



St. Paul's Lutheran School  
*"Preparing for this life and the next"*



308 Oak Manor Drive • Glen Burnie, MD 21061  
 PH: 410-766-5790

**PRE-SCHOOL**  
 Enrollment Application  
 2017-2018

**Application Fee (Non-Refundable): Grades P3 & P4 \$50**

**Enrollment Fee (Non-Refundable): Grades P3 & P4 \$280**

Application Fee and one half of the Enrollment Fee must accompany this application. The remaining 50% is due by May 1<sup>st</sup>.

*Final acceptance will be determined after January 31, 2017 due to priority consideration for currently enrolled families and congregation members.*

**Grade applying for (Circle one):**

\_\_\_\_\_ **P3-(Circle one): 2 days (Tues. Thurs.); 3 days (Mon. Wed. Fri.); 5 days (Mon-Fri)**

\_\_\_\_\_ **P4-5 days a week**

**Please indicate your intentions to apply for Kindergarten. This is for planning purposes only. In no way is it a binding agreement and will not affect acceptance.**

\_\_\_\_\_ Yes, we plan to attend St. Paul's Kindergarten. \_\_\_\_\_ No, we plan to attend elsewhere for Kindergarten.

Student's Name \_\_\_\_\_  
 (First) (Middle) (Last) (Goes By)

Gender (Circle one): M / F Date of Birth \_\_\_\_\_ Date of Baptism \_\_\_\_\_

Address \_\_\_\_\_  
 (Street) (Apt#)  
 \_\_\_\_\_  
 (City) (State) (Zip)

Home Phone \_\_\_\_\_

St. Paul's Lutheran School admits students of any race, color, or national and ethnic origin to all 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

**THIS FORM MUST BE COMPLETE, SIGNED BY PARENT OR GAURDIAN, AND ACCOMPANIED BY ALL NECESSARY DOCUMENTS FOR ENROLLMENT TO BE ACCEPTED.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**  
 Date Rec'd: \_\_\_\_\_ Accepted: \_\_\_\_\_  
 Deposit: \_\_\_\_\_  
 Notes: \_\_\_\_\_

**Family Information:**

**Father / Step-Father / Guardian 1 (Circle one)**

Full Name \_\_\_\_\_  
(First) (Middle) (Last)  
Address (if different than student) \_\_\_\_\_  
(Street) (Apt#)  
\_\_\_\_\_  
(City) (State) (Zip)  
Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Place of employment \_\_\_\_\_

**Mother / Step-Mother / Guardian 2 (Circle one)**

Full Name \_\_\_\_\_  
(First) (Middle) (Last)  
Address (if different than student) \_\_\_\_\_  
(Street) (Apt#)  
\_\_\_\_\_  
(City) (State) (Zip)  
Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Place of employment \_\_\_\_\_

**MARITAL STATUS OF PARENTS:** MARRIED SEPARATED SINGLE DIVORCED WIDOWED

**CUSTODY OF CHILDREN IF SEPARATED OR DIVORCED** \_\_\_\_\_  
Parent or Guardian's Name

**CITIZENSHIP OF CHILD:** \_\_\_\_\_

**SCHOOL LAST ATTENDED** \_\_\_\_\_  
(Name and address of school) (Phone number)

How did you find out about St. Paul's: \_\_\_\_\_

Church Membership \_\_\_\_\_ (Name of Church)

Do you have other children attending St. Paul's Lutheran School? YES / NO

If yes, please list names and grade \_\_\_\_\_

**A COPY OF THE STUDENT'S BIRTH CERTIFICATE OR CERTIFICATE OF LIVE BIRTH IS REQUIRED FOR ALL APPLICANTS.**

**PARENT QUESTIONNAIRE**

(Must be completed for application to be accepted)

St. Paul's Lutheran School desires to serve children and their families who are interested in a Christian education. In some instances, however, we cannot meet the needs of some students. If we cannot meet the needs of a student, then St. Paul's is not the place for that child to attend. Please complete the following questionnaire as part of the application process. A "yes" response to any of the following questions does not necessarily mean a child will not be accepted. This form must be completed and returned to St. Paul's Lutheran School before the acceptance can be finalized. Failure to be honest on this questionnaire could jeopardize continued enrollment at St. Paul's. (Please use additional paper if more space is needed.)

Circle the appropriate response. If the answer is yes, please explain.

