete the entire admission process as early as possible. Applicants who do not meet our priority deadlines might experience long delays in their admission process, especially in the summer. Once the Office of Admission receives the completed application form (including the Parent Questionnaire) and fee, the applicant will be in our system and parents/guardians will start receiving important communications, including reminders for upcoming deadlines. Parents/guardians are expected to respond to our communications within 5 business days, otherwise the application will be considered inactive. Applications will be withdrawn after 10 business days of inactivity unless a notification and legitimate reason for such inactivity is communicated to the Office of Admission. This rule also applies to the Waiting Pool. The Office of Admission will primarily communicate by email.
- During the admission and enrollment process, the Office of Admission may contact the applicant's current and/or previous school(s) for any records needed. Parental permission is no longer required when records are requested by authorized school personnel (FERPA Final Rule on Education Records, Federal Register, June 17, 1976, VOL/ 41 NO. 118, Page 24673).
- Brighter Horizons Academy does not maintain a waiting list for applications. Putting in an application does not guarantee admission and/or enrollment at BHA. The admission process must be complete before an admission decision can be given to the family.
- Students requiring special educational programs or services (such as: 504 plan, ESL/ELL classes, Special Needs) and who have not met the exit criteria for their program/service cannot be considered for admission at Brighter Horizons Academy as we do not have the necessary resources to care for them at this time. Please consult with your child's current school and consider their recommendations before applying to Brighter Horizons Academy.
- Applications do not carry over to the following school year.

### Required Documents:

- It can take up to three business days to process an application or required materials. It is the parents/guardians' responsibility to ensure that all required documents have been submitted. Delays might occur after March 9, 2018 and especially during the summer. Parents/guardians are expected to request documents from their child's previous/current school by using the School Records Release provided by the Office of Admission and to follow up with their child's current school on that matter. Brighter Horizons Academy will not be responsible if documents are not submitted on time by the parents/guardians or by the previous/current school.
- The Office of Admission will send regular notifications on missing documents prior to February 16, 2018 and will also notify parents/guardians about a week after the required documents deadline if documents are still missing.
- All 9<sup>th</sup>-12<sup>th</sup> grade applicants must submit an official transcript and will have their credits reviewed by the College Guidance Department to ensure that the applicant will be able to meet Brighter Horizons Academy's graduation requirements and graduate on time. The College Guidance Department will evaluate at this time if any credit recovery will be needed. If accepted at Brighter Horizons Academy, any missing or insufficient credits will be made up for by the student at the family's financial responsibility through accredited, approved options.
- For 11<sup>th</sup> and 12<sup>th</sup> grade applications: we highly encourage applicants to familiarize themselves with the specificities of each track we offer in order to apply for the most suitable one. Applicants and their families should contact the Office of Admission for more information if necessary. Once all documents have been submitted, the College Guidance Department will evaluate if the applicant can be considered for the track applied for, and advise otherwise when necessary.
- If additional documents besides those listed above are deemed necessary to assess your child for admission purposes, delays might be experienced in the admission process and/or decision until such documents can be collected.
- If some required documents are not available, parents/guardians must inform the Office of Admission which will consult with the Leadership Team to waive the necessity for such documents. Parents/guardians might be requested to provide other documents in their place.

### Testing:

- Applicants who have submitted all of their required documents will receive instructions regarding their admission test and interview. Testing and interview cannot be scheduled until all documents have been received. If a grade level is full, applicants will still receive testing and interview instructions. Applicants whose grade level is full are highly encouraged to proceed with testing and interview in order for them to finish the admission process and be placed on the Waiting Pool if they meet all of our admission requirements. See details about the Waiting Pool under "Admission Decisions".

- Please refer to the table below regarding the format, location and fees associated with testing and interview.

Grade applied for	Family's residence	Test format	Test location	Interview location	Fees
<b>PK1-KG</b>	DFW family	BHA assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)	BHA	BHA	\$100 non-refundable
	Non-DFW family	BHA assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)	Skype	Skype	\$100 non-refundable
<b>1st grade</b>	DFW family	MAP Math and Reading with audio Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Early Literacy and Math	Sylvan Learning Center of your choice	Skype	Check with center
<b>2nd grade</b>	DFW family	MAP Math and Reading Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Math and Reading	Sylvan Learning Center of your choice	Skype	Check with center
<b>3rd-10th grade</b>	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Math and Reading Sylvan writing prompt	Sylvan Learning Center of your choice	Skype	Check with center
<b>11th-12th grade (AP or Dual Credit track)</b>	DFW family	TSI BHA writing prompt (at the time of the interview)	Richland Community College	BHA	N/A
	Non-DFW family	TSI or ACT/SAT BHA writing prompt (by email)	Participating college/university (Texas) or international test center	Skype	N/A
<b>11th-12th grade (On-track)</b>	DFW family	MAP Math and Reading BHA writing prompt Maximum 3 hours	BHA	BHA	\$100 non-refundable
	Non-DFW family	STAR Math and Reading Sylvan writing prompt	Sylvan Learning Center of your choice	Skype	Check with center

