

LOVING SAVIOR LUTHERAN SCHOOL

14816 PEYTON DRIVE ~ CHINO HILLS, CA 91709

(909) 597-2948 ~ (909) 393-4659 Fax

Registration Packet for the 2008 – 2009 School Year

Dear Prospective Parents:

Enrollment at Loving Savior Lutheran School is open to all children. Loving Savior Lutheran School exists for the purpose of assisting parents in meeting the responsibilities that God has placed upon them. It is our goal to work together with parents in bringing up their children to know about the God who loves them through His Son, Jesus! Those students enrolling in Kindergarten must be 5 years old on or before September 15th of the current year.

REGISTRATION FEE: (NON-REFUNDABLE)

\$350.00 per student for grades K-8th (Registration includes school yearbook and spirit shirt)

\$425.00 per student for registrations received after May 1st, 2008.

TESTING FEE: (NON-REFUNDABLE)

\$25.00 per incoming new student due at the time of testing.

TECHNOLOGY FEE: (NON-REFUNDABLE) Grades 2-8 will be charged a one-time Technology Fee of \$135.00 for advanced computer class and to expand the program. This fee is due in full by Sept. 5, 2008.

Applicable fees must accompany your registration packet, as well as all paperwork.

TUITION:

NON-MEMBERS OF L.S. LUTHERAN CHURCH

1 CHILD	\$ 4,500.00
2 CHILDREN	\$ 8,750.00
3 CHILDREN	\$ 13,000.00

ACTIVE MEMBERS OF L.S. LUTHERAN CHURCH

1 CHILD	\$ 4,100.00
2 CHILDREN	\$ 8,200.00
3 CHILDREN	\$ 12,300.00

Active members of Loving Savior Lutheran Church will attend church at least twice monthly and participate actively in a church ministry. Both the non-member and active member discounts illustrated above are based on the number of children enrolled in the elementary school. **Siblings in preschool do not qualify for an elementary school discount. Enrollment will be accepted in the following order: (1) members of Loving Savior Lutheran Church, (2) students of employees of L.S. Church or School, (3) current students with siblings enrolled in our school, (4) current students by years enrolled at L.S., and (5) new students.**

A 5% tuition discount, for non-members and active members, will be given on tuition paid in full by September 5, 2008 (no exceptions).

Tuition and full time day care are annual fees for actual number of school days. For your convenience only, it has been divided into ten equal payments beginning on August 1st, 2008 and ending May 1st, 2009. Automatic Debit will be available for the 2008/2009 school year. (See information in school office.)

A **LATE CHARGE** of \$25.00 will be added after the 5th of the current month.

If **TUITION** is not received by the 15th of the month, your child will be suspended until payment is received.

If we **DO NOT** receive payment by the end of the month, your child will be removed from the class roster.

AN **INSUFFICIENT FUND CHARGE** of \$25.00 will be added for any check returned unpaid. After the 2nd insufficient check, payment will be on a cash only basis.

SCHOOL HOURS:

8:15 A.M. – 2:45 P.M. Grades Kdg. – 1st

8:15 A.M. – 3:00 P.M. Grades 2nd – 5th

7:30 A.M. – 2:30 P.M. Grades 6th – 8th

EXTENDED DAY CARE:

Extended Day Care fees are \$150 per month per child, for full time extended Day Care.

HOURS: 6:00 a.m. – 6:00 p.m.

YEARLY: \$1,500 (10 PAYMENTS OF \$150 per month Sept. '08-June '09)

Drop in rate - \$5.00 per hour or any portion thereof. Drop in day care is billed once a month and is separate from tuition and full time day care.

USE OF DAY CARE DOES NOT INCLUDE CHRISTMAS OR EASTER VACATION

Loving Savior of the Hills 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. We do not discriminate on the basis of race, color, or national or ethnic origin in administration of our educational policies, admissions policies, and athletic and other school-administered programs.

STEP 1 Fully complete the enclosed Registration Packet by March 7, 2008 and return it to the School Office. This is for our returning students. Open Enrollment for the public starts March 10, 2008. Attach the following to the contract:

***A check for registration fee in the amount of \$350.00 (NON-REFUNDABLE)**
Note that registration fees go up to \$425.00 after May 1, 2008.

