



2713 Flagler Avenue, Key West, FL 33040

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Information & Admission Packet 2017-2018

Seedlings - Toddler class- 18 months- 2 year old

- Year- Round, all-day program - 7:45 – 5:30
- All immunization records up-to-date.

Blossoms - Pre- School 3's

- 10 month school year program – 8:00-2:30 (aftercare optional)
- Grace Lutheran School (GLS) preschool applicants should be 3 years of age by September 1st of the year they enter school.
- Preschool applicants must be able to use the bathroom independently prior to their first day of school. No pullups allowed.

Buds – VPK Program 4's

- 10 month school year program – 8:00-11:00 (VPK wrap and After care optional)
- Grace Lutheran School (GLS) VPK applicants should be 4 years of age by September 1st of the year they enter the VPK Program. See additional VPK program documents.

Elementary & Middle School (Kindergarten- 8th grade)

- 10 month school year program – 8:00-3:00 (aftercare optional)
- Kindergarten applicants must be 5 years of age by September 1, 2017.

Grace Lutheran School

Application for Admission

2713 Flagler Key West, FL 33040

305-296-8262 Ext. 153

Please Indicate [X] Grade and Year for Admission

___ T ___ PK3 ___ PK4 ___ K ___ 1 ___ 2 ___ 3 ___ 4 ___ 6 ___ 7 ___ 8

Applicant Information

Preferred Name: _____ Date of Birth _____

Full Legal Name: _____

Name of Present School: _____

Address of Present School: _____

Present Grade _____ Years Attended _____

Parent/Guardian 1

Parent/Guardian 2

	Full Name	
	Home Address	
	Home Phone	
	Cell Phone	
	Email	
	Employer	
	Business Phone	
	Business Address	

Family Information:

Applicant Lives With: __Parent 1 __Parent 2 __Guardian

To Whom Should Correspondence Be Sent: _____

Email address: _____

Siblings:

Name	Birth Date	Gender	School & Grade

Contacts: Your child will be released only to parent or legal guardian and the persons listed below.

Name	Address	Work #	Cell #

●List of all schools your student has attended in chronological order:

Name	State	Years	Grades

Has the applicant ever been suspended or dismissed for academic or disciplinary reasons from a previous school? __Yes __No

If yes, please explain: _____

Please supply a copy of the following required forms for admission acceptance:

- Birth Certificate
- Social Security Card
- Physical Form
- Shot Record
- Flu Vaccination acknowledgement

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor	Address	Phone

Supplemental Information:

Has your student been tested for learning disabilities? Yes No Date Tested _____

If yes, please explain results: _____

Is there any pertinent medical, educational or psychological history that the school should be informed about? Yes No If yes, please attach a sheet of explanation and include necessary documentation.

Does your student take any medication on a regular basis? Yes No

If yes, please explain: _____

➔ Does your child have any allergies? Yes No

If yes, what are the allergens? _____

What are the symptoms of the allergic reaction? _____

What medications or actions are taken to alleviate symptoms?

*If your child requires an epipen- a separate form is needed to hold and administer the medication, if ever required.

●List of all schools your student has attended in chronological order:

Name	State	Years	Grades

I certify that the information given in this application is complete and accurate.

Signature

Date

Signature

Date

* When the applicant's file is complete with all the above information, the school board will review the file and make an admission decision.*

Office Use Only

Registration /Application Fees Paid Date: _____ Check/Credit Card/Cash

Forms Required: __Birth Certificate __Physical Form __Shot Record __Copy of SS Card __Flu Info Form

Tuition & Fees Schedule 2017 - 2018

Tuition Rates:

Toddler Class:

18 months – 2 years **7:30 – 5:30** **\$700/month**

PreK – 3 Turns 3 by Sept. 1, 2017/potty trained

Regular school day **8:00 – 2:30** **\$4750/year**

PreK – 3 + After Care **8:00 – 5:30** **\$6500/year**

PreK – 4 Turns 4 by September 1, 2017

VPK only – Morning **8:00 – 11:00** **FREE**

VPK Wrap – Afternoon **11:00 – 2:30** **\$1900/year**

VPK Wrap + After Care **11:00 – 5:30** **\$3400/year**

Kindergarten – 8th Grade

School Day **8:00 - 2:30** **\$5550/year**

School Day + After Care **8:00 – 5:30** **\$7250/year**

Additional Fees for 2017/2018 School Year:

Early registration (due before June 6) \$175.00/child

Regular registration: all students except VPK only \$225.00/ child

Building Fund per family \$100.00/ Family

After Care Drop-in Rate (Based on availability) \$15/Day

Special Day Care Rate \$30/Day

Special Day Care Rate Early Release \$15/Day

Additional Resource Fee (optional tutoring, speech, etc.) \$40 - \$100 per hour

Please inquire in the office about sibling discounts, military discounts and scholarship options.

