



WESLEYAN ACADEMY

ADMISSIONS REQUIREMENTS & PROCEDURES

ADMISSIONS REQUIREMENTS:

The following documents must be submitted with the application and non-refundable application fee:

	PPK - K GRADES	7 st - 11 th GRADES
Completed and signed application form	√	√
One 2x2 photo	√	√
Birth Certificate	√	√
Early Childhood Questionnaire Form (PPK, PK, and K)	√	
Admission Disclosure (PPK and PK)	√	
Certificate of good financial standing from previous school, if private	√	√
Conduct letter from previous school	√	√
Official transcript of credits from previous school		√
2 Teachers Evaluations		√
If applicable, submit copy of recent (2 years) official psycho-educational and/or psychometric evaluation from certified professional.	√	√

NO ADMISSIONS WILL BE MADE UNTIL ALL REQUIREMENTS AND DOCUMENTS HAVE BEEN COMPLETED AND SUBMITTED TO THE ADMISSIONS OFFICE.

ADMISSIONS PROCEDURES:

1. Once the application and admission fee are received, applicant is scheduled for an admission evaluation (K-11).
2. Documents and results of admission entrance exam (K-11) are submitted to the Admission Committee.
3. A formal interview with the student or additional testing may be required at the discretion of the Committee.
4. The decision is informed to parents. A letter with the due date for enrollment payment and remaining required documents is prepared and given to the parents.
5. Parents will receive information regarding Online Licenses, Book Lists and Uniforms at a later date.

Notes:

- Admission of students after the school year has begun will be handled on an individual basis.
- Acceptance depends upon space availability and the presentation of all required documents.
- The Admission Committee determines grade placement, admissions, and course programs.



WESLEYAN ACADEMY

ADMISSIONS APPLICATION

Recent
Photo

Present Grade _____ School Year _____ Applying for Grade _____
Please submit with all required documents (see list in Admissions Packet)

Student Name: _____ Sex: _____ Age: _____
Date of Birth: _____ Place of Birth (State Country): _____
MM/DD/YYYY

Main language spoken by the student: English Spanish Other _____

Student's Home Address:

Street: _____
City: _____ State: _____ Zip Code: _____
Current school: _____ Address: _____
Dates attended: _____ Phone: _____

OTHER SCHOOLS PREVIOUSLY ATTENDED:

School: _____ Private Public Pre-school
Dates Attended: _____ Address: _____

FAMILY INFORMATION:

INDICATE WHO PRIMARY CONTACT WILL BE: Father Mother Other: _____

Father's Name / Legal Guardian _____ Mother's Name / Legal Guardian _____

Email _____ Email _____
Mailing Address (if different from applicant) _____
Mailing Address (if different from applicant) _____

Occupation / Title / Specialty _____
Occupation / Title / Specialty _____

Name of Organization/Firm _____
Name of Organization/Firm _____

Home Tel. _____ Home Tel. _____

Cell Tel. _____ Cell Tel. _____

Business Tel. _____ Business Tel. _____

Check if appropriate:

Father Deceased Mother Deceased Parents Separated
Parents Divorced Father Remarried Mother Remarried

Student lives with: Both parents Mother Father Other

If the above information is checked, give full name and relation of the legal guardian:

Name: _____ Relation: _____

Brothers / Sisters applying or attending Wesleyan Academy:

Name	Grade	/	Applying	/	Attending
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



WESLEYAN ACADEMY

ADMISSIONS APPLICATION

Name of additional Brothers / Sisters:

Name

Age

/

School (if applicable)

Please respond to the following by marking your response with a :

Ethnicity: Hispanic Caucasian African African American Asian Native American

Presently attending church: Yes Name: _____ No

Denomination: Wesleyan Pentecostal Lutheran Methodist Presbyterian Catholic Baptist

Assembly of God Disciples of Christ Other _____

VIDEO & PHOTO USAGE: I authorize Wesleyan Academy to use my child's picture for promotional purposes.

IS EITHER PARENT A WA ALUMNUS/A? No Yes (Mother / Father) #Years: _____ Class Of: _____

HOW DID YOU FIRST HEAR ABOUT WESLEYAN ACADEMY?