***A copy of your child's birth certificate (for new or kindergarten students)**

***A copy of your child's immunization records (for new and kindergarten students)**

***A completed Health Form (for new and 1st grade students)**

***A copy of a report card and SAT scores (for new students)**

STEP 2 For all kindergarten and new students, your child's current teacher must complete the recommendation form (attached). After the teacher completes the form, they must then bring or mail it to our school office. We will not continue the registration process for your student without a recommendation form.

STEP 3 When we receive your completed registration packet, your registration fee, your child's birth certificate, immunization record (*all kindergarteners and new students only*), and recommendation form (*all kindergarten and new students*) we will then schedule your child to be tested. Our current students do not need testing. *Testing for incoming Kindergarten will begin in April, 2008

- a. Kindergarten students **MUST** include an Immunization Record (if you have misplaced your card, your doctor will have copies.)
- b. First Grade students **MUST** have a Health Form completed **no later than the first day of school.**

Test results are evaluated by the staff. You will be notified of the results and your child's enrollment status.

STEP 4 Upon acceptance into Loving Savior Lutheran School your registration fee check will be processed.

HEALTH INFORMATION

Unusual health conditions: _____

Problems with speech, hearing, vision: _____

Last school attended and address: _____

Additional remarks: _____ Phone: _____

EMERGENCY INFORMATION

Father: Home () _____ Work () _____ Cell () _____

Mother: Home () _____ Work () _____ Cell () _____

ADDITIONAL PERSON(S) TO CALL

Additional persons who may be called in an emergency and are authorized to take child:

NAME	ADDRESS	PHONE	RELATIONSHIP

Allergic to bee stings or insect bites? Yes No Unknown

Allergic to any medications? _____

Medications taken: _____

Permission to take field trips? Yes No Sports: Yes No

Will pay physician fees not covered by school insurance: Yes No

If physician can not be reached, call any Hospital or physician: Yes No

Remarks:

PHYSICIAN:

Name: _____

Address: _____

Telephone: _____

Medical Plan: _____ Group No.: _____

RELIGION INFORMATION

Member of Loving Savior Church: Yes No

Church Membership: _____

Church Affiliation of Parents: _____

Does family attend worship services regularly: Yes No

Child baptized: Yes No Where: _____ Date: _____

**LOVING SAVIOR LUTHERAN SCHOOL - CHINO HILLS, CA
PARENTS' CONTRACT FOR ADMISSION OF STUDENT**

Student _____
(Full Name) (Birthdate) (Entering Grade)

Names of Parents (or Guardians) with whom student lives:

Father: _____
(Name/Address)

Mother: _____
(Name/Address)

NOTE: A contract must be completed and signed for each student enrolled and returned to the school, ALONG WITH REGISTRATION FEE IN THE AMOUNT OF \$350.00 – (\$425.00 after May 1, 2008) This is Non- Refundable.

BY RESOLUTION OF THE BOARD OF PAROCHIAL EDUCATION OF LOVING SAVIOR OF THE HILLS LUTHERAN CHURCH, THE FOLLOWING STATEMENTS ARE DESIGNED TO BE THE CONDITIONS FOR ADMISSION:

By my signature on this document, I acknowledge I am the parent or legal guardian of the following student for whom I have requested admission into Loving Savior Lutheran School.

In consideration of such admission, I agree to the conditions governing admission and attendance at the school, as stated below:

1. I agree to pay tuition charges and fees established by the school administration for the current year, as stated in Exhibit A in this contract.
2. I agree to make tuition and fee payments to Loving Savior Lutheran School on or before the scheduled dates as set forth in Exhibit A. In the event that I fail to make such tuition and fee payments as agreed, I acknowledge that the school will enforce the following penalty:

IF TUITION IS NOT RECEIVED BY THE 15TH OF THE CURRENT MONTH, YOUR CHILD WILL BE SUSPENDED UNTIL PAYMENT IS RECEIVED. IF WE DO NOT RECEIVE PAYMENT BY THE END OF THE MONTH, YOUR CHILD WILL BE REMOVED FROM THE CLASS ROSTER.