Tuition Contract 2017-2018

Please Print Student Name and Grade:

Last Name

First Name

MI

Grade in the fall

Registration Fee: \$225.00/per Student

Building Fee: \$100.00/per Family

- All Fees are due at Time of Registration
- The acceptance/completion of your registration requires a completed and signed Tuition Contract, submission of required documents, and payment of all fees.

TUITION PAYMENT OPTIONS:

OPTION 1 – SINGLE PAYMENT PLAN

One payment due on or before August 1, 2017

OPTION 2 – TEN MONTH PAYMENT PLAN

Payments begin August 1, 2017

Payments end May 1, 2018

All payments must be made by ACH draft or automatic credit card charge and will be deducted on the first of each month.

FINANCE CHARGES AND NSF CHECKS

- A \$35 late fee will be assessed by Grace Lutheran School on delinquent accounts in addition to
- A \$35 administrative fee will be assessed by Grace Lutheran School for each payment returned due to insufficient funds or for any other reason.
- Grace Lutheran School does not accept cash or check unless with single payment plan option.

I/We assume the responsibility for the payment of tuition for the student listed in this agreement. I/We understand that if the tuition account is in arrears, the sanctions listed on the Terms and Conditions page may be imposed. I/We have read and understand the Terms and Conditions of this agreement and I/We agree to abide by said Terms and Conditions of this Agreement. I/We agree to fulfill the total financial obligation for payment of tuition as set forth herein.

Signature of Parent/Legal Guardian/Responsible Party

(mandatory)

Email Address of Parent/Guardian/Responsible Party

Please Print Name Clearly

Date

Phone Number

Terms and Conditions

Payment of Tuition:

1. Tuition for the **2017-2018** School Year shall be paid in full by the due date in accordance with the Tuition Payment Plan.
2. If a Tuition payment is 15 days overdue, the School may impose any or all of the following sanctions, at the School's sole discretion, unless special arrangements have been made in writing and signed by the School Director or administration. Sanctions include:
 - a. Assess a \$35 late fee & return fees
 - b. Withholding Academic Records
 - c. Withdrawing Student from class participation
 - d. Withdrawing Student from school
 - e. Use a collection agency
 - f. File a claim in court
3. Any Family with an unpaid Tuition and/or Fees balance for the current School Year will not be allowed to register for the **2017-2018** school year until the current year's Tuition and Fees are paid in full, unless special arrangements have been made in writing and signed by the School's Director or administration. School records, diplomas, or transcripts will not be released until all Tuition and other charges have been paid in full.

Refunds:

4. Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School at least 10 days before the first day that the **2017-2018** School year is scheduled to start. The Registration Fee and Fundraising Fee are non-refundable.
5. Once the **2017-2018** School year begins, prepaid Tuition refunds are made on a monthly basis. **Should a student attend School during any portion of a month (one day or more), the full amount for that month is owed and no portion of that month's tuition will be refunded.**
6. If a Student is asked to leave or withdraw from School at any time during the school year, the undersigned remains responsible for the Student's annual tuition which will be prorated through the end of the month in which the Student withdraws.

General Terms and Conditions:

7. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of \$225 **per student** (\$175 for early registration) is due. Additionally, a building fee in the amount of \$100 **per family** is required. The Registration and Fundraising fees are **non-refundable without exception**.
8. The terms and conditions of the School's attendance and discipline policies, and all other policies which may be provided to the Student are hereby incorporated into this Agreement.
9. It is further understood that the Student and Student's parents/guardians will abide by the policies and guidelines as documented in the School Handbook.
10. I/We understand that the School will not reserve a place for my Student(s) for the 2017-2018 School Year until after I/We have returned a completed and signed Application Packet, the registration and building fees, and all required documents. I further understand that my Student's eligibility for enrollment is conditioned upon his/her successful completion of the current School Year and upon full payment of all Tuition and Fees owed for the current and/or prior School Years.
11. I/We understand that the School reserves the right to deny enrollment and/or expel any Student whom it determines is unsuitable for enrollment.
12. Please refer to page 7, section Tuition and Daycare Payment, of the Grace Lutheran School handbook.