DFW = Dallas/Fort Worth metroplex

MAP = Measure of Academic Progress (standardized test)

STAR = computer-adaptive assessment conducted at Sylvan Learning Centers. STAR is a Renaissance product

TSI = Texas Success Initiative

- Dates and times for onsite testing/interviews and Skype testing/interviews are set by the Office of Admission, which strives to accommodate families whenever possible. Offsite testing has to be arranged by the family/applicant directly

with the respective test location. Brighter Horizons Academy will not be held responsible if testing cannot be arranged on the date and time requested by the family, whether onsite or offsite, and our deadlines will still apply.

- It is the applicant's and their parents/guardians' responsibility to appear on time at their scheduled testing and/or interview and to inform the Office of Admission prior to the scheduled testing and/or interview time if they need to reschedule. If an applicant is late for testing and/or interview, the Office of Admission reserves the right to reschedule the applicant at a later date. If an applicant is a "no-show" (i.e. the applicant does not appear for a scheduled testing and/or interview and no communication has been made with the Office of Admission prior to testing or shortly thereafter in emergency situations) at two consecutive scheduled dates for testing and/or interview, the application will be withdrawn.
- If the applicant has taken MAP (Measure for Academic Progress) Growth testing within the school year applied for at their school, please provide their results. If satisfactory, they will not need to go through testing (whether at Brighter Horizons Academy or offsite) and will be invited for the admission essay and interview only.
- 11<sup>th</sup> and 12<sup>th</sup> grade applicants only: if the applicant has already taken the TSI or the SAT or ACT, please provide their results. If satisfactory, they will not need to go through testing (whether at Brighter Horizons Academy or offsite) and will be invited for the admission essay and interview only.
- All applicants coming to Brighter Horizons Academy for testing and/or interview are expected to follow Islamic etiquette both in clothing and conduct. Girls applying for 5<sup>th</sup> grade and up need to wear a headscarf.
- PK-5<sup>th</sup> grade applicants: for safety reasons, parents/guardians will be required to stay at Brighter Horizons Academy throughout the duration of the test and interview.

#### **Admission Decisions:**

- For those applicants who meet all of our deadlines and instructions, an admission decision will be communicated via email between March 5 and March 9, 2018. If you believe that you have met all deadlines and did not receive an admission decision by March 10, 2018, you can contact the Office of Admission regarding the status of your child's admission starting March 12, 2018. Do not inquire on an admission decision prior to March 12, 2018.
- For applicants who did not meet these deadlines and instructions, admission decisions will be given on a rolling basis after March 12, 2018. Note that delays might occur especially during the summer.
- All admission decisions will be communicated by the Office of Admission by email only. Admission decisions given over the phone or in person, or by other entities or persons should not be considered final.
- Admission decisions:
  - Acceptance – The applicant has met all of BHA admission criteria and is offered a seat for 2018-2019.
  - Waiting Pool – The applicant has met all of BHA admission criteria, however, the grade level is full and the applicant has been placed on the Waiting Pool.
  - Non-Acceptance – The applicant has not met all of BHA admission criteria and cannot be offered a seat for 2018-2019.

Please note that acceptance at Brighter Horizons Academy is never guaranteed.

- Our admission decisions are based on the documents and information submitted by the parents/guardians and the applicant's previous/current school(s), the admission test results, the interview, any previous records of the applicant at Brighter Horizons Academy, and the behavior observed throughout the admission process.

#### **Waiting Pool:**

- Applicants placed on the Waiting Pool will receive a notification with their rank. The Waiting Pool works on a first-come, first-served basis (with priority given to staff children first and siblings of current families second). Once a seat opens in the grade level, parents/guardians will be notified by email and they will need to accept or decline the acceptance offer within 24 hours of the email. If they accept the offer, they will receive an official Letter of Acceptance by email with further instructions on the Enrollment process. If they decline the offer, the application will be withdrawn. If they do not respond on time, the Office of Admission will offer the seat to the next applicant on the Waiting Pool and the non-responder will take the next rank on the Waiting Pool.
- Parents/guardians are highly encouraged to find an alternative option for their child's education if they are placed on the Waiting Pool.
- Please note that a few seats generally open within the first week of the school year due to non-relocations and no-shows.
- The Waiting Pool does not carry over to the following school year.