3. I agree to the following conditions of attendance:
 - a) Each parent must acquaint himself/herself with school regulations/policies and observe them. From time to time the school administration may issue bulletins to students and/or parents covering new regulations/policies or the amendment of existing regulations/policies adopted by the Board of Parochial Education. I understand that breaches of school regulations by students are subject to disciplinary action by the school and that serious violations of the regulations/policies or other serious misconduct can result in expulsion from School.
 - b) Each student is required to participate in all school functions, including those that are worship related, when their whole class or whole school is involved (i.e.: Choir singing in Sunday morning Worship Service, Chapel, Children's Christmas Programs, other services, etc.) Students may be excused from these worship experiences only if they are in conflict with scheduled activities at their own church.
 - c) The parents of students who are new to our school and church community are encouraged to attend Adult Information classes conducted by the Pastor of Loving Savior Lutheran Church. The Adult information classes are open to all members of our school community, and are for the purpose of acquainting those in attendance with the Ministry of Loving Savior Lutheran School and the scriptural/theological positions of the Lutheran Church, Missouri Synod.
 - d) To meet the Family Commitment Point Program by choosing either 20 hours, 20 points, or \$200.

EXHIBIT A: SCHEDULE OF TUITION, FEES, CHARGES, AND DUE DATES

TUITION:

NON-MEMBERS OF LOVING SAVIOR LUTHERAN CHURCH

1 CHILD	\$	4,500.00	<i>(10 payments of \$ 450.00)</i>
2 CHILDREN	\$	8,750.00	<i>(10 payments of \$ 875.00)</i>
3 CHILDREN	\$	13,000.00	<i>(10 payments of \$1,300.00)</i>

ACTIVE MEMBERS OF LOVING SAVIOR LUTHERAN CHURCH

1 CHILD	\$	4,100.00	<i>(10 payments of \$ 410.00)</i>
2 CHILDREN	\$	8,200.00	<i>(10 payments of \$ 820.00)</i>
3 CHILDREN	\$	12,300.00	<i>(10 payments of \$1,230.00)</i>

SCHOOL HOURS: 8:15 A.M. – 2:45 P.M. Grades Kdg. and 1st
8:15 A.M. – 3:00 P.M. Grades 2 – 5
7:30 A.M. – 2:30 P.M. Grades 6 - 8

Tuition and full time day care are due and payable on the first (1st) of each month and considered late after the fifth (5th) of the month. **A late charge of \$25.00 will be charged after the 5th of the current month. A \$25.00 fee will be charged on all returned checks.**

EXTENDED DAY CARE – K & 1 students who remain on campus after 3:00 p.m., 2nd – 5th grade students who remain on campus after 3:15 p.m., and 6th – 8th grade students who remain on campus after 2:45 p.m., will all be taken to Day Care where the hourly rate of \$5.00 will be charged for each hour or portion thereof.

FULL TIME DAY CARE: YEARLY - \$1,500.00 (per student)
10 PAYMENTS - \$ 150.00 (per student, per month)

HOURS: 6:00 A.M. – 6:00 P.M.

CHILDREN PICKED UP AFTER 6:00 P.M. WILL BE CHARGED \$1 PER MINUTE, WITH A MINIMUM CHARGE OF \$5.00, due and payable in cash at the time of pick up. After three (3) late pick-ups per month, the child may be put on probation pending a review of the circumstances. Abuse of this may cause the child to be expelled from school.

USE OF DAY CARE DOES NOT INCLUDE CHRISTMAS OR EASTER VACATION.

Tuition is an annual fee for actual number of school days. For your convenience only, it has been divided into ten equal payments, beginning on August 1st, 2008 and ending on May 1st, 2009

REGISTRATION FEE: (NON-REFUNDABLE)
\$350.00 per student before May 1, 2008 and \$425.00 per student after May 1, 2008

FIELD TRIP CONSENT: My child has permission to go on any field trip the School may take during the year. I understand I will be notified prior to all field trips.

Parent(s) Signature _____

SUMMARY – I agree to pay the tuition, fees and charges scheduled herein on or before the due date and to abide by the terms and conditions of the Parents’ Contract for Admission of Student into which Exhibit A is hereby incorporated. (I UNDERSTAND THAT I MUST GIVE TWO WEEKS WRITTEN NOTICE WHEN WITHDRAWING MY CHILD.)

