

2018/2019
St. John's Lutheran Preschool
200 Charleston Avenue - Mattoon, IL 61938
www.stjls-mattoon.com
217-234-4911

Registration for the 2018/2019 school year begins on Thursday, February 1, 2018. **The deadline to have your application turned in will be Thursday, February 15, 2018 for school and preschool.** After this date you may still turn in your application, but it will be taken on a first-come basis.

Please attach your \$100 (non-refundable) registration fee to your application, along with the Parent Agreement and Automatic Withdrawal form. All forms need to be turned in at the school office.

Order of Application Acceptance:

- Current Student
- Member of St. John's Lutheran Church
- Siblings currently in school
- Other LCMS Congregation
- If more than all of the slots are filled by February 15, there will be a lottery at the February School Board Meeting. Students will go on a waiting list; the lottery will determine the order.

The first tuition payment will be due on June 10, 2018 and the last payment will be due May 10, 2019. **(Please see exception for Full-Day Preschool tuition payments on backside.)** You are required to do the automatic withdrawals for all your tuition payments. In the event of an early withdrawal the \$100 registration fee will be retained.

All outstanding financial balances, from past or the current school year, must be paid in full by May 31, 2018 before a student's admission is considered official. This includes but is not limited to Tuition, Before/After Care, Lunch, Class Fees, Tech Fees, etc.

You may choose from the available classes listed below that are appropriate for your child's age:

- **3 year old half day:** **Tuesday/Thursday morning or afternoon.**
(Morning Sessions: 8:15 - 11:00 with Before Care available)
(Afternoon Sessions: 12:15 - 3:00 with After Care available)
- **3 year old full day:** **Monday thru Friday**
(8:15 - 3:15 with Before and After Care available.)
- **4 year old half day:** **Monday/Wednesday/Friday morning or afternoon.**
(Morning Sessions: 8:15 - 11:00 with Before Care available)
(Afternoon Sessions: 12:15 - 3:00 with After Care available)
- **4 year old full day:** **Monday thru Friday**
(8:15 - 3:15 with Before and After Care available.)

We will have an Orientation Day for the parents and Open House for the children/parents in August. We will notify you of the date.

This application does not guarantee an opening in preschool.

"Jesus said, "let the little children come to me..."
Matthew 19:14

Preschool Registration Fee & Tuition Rates 2018/2019

One time registration fee of \$100 - due with Registration Application

*The registration fee must be paid in full at the time of registration.
This fee is non-refundable.*

Tuition for Preschool is payable in twelve (12) monthly installments. You are required to do the automatic withdrawals for all tuition payments. Each installment is due on the 10th day of the month starting June 10, 2018, with the last installment due on May 10, 2019.

NOTE: *The exception is Full-Day Preschool, which is due bi-monthly and withdrawn on the 10th and 24th of each month, beginning with the first month of attendance; or you may opt for a once per month withdrawal on the 10th of the month.*

Preschool Tuition Chart - 2018/2019

<u>Students:</u>	<u>Tuition</u>
Preschool (T/Th)	\$ 145 (\$1740 year)
Preschool (M/W/F)	\$ 155 (\$1860 year)
Full Day (5 day) Preschool Program	\$ 450 per month August - May (4500 per year)

**** For St. John's Members: To receive the member discount, please fill out the attached application for membership tuition assistance.***

IRS Regulations Regarding Preschool Tax Credits: According to IRS regulations, amounts paid for part-time preschool do not qualify for the Dependent Care Credit on Federal or State Income Tax forms.

- ❖ A \$25 fee will be charged for each check or direct withdrawal that is returned by the bank for NSF.

Other arrangements may be made by speaking with the Principal.

You must have a physical that is 6 months current starting the school year.

Your Preschool physical is good for 2 years (only for Preschool)

We need a copy of up-to-date immunizations and a birth certificate on file in the school office.

Rec. _____
Fee _____
Check # _____
Member: Yes No

2018/2019
APPLICATION FOR ADMISSION TO ST. JOHN'S LUTHERAN PRESCHOOL
200 Charleston Avenue - Mattoon, Illinois 61938
www.stjls-mattoon.com
217-234-4911

Student Information

First _____ Middle _____ Last _____
 Name your child goes by (First Name) _____
 Birthday _____ Gender: M F Race _____
 Home Address _____ City _____ Zip Code _____

Grade (Please Circle)

3 year old Half-Day Preschool (3 before Sept. 1st / fully potty trained) **T/TH AM or T/TH PM**
 ~ Morning Sessions: 8:15 - 11:00 with Before Care available.
 ~ Afternoon Sessions: 12:15 - 3:00 with After Care available.

3 year old Full-Day Preschool (3 before Sept. 1st / fully potty trained) **Full-Day: Monday - Friday**
 ~ 8:15 - 3:15 with Before and After Care available.

4 year old Half-Day Preschool (4 before Sept. 1st / fully potty trained) **M/W/F AM or M/W/F PM**
 ~ Morning Sessions: 8:15 - 11:00 with Before Care available.
 ~ Afternoon Sessions: 12:15 - 3:00 with After Care available.

