



LUTHERAN CHURCH AND SCHOOL

ENROLLMENT APPLICATION
2018-2019

OFFICE USE ONLY
ENTRANCE DATE: WITHDRAWN:
DAYS ENROLLED: CLASS/PRGM:

CHILD'S NAME:

BIRTH DATE:

CHILD'S ADDRESS:

(street) (city) (state) (zip)

Please circle all that apply: Male / Female / Anglo / Hispanic / African / Asian / Other

CHILD LIVES WITH (check all that apply) ___ Father ___ Mother ___ Stepfather ___ Stepmother
___ Grandparents ___ Other

Check any that apply: ___ Father deceased ___ Mother deceased ___ Parents divorced/Sep.

FATHER: _____ EMPLOYED BY: _____
(name) (name & times at work)

HOME PHONE: _____ CELL PHONE: _____ BUS. PHONE: _____

MOTHER: _____ EMPLOYED BY: _____
(name) (name & times at work)

HOME PHONE: _____ CELL PHONE: _____ BUS. PHONE: _____

(**please circle the number that is to be called first when needing to contact a parent**)

E-Mail Address: _____ (to be used for emergency info.)

Referred By: _____

MY CHILD MAY BE RELEASED TO THE PERSONS SIGNING THIS AGREEMENT OR TO THE FOLLOWING LIST OF PEOPLE. A DRIVERS LICENSE IS REQUIRED FOR NON-PARENTAL PICKUPS.

Table with 3 columns: NAME, PHONE, RELATION. Rows 1-4.

The center must have on file a copy of the legal documents identifying any restrictions of pick up by the parent who does not have custody.

*MY CHILD IS ALLERGIC TO: _____

*SPECIAL NEEDS: _____



LUTHERAN CHURCH AND SCHOOL

PARENT AGREEMENT WITH OUR CHILDCARE CENTER

Grace Lutheran School agrees to:

- Provide care for your child between the hours of 6 a.m. and 6:30 p.m. Monday through Friday on a pre-arranged schedule based on a 52-week year August through July.
- Changes in schedule may be initiated with two weeks' notice, a Tuition Adjustment Form, and Director's approval.
- Two tuition free weeks are available. The child must be absent the entire week to utilize this benefit.
- Tuition will be processed through Tuition Express on a weekly or monthly basis prior to services rendered. If you choose not to enroll in Tuition Express there will be a per fee service charge added for each transaction.
- We will provide a nutritious breakfast, lunch and afternoon snack at no additional cost.

The Parent agrees to:

- Pay the total weekly/monthly tuition prior to services rendered.
- Pay the bi-annual supply fee of \$75 in the months of January and September.
- To abide by all policies outlined in the **Grace Lutheran School Handbook**.
- To provide up-to-date immunizations and doctor's statements as needed.
- To pick the child up in the event of illness and not return to the center until the child has been symptom free for 24 hours or with a doctor's note.
- To check their child in and out at the front keypad and with the staff on duty, and to personally escort their child in and out of the center.
- To pay a late pick up fee as it applies for time after 6:30 p.m.

The following signatures are required to complete your child's enrollment.

I agree to participate in the GLS fundraising programs

- Signed: _____ Date: _____

I have read and agree to abide by all policies and procedures of GLS and given a parent handbook.

- Signed: _____ Date: _____

I have read and understand the Discipline and Guidance Policy for GLS

- Signed: _____ Date: _____

I understand that Grace Lutheran School is a year round school and I am expected to keep my child enrolled with at least a two day minimum program per week during the Summer Semester OR pay an additional fee to remain enrolled through the summer with no attendance. *Not applicable to K-5 *

- Signed: _____ Date: _____