Friend Word of Mouth Drive by Website I am an Alumnus/a Advertising School Activity

Social Media WA employee (name) _____ other _____

SALARY RANGE: \$20-30K \$31-41K \$42-52K \$53-63K \$64-74K \$75 and above

WHY ARE YOU CHOOSING WESLEYAN ACADEMY? (PLEASE SELECT ONE)

Cost Facilities Security English Instruction Christian Environment/Values

Academic Excellence Proximity to Home Other _____



WESLEYAN ACADEMY (A division of Iglesia Evangélica Wesleyana- Distrito de PR, Inc.)

NEW STUDENT TUITION AND FEES CONTRACT 2021-2022

TUITION		One Payment 7% disc (on or by July 15)	Two Payments 5% disc. (1 st – on or by July 15 2 nd – on or by Dec. 15)	Ten Payments (Due the 15 th of each month. From July 1 st to April 15 th)
Pre-Pre Kinder & Pre-Kinder	\$5,600.00	\$5,208.00	\$2,660.00	\$560.00
Kinder through 6 th grade	\$5,900.00	\$5,487.00	\$2,802.50	\$590.00
7 th through 12 th grade	\$6,000.00	\$5,580.00	\$2,850.00	\$600.00

ANNUAL FEES (Fees are non-refundable.)

Application & Admissions Process - No checks accepted

PPK & PK – No Charge	K through 11 th - \$85
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Enrollment Fee per Student – Due upon acceptance

Pre Pre-Kinder & Pre-Kinder	\$625.00
Kinder to 11 th grade	\$1,125.00

Online One-Year Licenses (7th to 12th grade) are required to be paid with the Enrollment.
Refer to attached list for prices.

Building & Maintenance Fund - Due on or before July 15

New families with students enrolled in PPK & PK	\$815.00
All other new families	\$1,015.00

Other School Fees - Due on or before July 15

Annual Family Fee (PTSO & Yearbook)	\$65.00
Annual Student Fees (Athletic, Wellness, Natural Disaster, Family Scholarships Contribution Standardized Test (1 st -11 th) and Technology Fee)	\$25 (PPK-Kinder) / \$125 (1 st -6 th) / \$150 (7 th - 11 th) / \$100 (12 th)
Graduation: *Kinder and Seniors (per student)	\$130.00

Retreats/Special Activities - Due on or before July 15 (per student fee)

Growth & Development Activity (6 th grade)	\$25.00
Retreat (8 th to 11 th Grade)	\$75.00
Guajataka School Without Walls (7 th & 12 th)	\$310.00

Child Care Service - Child Care from PPK-2nd (7:00am to 6:00pm / before and after school) - Cancha Care from 3rd-12th (until 6:00pm / after school only)

Daily Flat Fee, per student	\$10.00
Monthly Flat Fee, per student	\$150.00

Cafeteria Monthly Meal Plan - Mandatory service for grades PPK – 3rd (amounts include IVU)

Pre Pre-Kinder & Pre-Kinder	\$40.00
Elementary (Kinder - 6 th grade)	\$75.00
High School (7 th - 12 th grade)	\$90.00

The following discount applies to **families with three or more** children at Wesleyan Academy: 5% for the second child, 7% for the third child and 9% for the fourth child. **Financial Assistance** may be given according to the need of the family by approval of the Financial Aid Committee. Application for financial aid must be received before May 15, prior to the school year for which the financial aid is requested. (New parents do not qualify for this benefit.)

Tuition, Cafeteria & Childcare fees are to be paid in ten (10) equal installments and a month in advance no later than the 15th of each month; beginning on July 1, 2021 and ending on April 1, 2022. Automatic deduction from bank account or credit card (Visa, MC or Amex) is required for ten (10) equal installments. Parents must provide bank or credit card information at the time of the enrollment. A \$20.00 LATE FEE PER STUDENT will be charged to any account not paid by the 15th of the month. The charge for returned transactions due to insufficient funds will be \$30.00. Tuition payment deductions will not be made for future months, if the student is officially withdrawn because of relocation outside of Puerto Rico before the 5th of the month.

*A contract indicating the number of fixed days selected must be signed and pre-paid on a monthly basis.

Initials



WESLEYAN ACADEMY (A division of Iglesia Evangélica Wesleyana- Distrito de PR, Inc.)

