

River Roads Lutheran School

ENROLLMENT FORM FOR FIRST TIME STUDENT(S)

For Office Use Only

Date Received: _____

Return this Enrollment Form to:

RIVER ROADS LUTHERAN SCHOOL www.riverroadslutheranschool.org

8623 Church Road

St. Louis, MO 63147

Please enroll my child/children for the 2016-2017 school year.

NAME

BIRTHDATE

GRADE (2016- 17)

I understand that the Testing Fee of \$10.00 per child is payable at the time of testing.

I am interested in extended care for my child/children.

Morning from 6:45 a.m. to 7:45 a.m.

Afternoon from 4:00 p.m. to 6:00 p.m.

Who recommended River Roads Lutheran School to you?

Name: _____

Phone: _____

Other: _____

Why do you wish to enroll your child(ren) in River Roads Lutheran School?

Church Membership: _____ Pastor's Name: _____

Church Address & Zip Code: _____

Parent(s) Name: (Print) _____

Address & Zip Code: _____

Home Phone: _____

Work Phone: _____ Cell Number: _____

E-mail Address: _____

Signature of Parent(s): _____

Date: _____

River Roads Lutheran School Financial Agreement

This agreement describes the financial and fundraising requirement necessary to comply with the terms indicated in the Parent Handbook. Fees and tuition for the current school year must be paid in full in accordance with the school board finance policy. Fines for un-worked fundraising activities are due and payable each semester. All tuition and fundraising obligations from previous year must be paid in full.

A. Tuition - All tuition must be paid through F.A.C.T.S. (An automatic bank transfer program is used when on a 10 or 12 month schedule for payment -see Tuition Fee Sheet). See Parent Handbook under "Tuition Policy.

B. Fundraising Activities

- Fundraising activities are a vital part of financing the school and keeping tuition affordable.
- All families are required to participate in the Fall and Spring Fundraisers.
 - Fall Fundraiser (September – November)
 - Spring Fundraiser (January – April)

The total minimum fundraising contribution from each family shall be \$375.00 profit per school year. If the \$375.00 fundraiser financial commitment is not met, your tuition account will be assessed accordingly.

Payment options of the \$375.00:

1. Sell up to \$750.00 worth of items in the Fall Fundraiser and receive 50% of the School/Parent profit.
Example: Sell \$750.00; Profit \$375.00; Credit towards Financial Commitment \$187.50
2. Spring Fundraiser – Auction items and tickets (100% proceeds apply to commitment)
3. Payment in full at the beginning of the school year – optional
4. Monthly draft of \$37.50 added to your tuition account – optional

***Note:** If you pre-paid your financial commitment per FACTS draft or participated in the Fall and Spring Fundraisers and you have satisfied your \$375.00 financial commitment through the fundraisers, you will receive a refund at the end of the school year, unless you have an outstanding balance.

C. Volunteer Hours

- All Parents (per family) are required to volunteer a minimum of 40 volunteer hours per school year. If volunteer hours are not met, a charge of \$100.00 (\$50.00 per semester) will be assessed to your account. All Parents (per family) are required to volunteer in their child's classroom and participate in at least two school activities.

Example of activities:

- Welcome Back to School Fall Fest/Trivia Night – August/September
- Harvest Party – October
- Thanksgiving Basketball Tournament – November
- Thanksgiving/Christmas Fellowship – December
- Auction Dinner – April (Spring Fundraiser)
- School Picnic – May

Parent's Name (Print)	Student's Name	Date
Signature of Responsible Party (Parent or Legal Guardian)		Date
Accepted by School Representative		Date

River Roads Lutheran School
8623 Church Road
St. Louis, MO 63147

Contract of Enrollment

Contract of Enrollment for: Name _____
First
Middle
Last
Grade

If accepted by Admissions at River Roads Lutheran School and with (my/our) payment of the appropriate enrollment deposit, please enter (my/our) child(ren) as a student in River Roads Lutheran School for the full school year, subject to the written statements, rules, regulations, conditions, and financial terms contained in the River Roads Lutheran School Handbook, the Curriculum, the Tuition Options Payment, the Athletic Handbook, which are acknowledged to be a part hereof including the following with which (I am/we are) familiar:

