

Registration Form

Please complete a separate registration form for each child. Photocopies are acceptable.

Please fill out reverse side **Full balance is payable with registration**

Please print clearly.

Child's Name: _____ M__ F __ Birth Date: _____

Current Grade: _____ School Attending: _____

Parent Name(s): _____

Street Address: _____ Home Phone: _____

City/Zip: _____ Work Phone: _____

Cell/Pager #(Dad): _____ Cell/Pager #(Mom): _____

E-mail address: _____

Program:

Class _____ Date _____ Time _____ Cost _____

Class _____ Date _____ Time _____ Cost _____

Class _____ Date _____ Time _____ Cost _____

Lesson _____ Date _____ Time _____ Cost _____

Tutor _____ Date _____ Time _____ Cost \$25/half-hour*

Tutor _____ Date _____ Time _____ Cost \$25/half-hour*

* Tutoring charges will be billed

Total cost of classes _____

Make check payable to:

Lake Ridge Academy

Mail to:

Lake Ridge Academy
Attn: Katherine Hatcher
37501 Center Ridge Road
North Ridgeville, Ohio 44039

**For more information,
contact:**

Katherine Hatcher
(440) 327-1175 ext. 9141
hatcherk@lakeridgeacademy.org

There is a 3% processing fee applied to all credit card payments

To registration via credit card: Visa__ Mastercard__ Signature _____

Credit Card # _____ 3 Digit Security Code # _____ Exp. _____

Lake Ridge Academy Center for Creative Thinkers

Registration and tuition: Students must enroll for the full session for their chosen program(s). Registration forms and payment should be sent to the Lower School office: attention Katherine Hatcher. Questions regarding the program or payment options should be directed to Katherine Hatcher, Center for Creative Think ers Director, by calling 440.327.1175 x9141.

Absences: Regular attendance is expected. Refunds will not be issued for missed classes unless Lake Ridge Academy or an instructor cancels a class and the class cannot be rescheduled. Students must notify instructors by 9:00 a.m. on the day of the scheduled lesson if that class must be missed. Please call your teacher first, then Katherine Hatcher 440.327.1175 x9141.

Students are responsible for informing their instructors about scheduling conflicts two weeks in advance. This would include after-school sports, other extra-curricular activities, religious holidays, field trips, doctor's appointments, etc. Instructors may excuse student absences and schedule a make-up lesson, but are not required to do so.

Instructor Absence: Instructors are required to reschedule promptly any classes or lessons they miss. A student's account will be credited for any lesson that is not rescheduled.

Discontinuation: If a student wishes to discontinue his or her chosen program, the Director must be notified in writing. With written notification within the first two (2) weeks of the chosen program, 50 percent of the fee for the unused portion of the session will be refunded. After the first two (2) weeks of the program, there will be no refund of tuition made.

Emergency School Closing: In the event of an emergency school closing, lessons and classes will be made up during the allotted times at the end of each session. In the event that a class or lesson cannot be made up due to a school closing, a refund will be issued.

Extended Day: Students in grades K-8 who are currently enrolled at Lake Ridge Academy must attend Lake Ridge Academy's Extended Day Program after 3:30 when they are on campus during times they are not at a lesson unless they are being supervised by a parent or other caretaker. Extended Day payments are handled by the business office. The cost is \$6 an hour. Victoria Shehan (ext. 9236) is the director of the Extended Day program in the Lower School; Susan McDonald (ext. 9162) is the director of Extended Day in the Middle School.

For lessons and classes after 6:00 p.m. or on Saturdays, students must be under parental supervision before and after their lessons/classes. Students must remain in their assigned areas and are not to wander around the buildings or premises of Lake Ridge Academy.

Health & Wellness: During these scheduled classes, there will be NO NURSE on duty. In the event of an emergency, 911 will be contacted.

Lake Ridge Academy reserves the right to cancel any classes that do not meet minimum enrollment.

Students are expected to follow and adhere to Lake Ridge Academy rules and regulations. Lake Ridge Academy reserves the right to dismiss students from The Center for Creative Thinkers who do not follow the rules and regulations of Lake Ridge Academy.