



2713 Flagler Avenue, Key West, FL 33040

E-mail: glschoolkw@gmail.com

Phone: 305- 296-8262

Website: www.glskw.org

FB page: www.facebook.com/glskw

Information & Admission Packet (PreK 3 - VPK)

2022-2023

PreK 3

- 10-month school year program – 8:00-3:00 (aftercare optional – 8:00-5:30)
- Preschool applicants must be able to use the bathroom independently prior to their first day of school. No pull-ups allowed.
- All immunization records and school physicals up to date.
- Turns 3 by September 1, 2022

VPK

- 10-month school year program – 8:00-11:00 (VPK wrap – 11:00-3:00 and aftercare – 11:00-5:30 optional)
- Grace Lutheran School (GLS) VPK applicants must be 4 years of age by September 1st of the year they enter the VPK Program.
- VPK Certificate must be received before a place can be allocated.
- All immunization records and school physicals up to date.
- Turns 4 by September 1, 2022

Grace Lutheran School

Application for Admission 2022-2023

2713 Flagler Key West, FL 33040

305-296-8262

Please Indicate [X] Grade and Year for Admission

____ PreK 3 ____ VPK

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: Street	
	Home Address: City, State, Zip	
	Home/Cell Phone	
	Email	
	Employer	
	Business Phone	
	Business Address	

Student Name: _____

Family Information:

Applicant Lives With: Parent 1 Parent 2 Both 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
- State of Florida School Entry Health Exam (Yellow Form DH 3040)
- Florida Certification of Immunization (Blue Form DH 680) OR Religious Exemption from Immunization (Form DH 681)
- VPK Certificate (VPK Only)

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 an active IEP? If so we will need a official copy prior to you meeting with our school principal.

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.

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

Signature

Date

Signature

Date

Tuition & Fees Schedule PreK/VPK

2022 - 2023

Tuition Rates:

Please Select

PreK 3 (Turns 3 by August 1, 2022)			
Regular School Day	8:00 – 3:00	\$6,800/year	_____
PreK 3 + After Care	8:00 – 5:30	\$8,600/year	_____
VPK (Turns 4 by September 1, 2022)			
VPK only - Morning	8:00 – 11:00	FREE	
VPK Wrap – Afternoon	11:00 – 3:00	\$2,500/year	_____
VPK W5rap + Aftercare	11:00 – 5:30	\$4,300/year	_____

Additional Fees for 2022/2023 School Year:

Registration for returning students before June 30 th : (No Registration Fee for Free VPK Only)		\$100.00	_____
Registration for new students and returning students (after June 30 th): (No Registration fee for Free VPK Only)		\$200.00	_____
After Care Drop-in Rate (Based on availability):		\$25/Day	_____
Special Day Care Rate:		\$40/Day	_____
Special Day Care Rate Early Release:		\$25/Day	_____
Academic Testing Fee (optional):		\$250	_____

Tuition Contract - 2022-2023

Please Print Student Name and Grade:

Last Name

First Name

MI

Grade in the fall

Registration Fee: \$100.00/per Returning Student before June 30th, 2022

\$200.00/per New Student and returning students (after June 30th, 2022)

- 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, 2022

OPTION 2 – TEN MONTH PAYMENT PLAN

Payments begin August 1, 2022

Payments end May 1, 2023

All payments must be made by the first of each month.

FINANCE CHARGES AND NSF CHECKS

- A \$35 late fee will be assessed by Grace Lutheran School on delinquent accounts if not paid by the 5th of each month
- A \$35 administrative fee will be assessed by Grace Lutheran School for each payment returned due to insufficient funds or for any other reason and an additional \$35 late fee will be added to the account each month until the payment clears.

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

Email Address of Parent/Guardian/Responsible Party

Please Print Name Clearly

Date

Phone Number

Terms and Conditions

Payment of Tuition:

1. Tuition for the **2022-2023** 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 (this will be assessed on the 5th day of the month)
 - b. Withholding Academic Records
 - c. Withdrawing Student from class participation
 - d. Withdrawing Student from school
 - e. Withdrawing student from the Aftercare Program
 - f. Use a collection agency
 - g. 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 2022-2023 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 **2022-2023** School year is scheduled to start. The Registration Fee and Fundraising Fee are non-refundable.
5. Once the **2022-2023** 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 \$200 **per new student** or \$100 for **returning students** is due. The Registration 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 2022-2023 School Year until after I/We have returned a completed and signed Application Packet, the registration fee, 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 6, section Tuition and Daycare Payment, of the Grace Lutheran School handbook.

Initial: _____

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 **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 Principal/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, Principal/Director, and, if necessary, the pastor in an attempt to formulate together a resolution to the behavior problem.
5. The Principal/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 Principal/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 will conduct activities that may be publicized through various media organizations as well as on our GLS website and Facebook page. 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