NEW STUDENT TUITION AND FEES CONTRACT 2021-2022

Accounts that are not current, including before and after school program fees, will result in the following (WA -4000):

1. Application for readmission will not be considered.
2. Student will not be permitted to begin the following semester (August or January).
3. Transcripts, official documents, records, report cards, among others will not be released.
4. Final semester exams will not be given to students whose accounts are delinquent.
5. Students with accounts over 60 days past due will be suspended from classes and will not be able to see report cards in Plus Portal until the account is settled.
6. Kinder and Senior students with past due balances will not participate in the graduation.
7. The Academy may refer any past due account over 60 days to a collection agency and the signee will be responsible for paying the collection agency's service fee.

Tuition Insurance: Upon enrollment in Wesleyan Academy, the parent/guardian accepts the obligation for full payment of tuition and other charges for the **entire** academic year. A significant portion of the school's costs are committed at the beginning of the school year based on projected student enrollment. In view of your obligation, we encourage you to contact a broker for tuition insurance coverage for protection. *Acceptance and enrollment in Wesleyan Academy constitutes acceptance of a contract to pay the entire year's charges as specified on the tuition contract. There is no discount or reimbursement for medical leave, absence, withdrawal, dismissal, or instances of force majeure.*

Force Majeure: The Academy's duties and obligations under this Contract shall be postponed immediately, without notice required, during all periods that the Academy is closed because of *force majeure* events including, but not limited to fire, acts of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the Academy's control. If such an event occurs, the Academy's duties and obligations under this Contract will resume at such time when, in its sole discretion, the Academy determines it may safely reopen. In the event that the Academy cannot reopen due to an event under this clause, the Academy is under no obligation to refund any portion of the tuition paid. Nevertheless, the Parent's obligation to pay, as stated in the clause above, persists. An alternate format of instruction constitutes full fulfillment of this agreement by the school, until regular classes resume.

Wesleyan Academy reserves the right to make final decisions about the assignment of a student to a grade section.

I have read the policy regulating the payment of fees and tuition and recognize that by enrolling my child at Wesleyan Academy, I commit myself to fulfilling, for the entire academic year, the financial responsibilities and obligations indicated here.

Printed name of person responsible for payment

Signature

Date

E-mail:		
Mailing Address:	Home Address:	
Mobile Phone:	Work Phone:	Home Phone:
Number of children to be enrolled at Wesleyan Academy for 2021-2022:		
Student's Name(s):		Grade(s) Applying to:

NON-DISCRIMINATION POLICY

It is the continuing aspiration of the sponsoring body, the administration, and the faculty and staff of WA to maintain the opportunity for students to receive an education which is truly dedicated to the glory of God and the betterment of humankind.

Wesleyan Academy admits students of any race, class, color, national and ethnic origin, sex, and handicap, as defined by law, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in any of its policies, practices, or procedures on the basis of race, class, color, national and ethnic origin, sex, or handicap as defined by law.

Account Number: _____

Receipt Number: _____

B.O. Initials _____

Date: _____



Early Childhood Parent Questionnaire

GRADES FROM PPK-K

Child's Name: _____

Age: _____

SCHOOL EXPERIENCE

Has your child had any previous school experience? Yes No

If so, when and where? _____

For how long? _____

How does your child feel about coming to school? _____

CHILD DEVELOPMENT

Eating Habits

Does your child eat a variety of foods Yes No If no, which? _____

Are there any foods the child must not take due to medical reasons? Yes No
Which? _____

Does your child eat by him/herself? Yes No

Use a spoon and a fork without spilling much food? Yes No

Is used to sitting at the table with his/her family? Yes No

Toilet Training

Is your child toilet trained? Yes No At what age? _____

Does your child indicate the need to use the bathroom? Yes No

Does your child prefer to go by him/herself? Yes No

Depends on an adult? Yes No

Needs help with: Clothes Yes No Cleaning Yes No Other _____

Sleep and Rest Habits

Bedtime? _____ Sleeps through the night? Yes No Normal waking time? _____

Suffers from nightmares? Yes No

Does he/she nap during the day? Yes No

At what time? _____ How long? _____

Has own bedroom? Yes No

Shares bedroom with someone? Yes No With whom? _____

Uses: Thumb Pacifier Blanket Other _____ to sleep.