Mother _____

Date _____

Father _____

Date _____

LOVING SAVIOR LUTHERAN SCHOOL - CHINO HILLS, CA

EXTENDED SCHOOL AGE DAY CARE REGISTRATION FORM

(A form must be completed for every registered student)

Will student need full time daycare (\$1,500 year/\$150 per month): Yes No

Student's Name: _____
(Grade)

Father: _____
(Name/Address) (Home Phone) (Cell Phone)

Mother: _____
(Name/Address) (Home Phone) (Cell Phone)

Father's Employment: _____
(Company Name) (Work Phone)

Mother's Employment: _____
(Company Name) (Work Phone)

Family Doctor: _____
(Name) (Phone)

Other person to call in an emergency: _____
(Name) (Phone)

List any health problems or allergies: _____

Name of person(s), other than parents, who may pick up your child:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

I agree to abide by all the policies of Loving Savior Lutheran School Extended School Age Day Care and I agree to pay all fees by the due date(s) each month. FAILURE TO PAY FEES IN A TIMELY MANNER WILL RESULT IN YOUR STUDENT BEING EXCLUDED FROM DAY CARE UNTIL PAYMENT IS RECEIVED.

Children picked up after 6:00 p.m. will be charged \$1 per minute, minimum charge of \$5, due and payable in cash at the time of pick up.

Signature: _____ Date: _____

Signature: _____ Date: _____

Email address: _____

Dear Parents:

Because Loving Savior Lutheran School is located in an earthquake prone area, we want to inform you of procedures to follow in the event of an earthquake during a school day.

1. No student will be dismissed from school unless a parent or individual designated by a parent comes for him/her.
2. No child will be allowed to leave with another person, even a relative or babysitter, unless the school has written permission to the effect, or that particular person is listed on the child's emergency form in the school files. (Be sure the form is current).
3. All parents, or designated parties, who come for students, must sign them out either at the temporary **COMMAND POST** or at the office.
4. The school is prepared to care for your child/ren in time of catastrophe. If you are unable to reach the school, the staff will care for your child. The school will be in communication with local emergency services.
5. In the event of an emergency:
 - a. Please do not call the school. All lines must be open for emergency calls.
 - b. Following a major earthquake, do not immediately drive to the school. Streets and access may be cluttered with debris. Street entrances to the school must remain clear for emergency vehicles.
 - c. Tune your radio to emergency station **KFI - 640 AM** for information.
6. Each classroom will be assembled on the field and will be identified by a sign with a room number. If a parent does not know the room number, please check at the **COMMAND POST**.
7. Those students not picked up will be kept at school.

The staff of Loving Savior Lutheran School will do everything possible to keep your child safe until you can pick him/her up. Hopefully, the school preparedness will never have to be used. But we hope to be prepared if any emergency arises. Earthquake supplies will be provided through your registration fee. They will be stored in the large tank storage located on the playground.

Sincerely,

Loving Savior Lutheran School Staff

LOVING SAVIOR LUTHERAN SCHOOL

Family Commitment Points

The main purpose for the Family Commitment Points program is parent involvement. Additionally, operating costs can be kept down if parents have special skills or services to offer for particular services that may be needed.

Each family is required to complete 20 points per year. Each point is equivalent to one hour of volunteer work. The deadline to complete points is May 1st of each year. Deficiencies in points that are not completed will be charged accordingly at a rate of \$10 per point.

The following are a few examples of ways in which to earn points:

- Parent Teacher League Officers (PTLS): President, VP, Secretary, Points Coordinator, Room Parent Coordinator, Sports Committee, Fundraising.
- Room parents: 20 points to be divided amongst room parents equally for each class
- Chaperones for field trips
- Drivers for athletic events
- Work Parties, Special Holiday Events
- Participation Fundraisers
- Donations (such as copier paper, office or classroom supplies, or audio equipment)
- Special services or skills

Points are negotiable for professional services performed/donations made depending on the donation. Please ask if you have suggestions not listed.

Family Commitment Agreement

I/We will complete the family goal and earn 20 points by May 1, 2009. Points can be earned by volunteering for various things at school (as listed above). I/We understand that incomplete points will be billed at \$10 a point and that it is our responsibility to complete and turn in the Family Commitment Points Slips, located in the school office.

Father (Signature)

Date

Mother (Signature)

Date

PLEASE RETURN THIS WITH YOUR CHILD'S REGISTRATION PACKET

YELLOW SPIRIT SHIRT SIZE FORM

Every registered student will be given 1 (one) yellow spirit shirt. Please complete the information below, and return it with your registration forms. Shirts will be passed out the first week of school. These shirts are mandatory for all field trips.

Student's Name: _____

Grade: _____

Select Only 1 Shirt Size

Children's Sizes:

S
M
L

Adult Sizes:

S
M
L
XL

After the first couple of weeks of school, we will be ordering additional yellow and navy blue spirit shirts for which we will be taking orders.

Look for the flyer to go home in September.