

## Preschool Member Enrollment Packet

Faith Lutheran School  
Corinne Hoffert, Principal  
2727 S. Grove Street  
Eustis, FL 32726  
352-589-5683  
Fax 352-589-1328  
[www.fastdir.com/faitheustis](http://www.fastdir.com/faitheustis)

Thank you for considering Faith Lutheran School. Our program offers instruction for preschool age 3 through grade 8. This information will help you decide if Faith is the right choice for your family.

### **Application Requirements**

Students who apply for grades 1-8 should provide academic and immunization records from their previous school. Report cards and achievement test results are required.

Florida law requires students to be 5 years old by September 1 in order to attend kindergarten, 4 by September 1 to attend PK4, and 3 by September 1 to attend PK3. **A birth certificate, immunization record, and a physical are also required.** These documents must be on file before a child can attend.

### **Application Forms**

Interested parents should complete an application form for each child and include the appropriate non-refundable registration fee. Secure unofficial copies of report card, grades, and achievement test scores from the previous school for grades 1-8.

### **Enrollment**

Enrollment officially opens in January of each year for the school year that begins the following August. Current Faith families have priority enrollment during January.

After February 1 of each year, qualified students from new families are accepted and enrolled for the next year beginning in August. If the school is not able to enroll a child the registration fee will be refunded.

Families may choose to pre-register their child prior to the official opening of enrollment in January. They would complete the application and pay the non-refundable registration fee. Acceptance and enrollment would occur after February 1 in the year that their child begins attending Faith.

An entrance examination is administered to students in grades three through eight.

### **Financial Obligations**

Parents are responsible for payment of all tuition and fees. If payments are not made by the end of the month, the child may not attend until the account is paid in full.

### **Fines and Breakage**

Parents reimburse the school for the loss or damage of textbooks and library books. Destruction of property that occurs as a result of failure to observe rules or to use good judgment will be paid for by those responsible.

### **Extended Care**

In addition to classroom instruction, Faith Lutheran School provides all-day extended care from 6:30 A.M. to 6:00 P.M. for students enrolled in the school.

Preschool tuition and school year extended care "package" includes tuition and extended care. **Package includes use of extended care only on days when school is in session.** Any other days during which extended care is open (such as vacation days) will be billed at the regular hourly rate.

## **Our Students**

Students at Faith Lutheran School come from a variety of backgrounds and faiths. We can meet the academic needs of many students. However, we do not have a program or trained staff to meet the needs of students who have learning disabilities or who would qualify for ESE. We do not have guidance and psychological services for students who have special social or emotional needs.

Students who have not been successful in other programs will find Faith Lutheran School very difficult and frustrating. Our program is challenging and our behavior standards high.

## **Location**

We are located one block northeast of the intersection of Highways 441 and 19. Look for us behind Wendy's and United Southern Bank.

## **Non-Discriminatory Policy**

Faith Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, admission, athletic and other school-administered programs.

## **Payment Plans**

Ten equal monthly payments begin August 1 and continue until May 1.

You may elect to use electronic funds transfer to make your tuition payment. Forms called "Simply Giving" are available in the office for this free service.

Tuition is charged per student per school year. There are discounts for two or more children per family and for pre-payment of tuition. All payments are due on the first of the month.

Please note that we do not charge more for the longer months or less for the shorter months. Payments are divided equally for all months.

## **Extended Care**

Extended care charges are \$3.00 per hour per child. This is billed at the end of the month and is payable upon receipt. Bills will be considered overdue on the 5<sup>th</sup> of the month. Any extended care bill that exceeds \$100 must be paid before the child can return to extended care.

## **Miscellaneous fees as of January 1, 2012 – subject to change:**

Lunches may be purchased for \$2.50 for PK3 and PK4 or \$3.00 for K-8 when school is in session all day. P.E. uniforms for grades 5-8 are \$20.00 a set, \$10.00 for each shirt or shorts.

Sports participation fees are approximately \$45.00 per sport. This figure may vary per sport.

Bible for grades 3-8 are \$8.00. Luther's Small Catechism for grades 6-8 is \$11.00.

"All God's People Sing" hymnal for grades 1-8 is \$10.00.