Dress and Undress

Pants: Can pull them up Yes No Can lower them Yes No Needs help Yes No

Shirt or T-shirt: Can put on Yes No Can pull off Yes No



Early Childhood Parent Questionnaire

GRADES FROM PPK-K

Dress: Can put on Yes No Can pull off Yes No Can button Yes No
Can zip Yes No Can unzip Yes No Can unbutton Yes No
If given the opportunity your child will: Dress by him/herself Yes No Choose own clothes Yes No

Games and Amusement

Child plays: inside house outside (backyard) _____
Child's favorite toy/s: _____
Plays with: Children his or her age Yes No Older Yes No Younger Yes No
Depends on adult to initiate play Yes No
At play, your child is: The leader Yes No The follower Yes No The observer Yes No

Emotional Behavior (Please check all that apply)

Your child is:
 Quiet Gets upset easily Has frequent temper tantrums Independent
 Demands Attention Aggressive Fearful

Your child has the following habits

Sucks thumb Blinks, winks Stutters Bites nails Other

Independence

Separates easily from parents Yes No
Have other persons helped raise your child? Yes No How long? _____
Whom? _____ How is this person related? _____
Does your child have any fears? Yes No Which? _____

Interests

Special interests or hobbies _____
Favorite activity: _____ Favorite TV program _____
How much time does your child watch TV? _____
How often do you, Mom or Dad, read stories with your child? _____



WESLEYAN ACADEMY

ENROLLMENT DISCLOSURE FOR PRE-PRE KINDER (PPK) AND PRE-KINDER (PK)

Recognizing that part of the developmental stages of all preschoolers involves acquiring cognitive and socio-emotional skills directed towards their academic learning scenarios, Wesleyan Academy has decided that for grades PPK and PK, students will not be required to take an entrance test to complete enrollment processes.

Wesleyan Academy, as a Christian school, seeks to provide high quality educational experiences that enable all students to undergo healthy and appropriate learning dynamics. Therefore, enrollment for grade levels PPK and PK require parent's / legal guardian's acceptance of the following terms and conditions:

- (i) Parents agree and accept establishing FULL DISCLOSURE regarding all professional evaluations, diagnosed conditions, professional recommendations, therapies, and/or any important information regarding their child (ren) prior to completing enrollment at Wesleyan Academy. **To retain / avoid informing WA of important information prior to completing enrollment does not and will not safeguard the best interest nor well-being of the student. Failure to provide such information implies a violation to WA policies and regulations.*
- (ii) WA reserves the right to request parents/ legal guardians a professional evaluation, should there be any concerns directly related to academic performance, observable behavior, and/or specific needs identified by teachers or corresponding school personnel. Among the evaluations that WA may require are the following:
 - i. Psychometric evaluation
 - ii. Psycho-Educational evaluation
 - iii. Psychological Evaluation
 - iv. Occupational Therapy
 - v. Educational Therapy
- (iii) Parents agree to meet with corresponding faculty personnel, as necessary, in order to exchange and promote team efforts for the benefit of the student. Such meetings will be arranged at a mutually convenient time for both parents and teachers (as long as meetings take place within academic schedule)

-----ACCEPTANCE OF TERMS AND CONDITIONS PRESENTED ABOVE-----
 *FAILURE TO ACCEPT DISCLOSURE TERMS IMPLIES STUDENT CANNOT COMPLETE ENROLLMENT PROCESSES AT WA.

Dear parent, please revise the content included within this document and proceed to select the alternative that represents your final decision regarding enrollment to PPK or PK at WA.

_____ I HAVE READ AND ACCEPT ALL TERMS INCLUDED WITHIN PPK / PK ENROLLMENT DISCLOSURE.

_____ I HAVE READ AND DO NOT ACCEPT TERMS INCLUDED WITHIN PPK/PK ENROLLMENT DISCLOSURE. I understand this decision implies that enrollment processes will not be authorized by WA.

