



Application for Admission PreK – Middle School (2026 -2027)

Part I

Student First and Last Name:	Date of Birth:	Grade Applying For:

Have you applied to NAML Academy before? Y / N

Please ensure that all of the required forms listed below have been completed before returning this application to NAML Academy.

Applicant’s Checklist

- Application for Admission
- Health Requirements Form
- Updated Immunization Record
- Birth Certificate
- Record Release Form
- Family Financial Agreement (1 Per Family)

Office Use Only

- Verified
- Verified
- Verified
- Verified
- Verified
- Verified

For Office Use Only (Form NA- 1001, Rev. 10/24/2025)	
Application and Testing Fee	<input type="checkbox"/> Paid
Date and Time of Submission: _____	Date of Admission: _____
Application Checked by: _____	Date of Withdrawal: _____

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Student Information

Name: _____
(Last) (First) (Middle)

Date of Birth: _____
(month) (day) (year)

Grade Applying For: _____

Parent/ Guardian Phone Numbers:

() - () -
(Home) (Work)

() -
(Cell)

Demographics:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic/ Latino
- Middle Eastern or North African
- Native Hawaiian or other Pacific Islander
- White
- Other: (Please Specify) _____

Address: _____
(Number) (Street) (City) (State) (Zip Code)

Please be sure to call the school office if your information changes.

Parent/Guardian Signature: _____

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Parent Information

Father's Name: _____

(Last)

(First)

(Middle)

Address: _____

(Number)

(Street)

(City)

(State)

(Zip Code)

Telephone Numbers:

Email: _____

() - () -

Employer: _____

(Cell)

(Work)

Occupation: _____

Mother's Name: _____

(Last)

(First)

(Middle)

Address: _____

(Number)

(Street)

(City)

(State)

(Zip Code)

Telephone Numbers:

Email: _____

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Employer: _____

(Cell)

(Work)

Occupation: _____

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Emergency Contact (If Parent/ Guardian Cannot be Reached)

Name	Phone Number	Relationship
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Special Needs:

List any special needs that your child may have, such as learning difficulties, IEP, 504 Plan, BIP, or any other information/documents that staff should be aware of (If none, write NONE):

Medical Conditions or Allergies:

List any medical conditions or allergies your child may have, such as existing illness, previous serious illness, injuries during the past 12 months, or any medication prescribed for long-term continuous use (If none, write NONE):

(Attach additional sheets if needed)

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the facility director or person in charge to take my child to the most convenient hospital or to:

Name of Physician:

Telephone Number:

Address:

I give consent for this facility to secure any and all necessary emergency medical care for my child:

(Parent Signature)

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Health Requirements Form

(Required Students Applying for Pre-K or Kindergarten)

ADMISSION REQUIREMENT: One of the following must be presented when your child (under the age of 5 years) is admitted to the daycare facility or within one week of admission. Check to indicate the option you select:

- DOCTOR'S STATEMENT:** I have examined the above-named child within the past year and find that he/she is physically able to take part in the daycare program.

Physician's Signature

Date

- A copy of the medical screening form of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program, if no referral for further diagnosis and treatment is indicated.
- A form or written statement from a health service or clinic.

If you do not have any of the above:

- PARENT'S STATEMENT:** My child has been examined within the past year by a licensed physician and is able to participate in the day care program:
Name and address of Physician OR address of EPSDT Screening Site:
- Within the next 12 months, I will obtain a physician's statement, a copy of the medical screening form from the EPSDT Program, or a form or statement from a health service or clinic and will submit it to the day care facility.
- OR**
- My child has an appointment for a physical examination:

Date

Name and Address of Physician OR Address of EPSDT Screening Site

I will submit the physician's statement, EPSDT form, or health service or clinic form to the day care facility following the examination.

Date

Signature - Parent or Legal Guardian

Note: If medical diagnosis and treatment and/or immunization and TB Testing conflict with personal/religious beliefs you must sign an affidavit to that effect and attach it to this form. If immunization would be injurious, your physician must sign to that effect and submit it with this form.