## **Late Fees**

The tuition policy states: "When families choose a tuition payment plan, payment is due the first day of the month. The first payment is due on August 1."

If payment is not made by the 5<sup>th</sup> of the month a \$20 late fee will be added to tuition accounts. If payment for extended care is not made by the 5<sup>th</sup> of the month a \$10 late fee will be added to the extended care account.

**If payment is not made by the end of the month, the student may not attend class or participate in school activities until the account is current.**

Requests for a modification in the payment plan should be submitted to the principal in writing before the due date.

Transfer records will be sent after all financial obligations to the school have been satisfied.

There is no reduction in tuition or fees for absence.

Registration fees are non-refundable unless the school denies admission.

Faith Lutheran School admits student of any race, color, creed, or national or ethnic origin

Faith Lutheran School  
 2727 S. Grove Street  
 Eustis, FL 32726  
 352-589-5683  
 Fax 352-589-1328  
 Extended Care 352-589-4673

**MEMBER REGISTRATION AND SCHOOL YEAR TUITION  
 2012-2013**

**Registration fee per student- non-refundable, paid at time of registration**

PK3	\$175.00
PK4 (non-VPK)	\$175.00
PK4 (VPK pkg)	\$ 50.00
K-8	\$325.00

**SCHOOL YEAR TUITION FOR PRESCHOOL  
 PAYMENT PLAN OPTIONS**

	YEARLY TUITION	1 PAYMENT	10 PAYMENTS
Two day (PK3)Th/F	\$1120	\$1095	\$112
Three day (PK3)M/T/W	\$1660	\$1635	\$166
Five day	\$2760	\$2735	\$276
Three day pkg* (PK3)	\$3560	\$3535	\$356
Five day pkg*	\$4470	\$4445	\$447
Addl' pkg (VPK)	\$2560	-----	\$256

**SCHOOL YEAR TUITION FOR GRADES K-5  
 PAYMENT PLAN OPTIONS**

	YEARLY TUITION	1 PAYMENT	10 PAYMENTS
1 student	\$3830	\$3805	\$383
2 students	\$7610	\$7585	\$761
3 students	\$11,390	\$11,365	\$1139
4 students	\$15,170	\$15,145	\$1517

**SCHOOL YEAR TUITION FOR GRADES 6-8  
 PAYMENT PLAN OPTIONS**

	YEARLY TUITION	1 PAYMENT	10 PAYMENTS
1 student	\$3920	\$3895	\$392
2 students	\$7790	\$7765	\$779
3 students	\$11,660	\$11,635	\$1121
4 students	\$15,530	\$15,505	\$1553

Preschool tuition and school year extended care "package" includes tuition and extended care. **Package includes use of extended care only on days when school is in session.** Any other days during which extended care is open (such as vacation days) will be billed at the regular hourly rate.

\* Faith Lutheran School maintains the right to place package students in the class of the school's choice.

Preschool 2012-2013

The child must be 3 by September 1 to enroll in the 3-year-olds' class.  
The child must be 4 by September 1 to enroll in the 4-year-olds' class.

Name \_\_\_\_\_ DOB \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Please indicate below your choice for the school year.

Check the class session desired for your child.

\_\_\_\_\_ PK3 morning (2 day) 8 - 11 A.M.

\_\_\_\_\_ PK3 morning (3 day) 8 - 11 A.M.

\_\_\_\_\_ PK3 morning (5 day) 8 - 11 A.M.

\_\_\_\_\_ PK3 afternoon (2 day) 12 – 3 P.M.

\_\_\_\_\_ PK3 afternoon (3 day) 12 – 3 P.M.

\_\_\_\_\_ PK3 afternoon (5 day) 12 – 3 P.M.

\_\_\_\_\_ PK4 morning 8:00 - 11:00 A.M. \_\_\_\_\_ VPK

\_\_\_\_\_ PK4 afternoon 12:00 – 3:00 P.M. \_\_\_\_\_ VPK

**Parents choosing the part time option please note:** In order to avoid overcrowding, part time students may attend only on the days for which they are registered. This includes field trips scheduled on days they do not attend. Your cooperation is appreciated.