_____ Please select grade level to attend ____ PPK ____PK
 Full Name of the Student

_____ Signature _____ Date _____
 Full Name of Parent (legal guardian)



WESLEYAN ACADEMY

Teacher Evaluation Grades 1-11

Name of Student _____ Current Grade _____

To the Teacher or School Director:

Please complete after December if applying for the next school year. We are interested in your perspective of the above-mentioned student. All information will be kept confidential. Without a doubt, evaluating a student is a complex and delicate matter, however, we are conscious that children are constantly changing and developing. Openness and honesty in your evaluation are crucial for our assessment. Thank you for your time and dedication.

Name of person completing this form: _____

Relationship with student: Current Teacher Former Teacher School Head Other

I have known this student for: _____ Years and _____ Months

What course(s) do/did you teach this student? _____

Textbook Used: _____

Your school's name: _____

School Address: _____

Telephone: _____ Email: _____

Character and personality traits- check one or more responses which pertain to the student.

Conduct	<input type="checkbox"/> Outstanding in every respect	<input type="checkbox"/> Usually good	<input type="checkbox"/> Occasional misbehavior	<input type="checkbox"/> Frequent disruptions
Leadership	<input type="checkbox"/> Much	<input type="checkbox"/> Some	<input type="checkbox"/> Little	
Emotional Maturity	<input type="checkbox"/> Very	<input type="checkbox"/> Average	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Immature for age
Relationship with Peers	<input type="checkbox"/> Makes friends easily	<input type="checkbox"/> Has occasional problems	<input type="checkbox"/> Relates poorly	
Self-confidence	<input type="checkbox"/> Healthy self-image	<input type="checkbox"/> Needs occasional reassurance	<input type="checkbox"/> Overly self-assured	<input type="checkbox"/> Needs reassurance often
Integrity	<input type="checkbox"/> Trustworthy	<input type="checkbox"/> Usually trustworthy	<input type="checkbox"/> Some reservations	<input type="checkbox"/> Untrustworthy
Interaction with Teachers/Adults	<input type="checkbox"/> Is comfortable	<input type="checkbox"/> is dependent	<input type="checkbox"/> Avoids contact	
Participates in School Life	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Contributor	<input type="checkbox"/> Minor participation	

Comments:

Academic Traits

Excellent

Good

Fair

Poor

Wesleyan Academy does not discriminate in any of its policies, practices, or procedures on the basis of race, class, color, national or ethnic origin, sex or handicap as defined by law.



WESLEYAN ACADEMY

Teacher Evaluation Grades 1-11

Academic potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to homework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express ideas orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express ideas in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Please check # the words you feel describe this applicant:

<input type="checkbox"/> Aggressive	<input type="checkbox"/> Disobedient	<input type="checkbox"/> Influential	<input type="checkbox"/> Over-protective	<input type="checkbox"/> Negative Leader
<input type="checkbox"/> Anxious	<input type="checkbox"/> Easily Discouraged	<input type="checkbox"/> Irritable	<input type="checkbox"/> Passive resistant	<input type="checkbox"/> Social
<input type="checkbox"/> Articulate	<input type="checkbox"/> Follower	<input type="checkbox"/> Manipulative	<input type="checkbox"/> Perfectionist	<input type="checkbox"/> Well-liked
<input type="checkbox"/> Cheerful	<input type="checkbox"/> Happy	<input type="checkbox"/> Motivated	<input type="checkbox"/> Positive Leader	<input type="checkbox"/> Conscientious
<input type="checkbox"/> Confident	<input type="checkbox"/> Helpful	<input type="checkbox"/> Shy	<input type="checkbox"/> Responsible	
<input type="checkbox"/> Honest	<input type="checkbox"/> Organized	<input type="checkbox"/> Self-centered	<input type="checkbox"/> Self-disciplined	

Does student have any outstanding abilities or deficiencies not covered by above categories? Yes* No

Are you aware of any independent evaluations for physical, emotional, or academic reasons regarding this student?

Yes* No

Does student receive any special accommodations? Yes* No Don't know

*If yes, please explain

Parent involvement: Much Usually None

Parent cooperation: Very cooperative Usually cooperative Not cooperative

Signature: _____ Print Name: _____ Date: _____

Please send to: Wesleyan Academy
PO Box 1489
Guaynabo, PR 00970-1489

Should you have any questions, please call:
(787) 720-8959 Ext. 1235