Hearing	Date:	Signature:		
Hz	1000	2000	4000	<input type="checkbox"/> Pass
R				<input type="checkbox"/> Fail
L				
Vision	Date:	Signature:		
R20/	L20/	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	

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I hereby authorize the school facility to allow by child to leave the facility ONLY with the following persons:

Please Provide Name and Phone Number:

Name: _____	Name: _____	Name: _____
Number: _____	Number: _____	Number: _____

Signature - Parent or Legal Guardian

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Part II

PARENT HANDBOOK COMPLIANCE AGREEMENT

**PARENT HANDBOOK IS UPLOADED ON OUR WEBSITE www.namlacademy.com
FOR YOUR REVIEW. PLEASE SIGN BELOW YOUR AGREEMENT WITH NAML
ACADEMY'S OPERATIONAL POLICIES AND PROCEDURES.**

(PLEASE INITIAL EACH STATEMENT)

_____ I have read and agree to abide by the rules and regulations specified in the Parent Handbook and support the school in its implementation to the best of my ability.

_____ I understand that school policy and procedural changes may be updated periodically. When notified of such changes by the school, I agree to comply with the most recent officially approved version of any policy or procedure.

Signature of Parent or Guardian _____ **Date** _____

PUBLICITY WAIVER

NAML Academy maintains an online presence at www.namlacademy.com and on social media platforms to share information about our school and showcase student and staff work. We are seeking your permission to feature your child's photos, writing, or artwork on our website and social media pages, such as Facebook, as selected by their teacher or school administration.

For any questions, contact the school office.

Thank you,
NAML Academy Administration

I give permission for the above statement: Yes / No

Student name: _____

Parent Signature: _____ **Date:** _____

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ACCEPTABLE USE AND INTERNET SAFETY POLICY

NAML Academy provides access to computers and to the Internet as a means of enhancing the education of our students. We have an acceptable use and internet safety policy to ensure that students use these resources in an acceptable manner. During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY

- Students must make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.
- Students must use appropriate language in all communications. The student should not use profanity and should avoid offensive speech. The student should not participate in “Cyber Bullying” such as personal attacks and/or threats on/against anyone using these resources.
- Students must not make use of material (files) or attempt to locate the material (files) that is unacceptable in a school setting. The criteria for acceptability are demonstrated in the types of materials made available to students by administrators and teachers. School administrators and teachers reserve the right to define what is acceptable and appropriate.
- Students must not attempt to or threaten to attempt to discover passwords or to control access to the Internet or the computer network.
- Students must not knowingly introduce or allow the introduction of any computer virus to any computer. Students must not play games, including Internet-based games, except school-approved, teacher-supervised educational games, on school computers.
- Students must not use their computer to listen to any music or other audio material - whether from a media device or from an internet location - unless it serves an express educational purpose, and the student obtains prior permission for the specific material they want to listen to.
- Students must not mistreat or distort the computer, system, mouse, keyboard, monitor or printer and must not change any of the computer settings. Students will be liable for the costs of any damage they cause to any computer.
- No food or drink is allowed in the computer room at any time.
- Students are not allowed to enter the computer lab without permission and there must be adult supervision in the computer lab.

I understand that should I fail to honor all the terms of this policy, my computer privileges may be removed, and I may be subject to other disciplinary action.	By signing below, I give permission for the school to allow my child to have access to the internet.
Student Name: _____	Parent Signature: _____
Student Signature: _____	Date: _____

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Request for Transfer of Records

Please enter your child’s previous school information:

Name: _____

Address: _____

Fax number: _____

E-mail (optional): _____

Student Name: _____ **Birth Date:** ____ / ____ / ____

The above student has enrolled at NAML Academy. Please forward the permanent and cumulative academic records, standardized test records, health history/immunization records, and discipline history to:

**Office Manager
NAML Academy
2160 S Edmonds Lane.
Lewisville, TX 75067
Management@namlacademy.com
(972) 961-2929**

PARENT AUTHORIZATION:

I GRANT PERMISSION FOR MY CHILD’S SCHOOL RECORDS TO BE SENT TO NAML ACADEMY.

Parent’s Signature: _____ Date: _____

Registrar: Please be sure all records are legible. Thank you for your help.



2026/27 Tuition & Fee Structure

Application and testing fees must be submitted with the application. Once your child is accepted, all remaining fees are due within 2 business days.

Monthly Tuition Rates			
Grade	Part-time (8am-12pm)	Full-time (8am-3pm)	Extended Care (8am-6pm)
Infant (1-12 m)	\$800	\$1,150	\$1,400
Infant (12-18m)	\$700	\$1,000	\$1,250
Toddlers	\$650	\$900	\$1,200
PreK3/PreK4	\$600	\$850	\$1,150
K-8th	-	\$850	\$1,000

Multiple Children Discount*	
Number of Children	Monthly Discount
1	None
2	10%
3	20%
4	50%
5 <	80%
*Applies to tuition only.	