1. A non-refundable application and registration fee of \$175.00 is required of all new students (1st-8th grade) and \$100.00 registration fee for PreK and Kdg. students. Pre-registration application and registration fees for current families are non-refundable.
2. Tuition Policy Summary: All families are required to pay the annual tuition for their child(ren) attending River Roads Lutheran School. The tuition can be paid on a monthly basis, as indicated on the Tuition Preference Form. I (parent), understand that I am responsible for payment of the educational services provided by River Roads Lutheran School. I (parent), also understand that if payment is not made for educational services provided by River Roads Lutheran, then my child(ren) will no longer be able to attend the school until payment is rendered. I (parent), also understand that if I do not fulfill my financial obligations to River Roads Lutheran School, my financial account will be sent to a collection agency after the 30-60-90 days attempt to collect the tuition debt period has passed.
3. A book fee will be billed for damaged or lost books. Damage to property in/out of the school building will be the responsibility of the parent of the student(s).
4. The use of (my/our) child (ren)'s photograph in school publications, the Lutheran Elementary School Association (LESA) media and any other Lutheran media is authorized.
5. Attendance Policy Summary: I (parent), am responsible for my child(ren) to arrive at school on time when school is in session. I will contact the school office personnel to inform them if my child(ren) is late or will not be at school. I will send written communications outlining why my child is not in attendance at school each time they are absent from school.
6. The school is not responsible for damages to or loss of personal belongings.
7. Uniform Policy Summary: I (parent), am aware that River Roads Lutheran School has a uniform policy outlining the dress attire for the students. I (parent) will adhere to the policy as outlined in the parent handbook.

(Continued on back)

8. (I/We) hereby authorize River Roads to contact schools and other sources to obtain information to support my application and (I/We) will not seek access to confidential recommendations and evaluation materials before or after (my/our child (ren) are admitted. These records will be handled in a confidential manner and only for the purpose of admission to River Roads Lutheran School. The undersigned releases every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to River Roads Lutheran School for that purpose.
9. If, in the opinion of a properly licensed and practicing physician, (my/our) child(ren) needs medical or surgical services which require (my/our) authorization or consent before being supplied and reasonable attempts have been made to contract parents, (I/we) hereby authorize appoint and empower River Roads Lutheran School to act as (my/our) agent to furnish on (my/our) behalf such oral or written authorization as may be so required, and (I/we) release River Roads Lutheran School from any liability which might arise from the giving by it of such authorization; it being (my/our) desire that (my/our) child(ren) be furnished with such medical or surgical services as soon as possible after the need arises.

Signature of Parent(s):

Date:

Signature of person responsible for billing

Date:

Mother (or Legal Guardian)

Father (or Legal Guardian)

Application is incomplete without signatures as indicated

RRLS FORM
Revised 6/15

Tuition Preference & Enrollment Commitment Form

River Roads Lutheran School

8623 Church Road

St. Louis, MO 63147

Parent/Guardian's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Child(ren):

Name: _____ D.O.B. _____ Grade: _____

Name: _____ D.O.B. _____ Grade: _____

Name: _____ D.O.B. _____ Grade: _____

OPTIONS FOR TUITION PAYMENT FOR THE SCHOOL YEAR

_____ Option 1 – Single Payment due by July 1.
(You will receive a 5% discount off the tuition if paid in full by August of the upcoming school year.)

_____ Option 2 – Two Payment plan due by August 15th and January 15th
(You will receive a 3% discount off the tuition if paid in full by August and January)

_____ Option 3 – F.A.C.T.S. Monthly plan. Payments budgeted. Payments budgeted over 10 months beginning August.
Payments can be made on either the 5th or the 20th of the month.

_____ Option 4 – F.A.C.T.S. Monthly plan. Payments budgeted over 12 months, beginning June – May of the new school
year. Payments can be made on the 5th or the 20th of the month.

ALL Parents must be enrolled in the F.A.C.T.S. tuition management program. Applications for enrolling in this program is done online. Assistance with completion of the applications will be given by school officials. If you are interested in receiving financial assistance, you must complete F.A.C.T.S. online application. If you were not in the F.A.C.T.S. program from the previous school year, because you chose option 1 or option 2, but you wish to enroll for the upcoming school year, stop by the school office to complete the F.A.C.T.S. paperwork.

Note: If select options 1 or option 2 and payment are not made by the due date, then payments will automatically be set up with the F.A.C.T.S. payment plan.