1. Has your child experienced any difficulty in speech development? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Has your child experienced any difficulty in previous school or day care settings? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

3. If your child has attended another school have they ever been suspended or expelled? YES NO  
\_\_\_\_\_  
\_\_\_\_\_

4. Has your child experienced any difficulty in learning to read or with learning numbers? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

5. Has your child been referred to or evaluated through Child Find, the public system or a private agency for learning disabilities, attention deficit disorder, hyperactivity, emotional problems, speech, or any other concerns? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

6. Does your child have an IEP (Service Plan), a 504 Plan, report from Child Find or any private agency? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

7. Is your child currently on any medication that is intended to assist him/her in an educational setting? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

8. Has your child experienced any significant behavior problems? YES NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

9. Why are you interested in St. Paul's? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclose an additional sheet if more space is required for explanation.

### **TUITION POLICY:**

#### **A PAYMENT PLAN MUST BE SELECTED BEFORE ACCEPTANCE CAN BE FINALIZE**

A statement of fees and a payment schedule will be received in early July. Payment of all fees and tuition must be made in a timely manner and according to one of the payment plans listed below. In the event that tuition payments CANNOT be made in a timely manner, parents must contact the school office at the time payment becomes past due. If a child transfers during the year, tuition will be refunded or billed on a quarterly basis. (i.e., a child transferring in December would be responsible for 2 quarters of tuition.) A fee of \$20 will be charged for late payments.

#### **PLEASE INDICATE YOUR CHOICE OF PAYMENT PLAN BY CHECKING THE APPROPRIATE NUMBER:**

**Changes must be made in writing and are due no later than the first business day in May. A change to your payment plan may still be made after the first business day in May, however a service charge of \$35 will be applied.**

- \_\_\_\_\_ 1. **SINGLE PAYMENT** due on **August 1<sup>st</sup>** or closest business day with a 2.5% discount.  
(Discount only applies if paid by August 1) No processing fee. Tuition is assessed quarterly.
- \_\_\_\_\_ 2. **THREE PAYMENTS** (July 15-November 15-March 15) There is an annual \$50 processing fee required for this method. Tuition is assessed quarterly.
- \_\_\_\_\_ 3. **ELEVEN MONTHLY PAYMENTS** (July 15 – May 15) using a coupon booklet. There is an annual \$50 processing fee required for this method. Tuition is paid monthly but is assessed quarterly.
- \_\_\_\_\_ 4. **ELEVEN MONTHLY PAYMENTS** (July 15- May 15) using automatic transfer. There is an annual \$40 processing fee required for this method. Tuition is paid monthly but is assessed quarterly.

### **OVERDUE TUITION POLICY:**

1. There will be a \$30 charge for returned checks. (Subject to change)
2. Payments received will be applied to any past due registration, elective fees, or other fees before being applied to tuition.
3. Any and all requests for changes in tuition payments, payment intervals, deferments, refunds, or tuition assistance, must be submitted to the principal prior to the regular payment date.
4. If payment is not received within 5 days of due date, a late fee of \$20 will be charged.
5. If payments are 25 calendar days overdue and no equitable arrangements, approved by the principal, have been made, the coordinator of admissions and finance will contact the family, consider the circumstances for non-payment and a plan of repayment will be established.
6. In addition, grades may be withheld for nonpayment.
7. If the repayment plan is not being followed, the coordinator of admissions and finance will contact the family again (certified letter), inform the principal, who will bring the information to St. Paul's Lutheran Church and School Senior Staff.
8. If contact is made through telephone, mail, Fast Direct, or other means and the family fails to respond, after 60 calendar days, the child may be denied admittance to the school. A certified letter will be mailed to the family to inform them.
9. Re-enrollment will be suspended until the account is current and paid as agreed.
10. Enrollment in Summer Camp will be suspended until account is current and paid as agreed.
11. Debts that remain outstanding will be turned over to a collection agency.
12. Debts that continue to remain delinquent will be reported to the credit bureaus

### **TUITION ASSISTANCE:**

Tuition Assistance is available for grades K – 8. Requests for tuition assistance should be made with enrollment or re-enrollment. Application includes two parts: Part I is due with enrollment or re-enrollment. Part II is due May 1. Part I and Part II must be completed to receive assistance. All applications and amounts are confidential.

### **ADMISSION POLICY:**

Students are accepted at St. Paul's Lutheran School after a careful review of:

- an adequate transcript of records from previous schools.
- any testing or screening procedures.
- a birth certificate or certificate of live birth.
- the physical, emotional, social and academic needs of the child.

Age requirements for entrance must be met on or before September 1 of the current school year. Students entering grades K-8 who are transferring from previous schools are required to provide previous report cards, standardized test scores, birth certificate and to complete a testing process as required. Final acceptance is determined by the principal.

Students are placed according to age requirements, evidence of successful completion of previous programs, recommendations of professional staff, and/or performance on testing or screening procedures.