Admission & Enrollment Fees (Non-refundable)	
Application & Testing Fee (New Students)	\$250
Enrollment	\$150
Supply	\$200

Re-enrollment Fees (Non-refundable)		
Early	Regular	Late
\$150 +RBM+Supply	\$250+RBM+Supply	\$300+RBM+Supply

Resources, Books & Materials (RBM) (Non-refundable)	
(New and Existing Students)(Due at Enrollment/Re-enrollment)	
Pre-K 3/Pre-K4	\$450
K-8th grade	\$650
Hifdhs Full-time	\$250
Hifdhs with Secular Study	\$650

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Part III: Family Financial Agreement

Financial Terms and Conditions

TUITION COLLECTION AGENCY- PaySimple

All Admission Fees must be paid before an admission decision can be given.

At NAML Academy, we use the application **PaySimple**- connected via Gradelink- to pay all fees.

1. Tuition Payment Deadline

a. Tuition fees must be paid **on the first of each month.**

2. Late Payment Policy

a. If the tuition fee is not paid by the 1st of the month, the NAML Academy Accounts Department will contact you regarding the outstanding balance.

b. A **late fee** of \$15 per day will be applied to any overdue payments starting from the 2nd of the month until the outstanding balance is cleared.

TUITION POLICY

The tuition policy described here is to ensure that tuition and other fees are collected in a consistent and timely manner.

1. For your child's enrollment application to be valid, all student records must be included. If there is space and your child's application has been accepted, all registration and enrollment fees are due within 2 business days.
2. If your child is absent on the first day of school without prior written notice, their name will be removed from the roster and their seat will be given to a wait-listed student. The office should be notified as soon as possible if your child will be absent on the first day of school.
3. Tuition is due on the 1st of each month starting in August and ending in May of the current academic year, according to the fee schedule. To avoid incurring late fees, please make sure you make your payments by the 1st of every month. You can setup automatic payments using the PaySimple link connected to Gradelink.
4. The tuition will remain the same for months in which there are long holidays. During long holidays (Ramadan, Eid al-Adha, Winter Break) NAML Academy may offer a daycare program for an additional fee.
5. NAML Academy reserves the right to alter the calendar or school at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.
6. Tuition is due in full for each month regardless of the number of days your child attends school. If your child is sick and does not attend, the payment will not be reduced, and no compensation will be made for hours or days missed.
7. NAML Academy reserves the right to impose appropriate penalties in those situations when tuition payments are delinquent. These may include, but are not limited to denial

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of re- enrollment, suspension of students, not allowing students to sit for exams, withholding of transcripts and records as prescribed by law.

8. Students are required to take care of the books and return them at the end of the year. Parents will be assessed additional fees if the books are not returned or if they are returned in less than satisfactory condition.
9. Multiple-child discounts apply to families and staff on tuition ONLY. There is no multi-child discount for other fees.
10. For tuition not received after the due date, parents will receive a courtesy phone call and/or an email from NAML. If the account is still not paid and is 2 months delinquent, the student will not be allowed to attend school the next month until the past due balance is paid in full
11. **TUITION REFUND POLICY:** This only applies to a family that has paid the annual tuition in August. Parents must submit a written request to the Administration at least 21 working days before withdrawing the student(s) from school for tuition reimbursement. Refunds will only be given for tuition paid in advance for any remaining full months the student will not attend.
12. All the Other Fees are due in full irrespective of the number of months your child attends NAML Academy. If you decide to pay in 10 installments, you agree to pay this fee even if you withdraw your child in the middle of the year. Withdraw from NAML Academy requires one month advance notice period.

Note: Please make sure you sign the financial agreement at the end of this section.

Financial Terms and Conditions

Initial next to each statement and sign below.

_____ I understand my financial obligations and agree to make these payments.

_____ I agree to enroll in NAML to make the tuition and other fee payments.

_____ I have read the financial policies listed above and in the parent handbook for NAML Academy and agree to abide by all terms of this agreement.

_____ I agree that if tuition and other fee payments become delinquent on the fifth day of any month for which I have not yet made a payment, a late fee will be assessed on my account by Facts.

Parent Signature: _____ Date: _____