

2018/2019
St. John's Lutheran School
100 Broadway 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 24 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. 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.

We offer Basketball for both the boys and the girls in 3rd - 8th grade, Volleyball for girls in 3rd - 8th grade, Soccer for boys and girls, mixed teams, in 1st - 8th grade, Cheerleading for girls in 3rd - 8th grade, Archery for students in 5th - 8th grade, Cross Country, Golf and Choir for 5th - 8th grade, and Jump Rope Club for students in 3rd - 8th grade. We also offer Chapel Leadership for 5th - 8th grade students.

If you have any questions, please call Ms. Anita at 234-4911.

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 - 8th Grade 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.*

Monthly Tuition Chart - 2018/2019 Preschool thru Eighth Grade

<u>Students:</u>	<u>First Child</u>	<u>Each Additional Child</u>
Kindergarten-8th Grade	\$ 290 (\$3480 year)	\$ 235 (\$2820 year)
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.*

- ❖ 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.

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.

REGISTRATION INFORMATION

HOURS OF OPERATION

Kindergarten - 8th Grade.....Monday - Friday / 8:15 a.m. to 3:15 p.m.

AGE REQUIREMENTS

Kindergarten.....5 by September 1st of the year to be enrolled.

First Grade.....6 by September 1st of the year to be enrolled.

ENTRANCE INTERVIEW - EXAM

An entrance exam and/or interview is required for all new students. All registrations are subject to approval from the Board of Christian Education.

REGISTRATION FEE

The registration fee is due at the time of registration and is non-refundable. Registration is not complete until this fee is paid.

TUITION - MONTHLY

Tuition may be paid in full or in twelve monthly installments with the first installment due June 10, 2018. Each installment is due on the 10th of each month. A \$25 fee will be assessed for each check or direct withdrawal not honored by the bank for NSF.

TUITION - AUTOMATIC WITHDRAWAL

All tuition payments must be made by automatic withdrawal.

FINANCIAL AID PROGRAM

The school offers a financial aid program. The financial aid form is attached to the registration packet, and must be returned by April 13, 2018. The aid will be given based on the order the forms were received in and St. John's members will be given first consideration.

BEFORE AND AFTER SCHOOL CARE

Before and after school care is available for students who are enrolled in preschool through the eighth grade.

The Before School Care program is in operation every day that school is in session. The Before School Care operates from 6:45 a.m. until 8:00 a.m. The cost is \$1.25 for every 15 minutes that a student is signed into the program.

The After School Care program is in operation every day that school is in session. The After Care program runs from 3:30-5:30 p.m. on full day attendance days; 12:30-5:30 p.m. on half day attendance days, and 2:00-5:30 p.m. on early dismissal days. The cost is \$1.25 for every 15 minutes that a student is signed into the program.

ENROLLMENT CHECKLIST

Before returning your enrollment paperwork, please refer to the checklist below:

1. Enrollment paperwork MUST be completely filled out, including:

- Registration Form
- 100% of the Registration fee paid
- Automatic Withdrawal Form
- All Parent Information
- Date of Birth
- Grade
- Medical Information
- Doctor's name, address, and phone number
- Student's name, address, and home phone number
- Emergency Contact information
- Permission for Field Trips

2. New students entering Grades 1-8: We must have a copy of the most recent report card and standardized test.

3. **Birth Certificate:** New students and all kindergarteners must have a copy of their birth certificate on file in the school office **before** they can attend school.

4. **Dental Forms:** All students entering kindergarten, 2nd grade, 6th grade, and any new students will need to have a dental exam, performed by a licensed dentist, completed by May 15, 2019.

5. **Vision Exams:** All students entering kindergarten and any new students enrolling for the first time need to have an eye examination. A copy must be on file in the school office **before** your child can attend school.

6. **Health Exams:** All students entering preschool, kindergarten, 6th grade and any new students are required to have an updated physical on file in the school office **before** your child can attend school.

7. **Immunizations:** All students entering preschool, kindergarten, 6th grade and any new students need to have an updated copy of **all immunizations** on file in the school office.

8. **Sports Physicals:** All students who will be participating in any sport, are required to have a sports physical on file **before** they will be allowed to participate.

Please note: A school health examination will be accepted in place of the sports physical, but a sports physical *may not* be used in place of the school health exam.

9. The Parent Agreement must be signed by a parent/guardian.

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

2018/2019
APPLICATION FOR ADMISSION TO ST. JOHN'S LUTHERAN SCHOOL
 100 Broadway 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)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade
 5th Grade 6th Grade 7th Grade 8th Grade

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 where you are a member _____

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 _____

School previously attended: _____

Address of previous school: _____

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

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 Names (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:

Kindergarten - 8th Grade 8:15 a.m. - 3:15 p.m. / Monday - Friday

- 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 2017-2018 school year as published in the fee schedule (see Registration Fee & Tuition list) 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.

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 suspend the right of the students named herein to receive the report card pending payment of delinquent fees. 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 class is full or the applicant is not accepted based on the results of the exam and/or interview.
- 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.

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)

St. John's Lutheran Church and School

Application for Financial Aid

100 Broadway Avenue

Mattoon, IL 61938

234-4923 or 234-4911

Must be turned in by April 13, 2018

I am applying for Financial Aid for the following students:

Name _____

Name _____

Name _____

Name _____

This aid will be used to offset the tuition charges for the 2018/2019 school year.

I believe that the answers listed on the attached Family Financial Statement are an accurate picture of our financial situation.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Return this form, completely filled out, with documents requested, to:

Anita Mante
St. John's Lutheran School
100 Broadway Avenue
Mattoon, IL 61938

Family Financial Statement

Name _____ Date _____

Address _____ Phone _____

City _____ Zip Code _____

Number of children in elementary school _____

Number of children in high school _____

Number of children in college _____

Number of children in your family _____

All information will be kept confidential

Names and grades of students attending St. John's Lutheran School for the 2018/2019 school year.

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Marital Status: (Please circle the appropriate answer)

Single Married Separated Divorced Widowed

What is your current: **Total Monthly Income**

Salary _____

Social Security _____

Public Assistance _____

Unemployment _____

Child Support _____

Pension/Retirement _____

Other _____

TOTAL INCOME _____

In reference to the last question, do you expect a change in the near future or during the 2018/2019 school year:

Yes _____

No _____

If yes, please explain:

Did you receive financial aid for the 2017/2018 school year? Yes No

How has your family situation changed during the past year?

What steps have you taken to help your financial situation?

Amount of tuition paid to St. John's for the 2017/2018 school year. \$ _____

Amount of tuition that will be due for the 2018/2019 school year. \$ _____

Amount of tuition you feel you can afford for the school year. \$ _____

Please state the special circumstances that identify your needs:

Attach a copy of your 2017 Federal Income Tax Form.

Please list the church you are a member of:

Father: _____

Mother: _____

Child(ren): _____

Signature of Parent/Guardian

Signature of Parent/Guardian

Please fill out this form COMPLETELY

Our Financial Aid committee cannot consider this application if it is not completely filled out. Any delay in this process can affect the aid given.

If you have any questions, please contact:
Anita Mante, Office Coordinator
217-234-4911
St. John's Lutheran School
100 Broadway Avenue
Mattoon, IL 61938

I understand that if I have any outstanding debts owed to St. John's Lutheran Church or School that I am not eligible to apply for any financial aid. I also understand that if I fall behind on my tuition payments that I risk forfeit of any financial aid that I may receive.

Signature of Parent/Guardian

Date: _____

Signature of Parent/Guardian

Date: _____