**Extended Care package:** This includes tuition and extended care services needed from 6:30 A.M. until 6:00 P.M. **on days when school is in session.** Please check the school calendar. **When school is not in session, parents will be billed the hourly rate for extended care.** Faith Lutheran School maintains the right to place package students in the class of the school's choice.

\_\_\_\_\_ Extended care package

Extended care drop-in is also available on an hourly basis for students enrolled in the school. Families are billed for the time used. No reservation or advance notification is required. Hours are 6:30 A.M. – 6:00 P.M.

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Phone: 352-589-5683  
Extended care: 352-589-4673  
Fax: 352-589-1328

Registration for

\_\_\_\_\_ Pre-kindergarten – age 3 (child must be 3 by September 1)

\_\_\_\_\_ Pre-kindergarten – age 4 (child must be 4 by September 1)

\_\_\_\_\_ Kindergarten – age 5 (child must be 5 by September 1)

\_\_\_\_\_ Grade \_\_\_\_\_

Child's full name \_\_\_\_\_ SS# \_\_\_\_\_

By what name is the child called? \_\_\_\_\_

Home address

\_\_\_\_\_

Mailing address

\_\_\_\_\_

Home phone \_\_\_\_\_ Cell (M) \_\_\_\_\_ (F) \_\_\_\_\_

Work phone (Mother) \_\_\_\_\_ (Father) \_\_\_\_\_

Child's date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail address \_\_\_\_\_

Church which you attend \_\_\_\_\_

Was the child baptized? \_\_\_\_\_ Date of baptism \_\_\_\_\_

If divorced, who has custody? \_\_\_\_\_

Please furnish court papers stating custody agreement if applicable for our files.

I. Family Record

Child's father \_\_\_\_\_

Child's mother \_\_\_\_\_

Names and ages of brothers and sisters \_\_\_\_\_

Guardian (if applicable) \_\_\_\_\_

Marital status Married \_\_\_\_\_ Other \_\_\_\_\_

How did you hear about Faith Lutheran School? \_\_\_\_\_

\_\_\_\_\_

II. Educational Information

Name of last school your child attended \_\_\_\_\_

School address \_\_\_\_\_ Phone \_\_\_\_\_

III. Medical Information

List any ailment, handicap, physical or special health concerns:

\_\_\_\_\_

Are there any restrictions that would limit or exclude your child's full participation in physical education class? If so, please explain.

\_\_\_\_\_

\_\_\_\_\_

IV. Emergency Information

If parents cannot be reached in an emergency, whom would you prefer we contact?

Name \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Cell phone \_\_\_\_\_

List here anyone who may specifically NOT pick up your child from school. Please provide appropriate documentation.

\_\_\_\_\_

Your signature constitutes your acceptance of the terms and conditions listed below.

I/We fully understand that:

All new students are required to take an entrance examination at the discretion of the principal. All new students are accepted for a probationary period of thirty days. Final acceptance or rejection of the child's enrollment will be made during or after the thirty-day period.

All students will participate in physical activities, field trips, and class activities, unless special parental requests are filed in the school office.

I/We promise to pay all registration, tuition, extended care, and other fees as concerns my child/children. It is understood that those payments are to be made in advance or as otherwise agreed upon between me/us and the school.

Please indicate who is responsible for payment of tuition and fees:

\_\_\_\_\_  
Name/names

I/We, the undersigned, do acknowledge that if my child's registration has been approved by the school, any registration fee paid to Faith Lutheran School, Eustis, Florida, is NOT REFUNDABLE FOR ANY REASON.

I/We understand that enrollment is limited to a set number of children. Therefore I/we agree that, should I decide to withdraw my child(ren) from school after July 1<sup>st</sup>, I/we will notify the school immediately.

I/We have fully acquainted ourselves with the program and policies of the school.