Grace Lutheran School

Contract of Commitment

I have made a personal decision to enroll my child at Grace Lutheran School, and I recognize that GLS is a private school. In consideration of this, I agree to honor the Parent Contract of Commitment. By doing so, I acknowledge that I am an integral part of my child's whole life education, along with the faculty and staff at GLS.

As a parent/guardian of _____ I agree to the following.

- I will attend all scheduled parent conferences each year.
- I will check my child's communication notebook/planner each night.
- I will **give 10 hours of volunteer service, per school year**, to benefit my child/children as well as the school. Such service may include classroom time, field-trips, grounds maintenance, Team Grace Participation, and school parties/events.
- I have received and reviewed the Grace Lutheran School Handbook. I understand that it is my responsibility to understand and familiarize myself with the GLS Handbook and to ask if I may have any questions regarding policy, procedure or information contained in the GLS Handbook.

It is our primary objective at GLS, to offer a high quality, Christ-centered program in a nurturing setting. As such, the administration, staff, and faculty agree to the following:

- Encourage respect for self, others, and our environment.
- Promote a desire to seek Christ's will.
- Provide an academically challenging program.
- Facilitate on-going communication with parents throughout the year.
- Adhere to the school's vision, mission statement and guiding principles.

I _____, as parent(s)/guardian(s) of

_____, understand and agree to the above set of parent responsibilities of Grace Lutheran School.

Signature

Date

Grace Lutheran School Discipline Policy

At Grace Lutheran School, we do not think of the term discipline as meaning punishment, but rather as guidance offered to each child to encourage personal growth in self-control, stability, and awareness of moral and spiritual values. Our staff is trained in the dynamics of classroom management and positive guidance techniques. When redirecting a child exhibiting unacceptable behavior, our discipline also includes guidance by the teachings and philosophy of Christ. All discipline will reflect God's Word as found in Matthew 18.

1. The Teacher will clearly explain to the child behaving unacceptably the type of behavior that is acceptable and together the teacher and the child will set workable guidelines to assist him/her towards attaining self-control.
2. Parents of the child will be made aware of his/her unacceptable behavior by the teacher using verbal and written incident reports. The teacher will request their suggestions and support. Every effort will be made by the parents and teacher to minimize and/or eliminate the unacceptable behavior and assist the child with his/her gain of self-control.
3. The Teacher will be responsible to report daily to the school Director, by documentation, all incidents of unacceptable behavior, the remedial techniques practiced by the teacher and parents, and the resulting behavior.
4. If unacceptable behavior persists, a conference will be held between the child's teacher, parents, school Director, and, if necessary, the pastor in an attempt to formulate together a resolution to the behavior problem.
5. The school Director has the authority to immediately suspend any child whose behavior is harmful and/or unhealthy to his/her classmates or school staff for an appropriate amount of time.
6. The school Director will promptly report to the Board of Education and Grace Lutheran Church recurring or escalating behavior problems and/or any suspension action. The final decision regarding the situation will be that of the Board of Education.

I have read, understand, and agree with the Discipline Policy of Grace Lutheran School.

Child's Name

Parent's Signature

Date

Grace Lutheran School Publicity Release

Publicity Release/Permission

Throughout the school year, Grace Lutheran School (GLS) will conduct activities that may be publicized through various media organizations as well as on our GLS website. Please place a check by whether or not you give your permission for GLS to use your child's image (pictures) and artwork:

I grant my permission for my child, _____, to

Participate in any publicity activities for events sponsored by Grace Lutheran Church and School. Such activities may include, but are not limited to, interview sessions with news reporters; photographs for newspapers; Lutheran Church—Missouri Synod (LCMS) publications; various school publications including newsletters, calendars, website, and brochures; videotaping for local and national television newscasts, cable programming, and school promotional videos; photographs or artwork for the internet pages of our GLS or LCMS sites. I understand that this permission is effective as long as my child attends GLS or until I give further notice.

My child, _____, may not participate in any
Publicity activities for events sponsored by Grace Lutheran Church and School.

Signature of Parent/Legal Guardian/Responsible Party

Student's Printed Name

Parent/Legal Guardian/Responsible Party (Print Name Clearly)

Date

Tour of the school	
Application Packet- must include Up-to-Date Physical and Shot Record, Birth Certificate, Social Security Card, and Flu Info Form	
Records from current or prior school	
Recommendations	
Teacher evaluation (meet the teacher)	
Meeting with Director (Parents & child/student)	