COMMITMENT ACKNOWLEDGEMENT:

_____ I AM INTERESTED AND WILL COMMIT TO ENROLLING MY CHILD(REN) FOR THE 2015-16 SCHOOL YEAR.

_____ I WILL FULFILL THE FINANCIAL COMMITMENT AGREEMENT AND THE SERVICE/VOLUNTEER HOURS FOR THE 2015-16 SCHOOL YEAR

Signature: _____

Date: _____

River Roads Lutheran School

Fee Schedule

2016-2017 School Year

Tuition	(Pre-K through 8 th Grade)
1 Child	\$4,000 per year/\$400 per month – 10 months
2 children	\$6,720 per year/\$672 per month – 10 months
3 children	\$8,400 per year/\$840 per month – 10 months
4 or more	*\$150.00 per child added to 3 rd child's monthly tuition

Registration Fees
<u>New Students (1st.-8th)</u> \$175.00
Discounts for multiple children: 2 nd child-\$125; 3 rd child-\$100
<u>Pre-K (3/4 years) – Kdg.</u> \$100.00

Fees for Pre-Kindergarten (3 and 4 year old) and Kindergarten (New)

Lunch Cards - **\$30.00** for 10 days or **\$3.50** per day
Before and After Care - **\$2.50** per hour; Registration - \$15.00 (nonrefundable)
Computer Lab Fee - \$20.00
Athletic Fee – \$25.00 (Pee Wee Basketball/Soccer) - Optional
Pre-Kindergarten and Kindergarten tuition payments includes a daily snack

Fees for 1st through 8th Grade (New)

Lunch Cards - **\$35.00** for 10 days or **\$4.00** per day
Before and After Care - **\$4.50** per hour; Registration - \$30.00 (nonrefundable)
Computer Lab Fee - \$20.00 for (1st - 2nd grade) and \$40.00 (3rd – 8th grade)
Athletic Fee (Optional)- \$25.00 for 1st grade; \$50.00 for 2nd – 4th grade: Pee Wee Basketball/Soccer
\$100.00 for 5th – 8th grade for Soccer, Basketball, Volleyball, & Track
(4th Grade fees will be prorated if they participate in Pee Wee Sports)

F.A.C.T.S. TUITION MANAGEMENT FEE

Families who chose to pay their tuition monthly MUST use the F.A.C.T.S. Tuition Management Company for collections of these payments. There is a \$41.00 charge per family to set up your F.A.C.T.S. tuition agreement. Non-FACTS financial accounts will incur a \$20 per month Administrative Fee. **All other fees must be paid directly to River Roads Lutheran School by date of enrollment.**

TUITION DISCOUNT

Families paying their tuition in ONE PAYMENT by August of the new school year can deduct 5% from their tuition. Families paying their tuition in TWO PAYMENTS by August and January of the new school year can deduct 3% from their tuition.

LUNCHROOM HELPER FEE

Each family of children in grades Pre-K through 8th are required to pay a \$90.00 lunchroom helper fee. A family may earn this fee back by working in the lunchroom twice during the school year. This fee helps offset the total cost of the lunchroom program and is not payment for a student's lunch.

SCHOOL CAMP FEE

Families with children in grades 5-8 are required to pay \$125.00 outdoor camp fee for the school year. Students participate in a three (3) day outdoor experience in connection with their core subjects.

Annual Family Fundraiser Financial Commitment

All School families are required to support the fundraisers during the school year. The financial commitment per family is \$375.00 per school year. See Tuition and Fee Contract.

**River Roads Lutheran School
Entrance Form**

It is necessary for the school to keep a record of significant information concerning your child. You can assist by filling in the questionnaire and returning to the school office with your child's registration papers.

Name of Pupil: _____ Date: _____
Address: _____ Zip Code: _____
Telephone No: _____ Cell Phone No: _____ Adopted (Yes or No)
Date of Birth: _____ Place of Birth: _____
(MM/DD/YYYY) City State
Baptized (Yes or No) Date of Baptism: _____ Church where baptized: _____
Which Sunday school is child attending? _____

List schools which pupil previously attended. Indicate grade level.

Grade _____ School: _____
Grade _____ School: _____

INFORMATION CONCERNING THE FAMILY

FATHER

Name: _____
First Middle Last
Occupation: _____ Employer: _____ Employee's Address: _____
Work Phone No: _____ Cell Phone No: _____
Church Name: _____ Pastor: _____

MOTHER

Name: _____
First Middle Last Maiden
Occupation: _____ Employer: _____ Employee's Address: _____
Work Phone No: _____ Cell Phone No: _____
Church Name: _____ Pastor: _____
Marital Status: (circle) Single Married Widowed Separated Divorced Remarried
Who has legal custody of child? _____
Does non-custodial parent have an active part in child's life? _____

HOUSEHOLD OF CHILD (Includes parents and all other residents of this household.)

<u>Name</u>	<u>Relationship to student</u>	<u>Date of birth (Brothers & Sisters)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Add information that may be of value to the teacher: _____

River Roads Lutheran School admits students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs.