



ST. MATTHEW LUTHERAN SCHOOL ♦ 2040 S. COMMERCE ROAD ♦
WALLED LAKE, MI 48390
248/624-7677 www.stmatthewlutheralschool.com

REGISTRATION FOR 2019 - 2020

_____MEMBER _____COMMUNITY (IF COMMUNITY MEMBER, CHURCH AFFILIATION)

FATHER: LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS	CITY/ZIP	E-MAIL ADDRESS
HOME PHONE W/AREA CODE	CELL PHONE W/AREA CODE	WORK PHONE W/AREA CODE

_____PLEASE CHECK IF YOU WANT TO BE EXCLUDED IN THE DIRECTORY

MOTHER: LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS	CITY/ZIP	E-MAIL ADDRESS
HOME PHONE W/AREA CODE	CELL PHONE W/AREA CODE	WORK PHONE W/AREA CODE

_____PLEASE CHECK IF YOU WANT TO BE EXCLUDED IN THE DIRECTORY

IMPORTANT: PRESCHOOL OPTIONS

Mixed Flock

Lambs 3 yr old & Sheep 4 yr old

OPTION 1 8:20 a.m. - 11:20 a.m.

Tuesdays and Thursdays

OPTION 2 8:20 a.m. - 1:20 p.m.

Tuesdays and Thursdays

Sheep

4 yr old

OPTION 1

8:20 - 1:20 p.m.

(Monday, Wednesday, & Friday)

OPTION 2

8:20 a.m. - 3:20 p.m.

(Monday, Wednesday, & Friday)

OPTION 3

8:20 a.m. - 3:20 p.m.

(Monday, Tuesday, Wednesday, Thursday, & Friday)

First, Middle, and Last Names
of children to be enrolled PS-8

(M/F)

Birth Date

**GRADE IN FALL 2019

PRESCHOOL

(Mixed PS Option 1 OR 2
PS 4 Option 1, 2, OR 3)

Do you plan on utilizing our Kids Care program in the AM/PM (if so, please indicate which one or both)

_____yes _____no AM or PM_____ or both

Do you live in the Walled Lake School District? ___ Yes ___ No If "no", what district? _____

If yes, do you plan to use the morning buses? ___ Yes ___ No (No bus service for Preschool students)

Family Name: _____

Grades _____

TOTAL REGISTRATION FEES:

Enrollment - per family PS-8 \$200.00 (before 4-01-19) \$ _____
 (Refundable until June 15th) \$250.00 (effective 4-01-19) \$ _____

Other school fees:

Books/Supplies, Grs. 1-8 \$180.00/per student x _____ \$ _____
 Kindergarten \$150.00/per student x _____ \$ _____
 Art Instruction Fee - Grs. K-8 \$40.00/per student x _____ \$ _____
 Computer Fee, Grs. K-8 \$40.00/per student x _____ \$ _____
 Physical Education - K-8 \$15.00/per student x _____ \$ _____
 Preschool PE \$5.00/per student x _____ \$ _____
 Yearbook (optional) \$18.00/per student x _____ \$ _____
 Room Party \$10.00/per student x _____ \$ _____
 (covers room parties, teacher/aide gifts)
 PTL Activity Fee - PS/8 \$10.00/per family \$ 10.00

Total of Fees Due \$ _____

Less Deposit (minimum \$200) \$ _____

Balance due \$ _____

PLEASE NOTE: The “Enrollment fee” at Registration is refundable until June 15th. After June 15th the fee is refundable only in the case of class unavailability. The balance of the registration fees will be added to tuition and the total amount will be divided over twelve monthly payments. These payments will be due monthly, July 2019 - June 2020. The signed Financial Responsibility form must be submitted with this registration.

Refund Policy – Tuition and Other School Fees

Families withdrawing after June 15th will be responsible for fees for items/services in which St. Matthew has incurred costs. These fees include enrollment, books/supplies, art instruction, computer, and physical education. No fees will be refunded if a family withdraws on or after the first day of school.

In the event a family withdraws. Tuition will be calculated based on nine months of school. In the event a family withdraws **during** the school year, the calculation is pro-rated based on nine months.

X _____
Signature

Office Use:
 Date & Time Received _____
 Financial Responsibility _____
 Birth Certificate _____
 Immunizations _____

ST. MATTHEW LUTHERAN SCHOOL PARENT INVOLVEMENT HOURS

PROGRAM OBJECTIVES:

To involve all of the parents and adult members of the families of St. Matthew in the support and enrichment of the school's educational and extracurricular activities.

PARTICIPATION REQUIREMENTS:

Each family is required to donate 20 hours of volunteer assistance per year in one or more of the school's educational/extracurricular activities (single parents are required to donate 10 hours per year).

Parent involvement hours for each school year will be accumulated from July 1 - June 30. Family members must be non-students and 18 years old or older to participate. The family may choose to fulfill all or part of their requirements by paying \$10.00 per hour, payable to the PTL.

Families not fulfilling their program requirement will be assessed at the rate of \$10.00 for each hour not completed. (Final report cards will not be issued until all program requirements are fulfilled.)

PROGRAM GUIDELINES:

The following guidelines apply to all activities for which family involvement hours will be credited:

1. Hours may be earned only by a family member. Hours cannot be transferred.
2. Time spent in any activity for which pay is received does not qualify.
3. Hours are credited on a 1-to-1 basis (1 hour donated = 1 hour credited). All hours must be recorded and credited by the activity coordinator.
4. Donations of merchandise or materials do not qualify as hours.
5. Hours are credited only in the year they are earned. Hours cannot be banked for the following year.

BOOKKEEPING:

The school will appoint a chairperson who will maintain records of each family's accumulated hours and will present the records to the school administration.

EXCEPTIONS:

Occasionally, due to extenuating circumstances, a family may not be able to fulfill the program requirements. When this occurs, the family may petition, in writing, to the School Board Ministry (SBM), for consideration of possible adjustments to their parent involvement program requirements.

ELIGIBLE ACTIVITIES:

Activities which benefit St. Matthew Lutheran School qualify for program participation, including, but not limited to the following: office help, unpaid coaching, building maintenance, progressive dinner, PTL activities, and athletic events. One parent involvement hour will be awarded for attendance at PTL or school meetings.