4 year old Full-Day Preschool (4 before Sept. 1st / fully potty trained) **Full Day: Monday - Friday**
 ~ 8:15 - 3:15 with Before and After Care available.

Parent Information

Father/Guardian _____ **Home Phone #** _____ **Cell #** _____
Home Address _____ **City/State** _____ **Zip Code** _____
Employer _____ **Work #** _____
Father's E-mail Address _____

Mother/Guardian _____ **Home Phone #** _____ **Cell #** _____
Home Address _____ **City/State** _____ **Zip Code** _____
Employer _____ **Work #** _____
Mother's E-mail Address _____

Additional Emergency Contact Information (We will always attempt to contact parents first)

Name _____ Relationship _____

Home Phone # _____ Cell # _____ Work # _____

Name _____ Relationship _____

Home Phone # _____ Cell # _____ Work # _____

Church Information

Church you attend: _____

Does your child attend Sunday School regularly? Yes () No () Church regularly? Yes () No ()

Is your child baptized? Yes () No () Date of Baptism _____

Medical Information:

Physician _____ Phone # _____

Dentist _____ Phone # _____

Allergies _____

Medications _____

Insurance _____

The undersigned parent or guardian of (child's name) _____ authorizes St. John's Lutheran School to obtain medical care for him/her in the event such care is necessary during this school year. If possible, the parent(s) or guardian of the named child will be contacted in the event of an emergency.

Permission is hereby granted to the licensed physician of an accredited hospital and their associates to perform any medical and/or surgical procedures that are deemed essential to the treatment of the above named child.

Signature of Parent/Guardian: _____ Date: _____

County you reside in: _____

Special needs: Does your child have any special needs? (academic - behavioral - physical, etc?) _____

Special Talents: Do you have any special talents that you could share with us? Periodically throughout the school year, we would like to be able to call upon you to help us with various activities. Some examples are computer skills, sewing, typing, classroom assistance, field trip chaperones, etc. **Your time is most valued.** Any time you can spare will be greatly appreciated!

Talent/Skill Offered: _____

Dates/Times available _____

How did you hear about St. John's Lutheran School? _____

PLEASE NOTIFY THE SCHOOL OFFICE OF ANY CHANGES DURING THE SCHOOL YEAR

PRESCHOOL PARENT AGREEMENT

St. John's Lutheran Church has established its Christian Day School for the purpose of promoting academic excellence, making disciples, and equipping our students for service. Such a program of Christian education provides the opportunity for parents to accept the challenge to "train up a child in the way he should go." Proverbs 22:6. St. John's Lutheran School admits students of any race, color, or national or 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, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

CONDITIONS FOR ADMISSION

By signing our names to this document, we acknowledge that we are the legal guardian(s) for the following student(s) for whom we have requested permission to St. John's Lutheran School for the 2018/2019 school year.

Student's Name (1) _____
(2) _____
(3) _____
(4) _____
(5) _____

In consideration for such admissions, we agree to the conditions governing admissions and attendance at St. John's Lutheran School.

- We understand that the hours and days are:

Tuesday/Thursday and Monday/Wednesday/Friday Morning Classes ~ 8:15 - 11:00

Tuesday/Thursday and Monday/Wednesday/Friday Afternoon Classes ~ 12:15 - 3:00

Monday through Friday Full-Day Preschool ~ 8:15 - 3:15

Before School Care ~ 6:45 a.m. - 8:15 a.m.

After School Care ~ 3:15 p.m. - 5:30 p.m.

- We understand the age requirements:

Tuesday/Thursday Preschool: 3 years old by September 1st of the year enrolled.

Pre-Kindergarten Students: 4 years old by September 1st of year enrolled.

- We are enrolling _____ child(ren) and agree to pay the total registration fee of \$100 per child and the following total tuition of \$ _____ (yearly) for the 2018-2019 school year as published in the fee schedule (see Preschool Registration Fee & Tuition Rates) and according to the following TUITION POLICIES:

TUITION POLICIES

We understand that we are required to do automatic withdrawal for all tuition payments. Tuition for Preschool - 8th Grade is payable in twelve (12) monthly installments. Each installment is due on the 10th day of the month starting June 10, 2018, with the last installment due on May 10, 2019.

Note: The exception is Full-Day Preschool, which is due bi-monthly and withdrawn on the 10th and 24th of each month, beginning with the first month of attendance; or you may opt for a once per month withdrawal on the 10th of the month.

A \$25 fee will be assessed for each check or direct withdrawal not honored by the bank for NSF.

- In the event we fail to make such tuition and fee payments as agreed, we acknowledge that the school will enforce any or all of the following penalties:

The school may deny registration at re-enrollment time. The school may deny readmission for the following school year. The school may turn past due accounts over to collection. The school will add a 30% late charge before turning it over to collections.

