

# MISSION LUTHERAN SCHOOL REGISTRATION FORM 2022-2023

(PLEASE CIRCLE ONE): **CURRENT STUDENT**    **NEW STUDENT**    **SIBLING**    **ALUMNI**    **CHURCH MEMBER**

## CHILD INFORMATION

<b>Child's Name:</b> (First, middle, last)			<b>Nickname:</b>		
<b>Date of birth</b> (mm/dd/yy):		<b>Age:</b> (as of 9 / 01 / 2022)		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current address:			City:		State:    ZIP Code:
Any known allergies? - Please List:				Epi Pen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is any medication being taken? - Please List:					
Place of Birth: (country)		Race/Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other:			
<b>PARENT/GUARDIAN INFORMATION</b>					
<b>Mother/Guardian Name:</b>			<b>Primary Phone:</b> <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Home Phone:		Work Phone:		Cell Phone:	
Email:					
Address (if different from student's):			City:		State:    ZIP Code:
Occupation:			Employer:		
Employer Address:			City:		State:    ZIP Code:
<b>FATHER/GUARDIAN INFORMATION</b>					
<b>Father/Guardian Name:</b>			<b>Primary Phone:</b> <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Home Phone:		Work Phone:		Cell Phone:	
E-mail:					
Address (if different from student's):			City:		State:    ZIP Code:
Occupation:			Employer:		
Employer Address:			City:		State:    ZIP Code:
Child resides with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mom Only <input type="checkbox"/> Dad Only <input type="checkbox"/> Mom/Stepdad <input type="checkbox"/> Dad/Stepmom <input type="checkbox"/> Other					
If other, please indicate:					
List any existing medical conditions and/or known developmental delays or concerns:					
Are you receiving outside services? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Physician to be called in the event parents can't be reached:</b>				<b>Phone:</b>	

## CHURCH AFFILIATION

Church Name:	
Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to receive additional information about Mission Lutheran Church? <input type="checkbox"/> Yes <input type="checkbox"/> No

## FOR OFFICE USE ONLY

Date:	<input type="checkbox"/> TK <input type="checkbox"/> Pre-K <input type="checkbox"/> Preschool
Processing Fee Paid: \$	<input type="checkbox"/> M-F Full <input type="checkbox"/> M-F am <input type="checkbox"/> MWF Full <input type="checkbox"/> MWF am
Check #:	<input type="checkbox"/> T/TH Full <input type="checkbox"/> T/TH am <input type="checkbox"/> TWTH pm <input type="checkbox"/> T/TH pm
State Forms (6): <input type="checkbox"/> Out <input type="checkbox"/> In	Waiting List Choices: 1 <sup>st</sup> Choice: _____ 2 <sup>nd</sup> Choice: _____ 3 <sup>rd</sup> Choice: _____
<b>Total Points:</b>	
<b>Lottery #</b>	

# MISSION LUTHERAN SCHOOL REGISTRATION FORM 2022-2023

## PHILOSOPHY, NON-DISCRIMINATORY POLICY & ADA POLICY

Mission Lutheran School is a Christ-centered learning environment designed to help children develop spiritually, academically, emotionally, cognitively, and physically through age-appropriate teacher assisted activities.

Mission Lutheran School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate based on race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.

We will provide children with disabilities an equal opportunity to participate in Mission Lutheran School's programs and services unless their presence will pose a direct threat to the health or safety of others and if it requires a fundamental alteration to our program.

## ADMISSION REQUIREMENTS

As of September 1<sup>st</sup>, 2022, the student must be at least 2½ years of age. All children must be completely potty trained (no pull-ups) by August 1<sup>st</sup>, 2022 or 30 days prior to enrollment. Under a new law enacted by SB 277, as of January 1, 2016, state laws established vaccination requirements for school children.

## PAYMENT PROCEDURE AND RETURN CHECK FEE

Tuition payments are due on the first of each month. Please bring all monies for tuition to the school office. A receipt will be given only upon request. The school tuition is a yearly rate divided into ten equal payments (September–June). There are no tuition adjustments for holidays and vacations as they are already removed from the yearly rate. A 10% discount will be given on the lower tuition for the second child in the same family when attending together. A late fee of \$20.00 will be charged for any tuition paid after the 10<sup>th</sup> of the month. Failure to pay tuition for a one-month period without explanation will result in termination from the program.

The first tuition installment is due and payable June 1, 2022, or upon enrollment, if school enrollment occurred after that date. This installment is applied to the June 2023 tuition

A check returned for non-payment will result in a \$25.00 charge. Payment by money order or cash will be requested if checks are returned for two consecutive payments.

## WITHDRAWAL NOTICE

A 30 day written notice must be given to the school if it is necessary to withdraw a child from the program. The last month's tuition will be taken from the June 2023 installment. In most cases, it is a refundable, with a thirty-day written notice of withdrawal and the class vacancy filled before the first day of school. A month's tuition will be collected if a child is withdrawn without prior notice. Children who are absent for four consecutive weeks without any school contact will be dropped from the program and their space will be filled. Families wishing to withdraw a child for any length of time (week, month, etc.) but plan to return cannot utilize their June prepayment for the time away. You are required to continue to pay for tuition to hold your classroom space.

## ON CAMPUS TEMPORARY CLOSURE

Temporary campus closure due to unforeseen circumstances, i.e., fire, earthquake, pandemic etc.... All classes will go virtual until it is safe to return to campus. Monthly tuition payments are still required until the end of the school term per your school contract. (June or August)

## ADMISSION AGREEMENT

*I understand that all **Registration & Processing Fees** are **Non-Refundable**. I understand all physician and immunization requirements must be met prior to school entrance. I agree to abide by these policies and herewith enroll my child.*

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDITIONAL COMMENTS & INFORMATION

Is there any other information about your child that would be helpful to our school staff? (physical disabilities, needs/special accommodations, etc.)