#### **Enrollment:**

- Upon acceptance, parents/guardians must complete the Enrollment process in order to secure their child's seat in the school. Brighter Horizons Academy reserves the right to offer the seat to another applicant if the Enrollment process is not completed in its entirety in a timely manner.
- The Enrollment process is as follows:
  - Read the Parent/Student Handbook (which should have already been read at the time of the application)

- Complete and return the Enrollment Packet (Enrollment Agreement and Health Information Packet) which accompanies the Acceptance email within 5 business days.
- Submit your payment for the first tuition installment (non-refundable) **by May 7, 2018** (or within 5 business days if the acceptance comes is received on or after May 2, 2018).
- Submit your child's final report card, official transcript (for 9<sup>th</sup>-12<sup>th</sup> grade applicants) and State testing results **by August 1, 2018** (only applies to applicants who were not able to provide final records before the admission decision)
- Parents/guardians will receive a notification of enrollment once they have completed their enrollment process.
- For parents/guardians who decide to withdraw a student during the school year or during the summer, a **30-day written notice is required**. If 30-day notice is not given **in writing**, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
- Parents/guardians who do not wish to accept the seat offered to their child and proceed with enrollment are requested to inform the Office of Admission as soon as possible.

**Finance:**

- Any previous outstanding balance on the family account must be fulfilled before an admission decision can be given.
- The \$50 non-refundable application fee is due when submitting the application form. Applications cannot be processed if the fee has not been paid.
- The \$100 non-refundable testing fee is due at the time of testing, before the applicant is taken to the testing room. For applicants scheduled for Skype testing, the testing fee must be paid before the scheduled time of the Skype testing. Applicants who test offsite will need to pay the testing center directly.
- The \$1,000 new family enrollment fee is due at the time of testing, before the applicant is taken to the testing room. If the grade level applied for is full at the time of testing, the new family enrollment fee will not be collected until a seat opens in that grade level, unless the family is bringing in for testing other children whose grade levels are not full.
- The new family enrollment fee is a commitment fee that is due for all new families at Brighter Horizons Academy. If the family is returning to Brighter Horizons Academy within two school years, a returning family enrollment fee of \$100 will be due instead. There is no enrollment fee for current families. All enrollment fees are non-refundable, except for:
  - Decisions of Non-Acceptance (provided that no sibling is or will be attending Brighter Horizons Academy for the time being), in which case a formal refund request must be placed in writing to the Office of Admission within 10 business days of the date of the Non-Acceptance email
  - Inability to relocate in the Dallas/Fort Worth metroplex (only applies to families who reside outside of the Dallas/Fort Worth metroplex at the time of the application), in which case a formal refund request must be placed in writing to the Office of Admission by the first day of planned attendance (as indicated on the Enrollment Agreement).

Refunds are not automatic.

- For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a **30-day written notice is required**. If a 30-day notice is not given **in writing**, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
- All admission fees must be paid before an admission decision can be given.
- When an application has been withdrawn, whether voluntarily by the parents/guardians or involuntarily due to any of the reasons mentioned above, the parents/guardians will be required to pay the \$50 application fee if they wish to resume their admission process.
- Forms of payment accepted: Chase Quick Pay, Zelle, cash, checks, cashier checkers, money orders, online payment (+3% service fee), and debit/credit cards (+3% service fee). A \$25 fee will be charged if a check is returned for non-sufficient funds, blocked account or closed account. If a check is returned twice, the family will be required to pay only with one of our other options thereafter.
- Refer to the table on the next page to learn about our fees and overall expected expenses.

**Tuition and fees for the 2018-2019 school year**

*The amounts below are subject to change.*

<b>Admission</b>	Application fee	\$50 per child (non-refundable)
	Testing fee	\$100 per child (non-refundable)
	New family enrollment fee	\$1,000 per family (non-refundable except as stated above)
<b>Tuition (annual)</b>	1 child	\$7,400.49 or: \$822.27/month
	2 children	\$14,060.94 or: \$1,562.33/month
	3 children	\$19,981.33 or: \$2,220.15/month
	4 children	\$25,531.70 or: \$2,836.86/month
	5 children	\$30,712.05 or: \$3,412.45/month
<b>Instructional Material and Resource Fee (annual)</b>	PK-KG	\$150
	1 <sup>st</sup> -10 <sup>th</sup> grade	\$260
	11 <sup>th</sup> grade (BHA textbook fee)	\$200
	12 <sup>th</sup> grade (BHA textbook fee)	\$200
<b>Parent-Teacher Organization (annual)</b>	Membership	\$10/family
	Volunteer account	\$50/semester (per family)*

**Additional expenses that may vary from student to student:**

Complete new uniform	Between \$20 and \$121	<i>Includes one piece of each required item only. Varies by grade level and gender</i>
Technology fee	\$100	<i>For all 11<sup>th</sup> graders and new 12<sup>th</sup> graders</i>
Lunch	\$5 per meal	<i>Students can also bring their own lunch</i>
After-care	\$10 per day	<i>All grade levels</i>
Student parking permit	\$20	<i>Required for students who have a car and intend to park at BHA</i>
Field trips	Varies by trip	
Extra-curricular activities	Varies by activity	

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