- Registration fees must be paid in full at the time of registration. This fee is not refundable under any circumstances, except if the applicant is not accepted based on the class choice not being available.
- We agree to pay lunch, drinks, and other fees as they apply.
- We agree to pay for school property, damaged, or lost by our child(ren). This includes but is not limited to, damage of grounds, building, fixtures, or damage or loss of books, supplies and technology.
- We sincerely pledge our loyalty to the aims and ideals of the school and will bring all questions and criticisms to the attention of the Preschool Director so that they may be promptly considered.
- We agree that no information relevant to my child's application has been withheld.
- We agree to submit the required health forms **before the first day of school** detailing all current immunizations records. Failure to comply will result in denial of admission to the classroom until the completed forms are received in the school office.
- We understand that images of our child may be taken and published for publicity purposes.
- We authorize emergency medical care in the event of serious illness or accident.
- We understand that religious training is a regular and integral part of St. John's curriculum.
- We hereby invest the authority in the school to discipline our child(ren) as outlined in the Parent-Student Handbook. We further agree that we will establish and enforce acceptable standards of behavior for our child(ren) in the home.
- We agree to volunteer of our time, talents, and treasures for the benefit of the school, as job and family responsibilities allow.
- We hereby give consent to St. John's Lutheran School to take _____ (student's name) on walking or transported trips to places of interest, including public parks, with the understanding that such trips are under the supervision of authorized personnel of the school, and that all possible precautions are taken to insure the health and safety of my child.
- SUMMARY: By signing below we agree to pay the required tuition, fees, and charges scheduled herein on or before the due date and to abide by all the items listed above as well as those listed in the Parent-Student Handbook.

SIGNED (Parent/Guardian) _____ Date _____

Address _____
Street City State Zip Code

Dear St. John's Lutheran Church Member Parents:

The church assists member families by covering part of each child's tuition in the form of member tuition assistance. By offering this financial assistance for members, the church emphasizes two important values of our congregation:

1. We value church ministry and the financial commitment to the church's ministry and spiritual growth that membership involves.
2. We value discipling children through Christian education.

Church member families receive additional financial tuition assistance above and beyond the normal giving of the church to the school. The amount of assistance varies from preschool to elementary students. If you have a need for this tuition assistance, we encourage you to take advantage of this opportunity. Please also note, if you do not have a need for this assistance you have the option to decline. Any unused member tuition assistance dollars will be reallocated and applied to the general grant fund. These reallocated funds will be available to those who apply for assistance through our financial aid program.

Members may indicate their desire for the member tuition assistance on the attached application. Those interested in receiving the member tuition assistance are asked to complete the attached Membership Covenant, committing yourself to active membership at St. John's Lutheran Church. The covenant will be reviewed by the Principal and Senior Pastor. Member tuition assistance will be granted based on your commitment to fulfilling the expectations of membership.

Please return the application and Membership Covenant with other registration forms to the school office by the assigned deadline. By not filling out the membership Covenant, we assume you are declining the tuition assistance. If you have any questions about this process, please contact Mr. Duckett at 234-4911.

In Christ,

Trent Duckett

Principal, St. John's Lutheran School

*Please contact the school office for amount of membership tuition assistance, if needed.

Application for Member Tuition Assistance

St. John's Lutheran Church & School

This form is an application for the tuition assistance that is offered to members of St. John's Lutheran Church.

Family: _____

Grade in 2018/2019

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Yes _____ No _____

We are a member of St. John's Lutheran Church.

Yes _____ No _____
the

We have read and understand the enclosed description of expectations of membership at St. John's Lutheran Church.

Yes _____ No _____
expectations of

With the help of God, our family will fulfill the membership in the coming year.

Name _____ Date _____

Membership Covenant

St. John's Lutheran Church
Mattoon, Illinois

As a baptized believer in Jesus Christ as Lord and Savior, and being in agreement with the teachings of the Evangelical Lutheran Church, I desire to unite with the St. John's Lutheran Church family.

As a member, I will strive

- To protect the unity of my church
- To share the responsibility of my church
- To serve the ministry of my church
- To support the witness of my church

In order to do this, I commit myself to God and to the other members to do the following:

I will be faithful in my worship life

Remember the Sabbath Day by keeping it holy (Exodus 20:8)

For whenever you eat this bread and drink this cup, you proclaim the Lord's death until He comes. (1 Corinthians 11:26)

I will be faithful in pursuing spiritual growth

Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. (1 Peter 2:2,3)

Therefore let us leave the elementary teachings about Christ and go on to maturity, not laying again the foundation of repentance from acts that lead to death, and of faith in God, instruction about baptisms, the laying on of hands, resurrection of the dead, and eternal judgment. And God permitting, we will do so. (Hebrews 6:1-3)

Part of spiritual growth in the Lutheran Church Missouri Synod is to become a baptized and confirmed member. At St. John's, children enter into confirmation class in the 7th grade.

I will be faithful in serving with my time, talent, and treasure.

It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up. (Ephesians 4:11-12)

Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering. (1 Corinthians 16:2)

I will be faithful in caring for others.

If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interests of others. (Philippians 2:1-4)

I will be faithful in living a godly life.

But whatever happens, make sure that your everyday life is worthy of the gospel of Christ. (Philippians 1:27)