



# REGISTRATION FOR 2017 - 2018

\_\_\_\_\_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 2017

**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 \$150.00 (before 4-01-17) \$ \_\_\_\_\_  
 (Refundable until June 15th ) \$200.00 (effective 4-01-17) \$ \_\_\_\_\_

**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 \$5.00/per student x \_\_\_\_\_ \$ \_\_\_\_\_  
 Yearbook \$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 \$150) \$ \_\_\_\_\_

**Balance due** \$ \_\_\_\_\_

**PLEASE NOTE: The "Enrollment fee" at Registration is refundable until June 15th. After June 15<sup>th</sup> 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 are due on the first of each month of the school year, July 2017 - June 2018. The signed Financial Responsibility form must be submitted with this registration.**

**Refund Policy – Tuition and Other School Fees**

Families withdrawing after June 15<sup>th</sup> 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 \_\_\_\_\_  
 CEM \_\_\_\_\_

# **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.

Adopted: May, 1995

Rev. 2/14