These policies have been established by the Board of Christian Education of Faith Lutheran Church and School.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

**The non-refundable registration fee (\$175 for Pre-K, \$325 for K-8) is due with this form.**

**Release and Emergency Treatment Authorization Form**

As a parent or legal guardian of a child participating in a Faith Lutheran Church at Eustis, Florida, Inc. and/or Faith Lutheran School (collectively referred to as "Faith Lutheran") activity, I do willingly execute this release. I hereby release, indemnify, defend, and forever discharge and hold harmless ("Release") Faith Lutheran from any and all liability and I hold Faith Lutheran harmless from any and all injuries (including death), claims, demands, liability, suits, attorney's fees, expenses, costs, judgments, awards of any kind or character, (collectively, "Loss") which may accrue because of, arise out of, or exist on account of my child's participation in activities conducted by, under the control of, or associated with Faith Lutheran. I understand and agree that this Release shall expressly include Loss due to Faith Lutheran's negligence (whether sole, contributory, or in any other way in part) and gross negligence. It is my intent that his release and indemnity be as broad and comprehensive as possible as I do not desire that Faith Lutheran have any liability, directly to me or my spouse (if any) or my child, or indirectly to any medical provider arising out of any costs, bills, claims, or damages due to participation in Faith Lutheran activities. I understand and acknowledge that Faith Lutheran, as that term is used in this release, shall include employees, administrators, agents, volunteers, chaperones, and the Board of Education, individually and in any representative capacity, of Faith Lutheran.

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

**Emergency Treatment Authorization Form**

As a parent or legal guardian of a child participating in a Faith Lutheran Church at Eustis, Florida and/or Faith Lutheran School (collectively referred to as "Faith Lutheran") activity, I hereby approve, consent to, and request emergency medical treatment be provided by the hospital, physician, or licensed healthcare provider for my child, if such is necessary as determined by Faith Lutheran, in Faith Lutheran's sole discretion. I expressly assume full financial responsibility, either individually or through a health insurance carrier, for any and all bills and amounts incurred in association with such emergency medical treatment.

I hereby release, indemnify, defend, and forever discharge and hold harmless ("Release") Faith Lutheran from any and all liability and I hold Faith Lutheran harmless from any and all injuries (including death), claims, demands, liability, suits, attorney's fees, expenses, costs, judgments, awards of any kind or character, (collectively, "Loss") which may accrue because of, arise out of, or are in any way connected with this emergency treatment authorization or care given or obtained by and/or through it for my child. I understand and acknowledge that Faith Lutheran, as that term is used in this release, shall include employees, administrators, agents, volunteers, chaperones, and the Board of Education, individually and in any representative capacity, of Faith Lutheran.

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

Faith Lutheran School  
Eustis, FL 32726

Active Member Certification Form  
January, 2012

Active members of Faith Lutheran Church support their church and school with their time, talent, and treasure. Therefore active members who are certified by the Board of Elders receive a tuition discount. Member tuition rates and tuition assistance are benefits of active membership.

Members are considered active who worship at least fifty percent of the scheduled worship opportunities and commune at least twelve times per year. Members who worship less than fifty percent or commune less than twelve times a year will be considered inactive. Inactive members are not eligible for tuition assistance and will be charged the full non-member tuition rate.

This evaluation will be continuous. Each quarter (July – September, October – December, January – March, and April – June) attendance will be monitored by the Board of Elders. If, at the end of one quarter, church attendance or communion participation does not meet the standards noted above, the family will be charged the full non-member tuition rate for the following quarter. If church attendance and communion participation meet the requirements during that quarter, the discounted member rate can be reinstated for the following quarter.

If you believe you are eligible for the member tuition discount, please complete the bottom of this form and **return it to the church office.**

Student's name \_\_\_\_\_

Parent's name \_\_\_\_\_

Please check all that apply, sign the form, and return it to the church office.

\_\_\_\_\_ Our family attends worship at least fifty percent of the worship opportunities (Saturday, Sunday, or Wednesday evenings)

\_\_\_\_\_ Parent(s) commune(s) at least twelve times per year. This is an average of once a month.

\_\_\_\_\_ We do not meet the active member requirements for tuition discount at this time and will pay the full non-member rate. Please monitor our attendance for subsequent quarters.

\_\_\_\_\_ We wish to speak with the Board of Elders about our church attendance.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

This family meets the requirements for active member tuition and financial aid benefits.

\_\_\_\_\_  
Board of Elders representative

\_\_\_\_\_  
Date