

Welcome to Faith Lutheran Pre-School
For the
2020-2021 School Year!



Serving the Community for over 40 years!
Christ Centered and Family Friendly

WELCOME! ¡BIENVENIDOS!



FAITH LUTHERAN SCHOOL

STUDENT ENROLLMENT PROCEDURES

Pre-school 2 ½, 3 and 4 Year Olds

We are excited that you have shown an interest in Faith Lutheran School. We are a Christian Private School operated solely by the Congregation of Faith Evangelical Lutheran Church-LCMS. Faith Lutheran School has been open to everyone in our community since 1975 and offers a Christian based curriculum for early childhood, elementary and middle school grades. We are accredited through the NLSA on the State and National levels. Faith Lutheran School admits students of any race, color, ethnic origin or religion.

TO ENROLL YOUR CHILD AT FAITH LUTHERAN SCHOOL

Step 1: Fill out a Pre-K Registration Packet. All forms must be complete to be accepted.

Step 2: Turn in the forms listed below to the School Office **with** the Registration packet.

- **Original Health Forms (HRS 680 and HRS 3040) from a doctor's office. Student must be up to date on all required school entry immunizations and have a current physical. (Less than a year old as of August 17, 2020)**

NOTE: Pre-K Health Forms are checked by DCF our licensing organization. You must keep them current or your child will not be allowed to attend school until the records are updated.

- **Original Birth Certificate / Social Security Card (Copy will be made and original returned)**
- **VPK STUDENTS must be 4 years old by Sept 1, 2020 to participate in the VPK Program.**
- **"Certificate of Eligibility" (VPK 4 year old students only)**

Step 3: When your child's registration is complete you will receive:

- **The Parent Handbook (an updated copy is on our website)**
- **A Supply List**
- **Know Your Child's Daycare Center Brochure**
- **H1N1 Brochure – parent signature required by DCF for child's file**
- **Rilya Wislon Act**
- **Getting in/out informational sheet - parent signature required by DCF for child's file**

Step 4: **FIRST TUITION PAYMENT DUE ON AUGUST 17**

See "Financial Responsibilities" page for Payment Options

Morning and afternoon snack and lunch (served at 12:00 noon) is provided by the school when applicable. Lunch does not apply to VPK Only students (8:30 to 11:30)

Step 5: **DUE BY THE 1ST DAY OF SCHOOL**

- **Your child must be dressed in the complete school uniform. See packet "Uniform Requirements"**
- **Must have an extra change of clothes (not a uniform) for the cubby**
- **Must have a child size pillow and blanket for naptime (if staying after 11:30 am)**
- **Large book bag (no wheels)**

FAITH LUTHERAN SCHOOL
Preschool and VPK
"Financial Responsibilities"
2020-2021

Please choose a tuition option

All students will receive a healthy snack each morning.

Tuition Options for students who are 2½ - 3 years old as of September 1, 2020:

	<u>Weekly</u>	<u>Bi-Weekly</u>
_____ Pre - 2½ & 3's (7 am - 6 pm) Full Day	\$130	\$260
_____ Pre - 2½ & 3's (8:30 am - 12:30 pm) ½ day	\$65	\$130
(Fees will be applied for early care drop off 7:00 to 8:15 am & students picked up after 12:30 pm will be billed a late pickup fee of \$5.00 for each additional 15 minutes or any part of 15 minutes used per child)		

Tuition Options for students who are 4 years old as of September 1, 2020:

	<u>Weekly</u>	<u>Bi Weekly</u>
_____ VPK ONLY (8:30 am - 11:30 am) (Fees will be applied for early care drop off 7:00 to 8:15 am & Late pick up after 11:30)	Tuition for 180 school days paid by the State of Florida (Christmas Break and Spring Break Weeks are not included)	

VPK only Students picked up after 11:30 am will be billed a \$5.00 late pick up fee for each additional 15 minutes or any part of 15 minutes used per child.

_____ VPK school day (8:30 am - 3:30 pm) (Tuition includes lunch, milk and afternoon snack) (Fees applied for early care drop off 7:00 to 8:15 am & Late Pick up after 3:45 pm)	\$70.00	\$140
_____ VPK full day (7:00 am - 6:00 pm) (Tuition includes lunch, milk and afternoon snack) (Late Pick up fees applied after 6:00 pm)	\$90.00	\$180

Tuition for School Readiness Students: Contracted by the Early Learning Coalition of Miami Dade

_____ School Readiness Students (7:00 am - 6:00 pm)
(Initial here) My current weekly rate is \$ _____ per week.

_____ School Readiness Payments and the School Readiness Weekly Fee paid by the parent will not
(Initial here) cover the full amount of weekly tuition. The parent signing this form is responsible for ALL FEES not paid by School Readiness.

After School Care closes at 6:00 pm. Please be sure your child is picked up no later than 6:00 pm. If your child is not picked up by 6:00 pm, there will be an additional charge of \$5 for each additional fifteen minutes or any part of 15 minutes used per child.

Please read both sides and sign on the bottom of page 2

Payment Schedules

_____ **Weekly Payments:** are due on the current **MONDAY** or in the case of a holiday, on Tuesday.

_____ **Bi-weekly Payments:** are due the **Monday at the beginning of the two-week period** or Tuesday in case of a holiday.

Note: Partial Weeks are paid as full weeks.

PAYMENT TERMS:

- All invoices and statements will be e-mailed to the person responsible for the school fees. Please ensure that you're receiving the e-mails. Contact the office if instead you wish to receive hard copies of the invoices and statement. Thank you in advance for doing so.
- A **Late Notice** will be sent home on Tuesday if your payment was not received on Monday (except for a holiday).
- A **\$20 Late Fee** will be added to your bill starting the **third week of non-payment** until your bill is current. You may also be asked to appear before the Board of Christian Education to explain the past due amount at which time your child's enrollment here at Faith may be in jeopardy.
- A Fee of **\$40** will be charged for all returned checks. After two returned checks, all future payments must be made in cash or money orders.
- Postdated checks will not be accepted as payment.

Please Note: *All Fees and Payments are non-refundable. All Fees must be paid for weeks the preschool student is enrolled.*

This includes attendance or non-attendance for Christmas Break and Spring Break.

I understand and agree with all the Financial Responsibilities and Payment Terms as stated above.

Please Note: You will be billed according to the information selected on this Financial Responsibilities form. **ANY changes on the tuition option MUST be presented to the office in writing.**

Parent / Guardian Signature _____ **Date** _____

Parent / Guardian Print Name _____

Student's Name _____