



St. John Lutheran School and Little Lamb Preschool Enrollment Application 2019-2020

We are pleased that you are enrolling your child in St. John Lutheran School and Little Lamb Preschool!

Enclosed are all the necessary forms for enrolling your child.

Enrollment begins in March. Registration Fees may be paid in March or April with monthly tuition payments beginning in May.

The information in this application is for our records only and will be kept in the strictest confidence.

St. John Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. St. John Lutheran School may deny admission or continued enrollment to individuals because of behavior, academic progress, physical or academic needs, failure to meet financial obligations as well as those whose personal or family lifestyle is not in keeping with doctrine of St. John Lutheran Church.

Please use the checklist below to make sure you have all necessary documentation needed to process your application.

Enrollment Application Checklist

Required for all students:

- _____ Completed Enrollment Application
- _____ Certified Birth Certificate (copies are acceptable)
- _____ Family Involvement Form
- _____ Registration Fee

May be required, depending on grade level or circumstances:

- _____ Health Examination Form and Immunization Record
(Little Lamb, Kindergarten, 6th Grade, and New Students transferring from out-of-state)
- _____ Dental Examination Form (Kindergarten, 2nd, and 6th Grades)
- _____ Eye Examination Report (Kindergarten)
- _____ Release of Records (Transfer Students only)

Required for students with Food Allergies:

- _____ Food Allergy Action Plan

St. John Lutheran School and Little Lamb Preschool

Tuition Information 2019-2020

Registration Fee

\$125 - Little Lamb Preschool

\$300 - St. John Lutheran School

The Registration Fee is due at the time of registration, and it is non-refundable unless the child is not able to be admitted to the school. **Enrollment forms and financial aid requests will not be processed until the Registration Fee is paid.**

Little Lamb Preschool Tuition Schedule - Half-Day Classes						
Class	St. John Lutheran Church Member		LCMS Church Member		Community Member	
	Total	10 Monthly Payments (May-February)	Total	10 Monthly Payments (May-February)	Total	10 Monthly Payments (May-February)
LL-2 Day AM	\$1,250	\$125	\$1,450	\$145	\$1,650	\$165
LL-3 Day AM	\$1,700	\$170	\$2,010	\$201	\$2,350	\$235
LL-5 Day AM	\$2,700	\$270	\$3,150	\$315	\$3,500	\$350

Little Lamb Preschool Tuition Schedule - Full-Day Classes						
Class	St. John Lutheran Church Member		LCMS Church Member		Community Member	
	Total	10 Monthly Payments (May-February)	Total	10 Monthly Payments (May-February)	Total	10 Monthly Payments (May-February)
LL-2 Day Full Day	\$3,100	\$310	\$3,400	\$340	\$3,760	\$376
LL-3 Day Full Day	\$4,450	\$445	\$4,900	\$490	\$5,360	\$536
LL-5 Day Full Day	\$6,850	\$685	\$7,520	\$752	\$8,250	\$825

St. John Tuition Schedule - Kindergarten-8th grade						
	St. John Lutheran Church Member		LCMS Church Member		Community Member	
	Total	10 Monthly Payments (May-February)	Total	10 Monthly Payments (May-February)	Total	10 Monthly Payments (May-February)
1st Child	\$4,350	\$435	\$5,060	\$506	\$5,770	\$577
2nd Child	\$3,350	\$335	\$5,060	\$506	\$5,770	\$577
3rd+ Child	\$0	\$0	\$0	\$0	\$0	\$0

Tuition includes several school fees: classroom materials (extra supplies for special projects for History, Art, Science, Music, etc...), special events during the school year, milk, PE shirts, student planners, Lutheran Study Bibles and Small Catechisms, classroom snacks and more.

Please note: *All monthly tuition payments are due on or before the 15th of each month.

*A late fee of \$25 will be assessed if payment is not received by the first day of the following month.

*All tuition payments and late fees for the school year are due by February 28, 2020.

Tuition Payment Plan Options

Option A: Registration Fee paid at time of registration. Ten monthly payments are due May 15 – February 15.

Option B: Registration Fee paid at time of registration. Tuition paid in full by May 31, 2019.

Option C: St. John Lutheran Church Members may have tuition waived if their family tithes 10% of their adjusted gross income to St. John Lutheran Church. Details are available in the school office.

Option D: Registration Fee paid at time of registration and an application for Student Aid requested (K-8 only). Monthly payments will be figured after the amount of financial assistance is determined.

Applications are online and must be submitted no later than March 31, 2019.

Click on the FACTS link on the school website, www.stjohnls.com.



St. John Lutheran School and Little Lamb Preschool Enrollment Application 2019-2020

Student Information

First Name: _____ MI: _____ Last Name: _____ Goes By: _____

Gender: Male / Female Date of Birth: _____ Potty Trained (preschool only): Yes / No

Siblings: _____ Age: _____ Attend St. John in 2019-2020? Yes / No

_____ Age: _____ Attend St. John in 2019-2020? Yes / No

Enrollment Grade Circle: PreK K 1 2 3 4 5 6 7 8

Class Options: Circle: 2 Day (T/TH) AM 3 Day (M/W/F) AM 5 Day AM
 2 Day (T/TH) FULL DAY 3 Day (M/W/F) FULL DAY 5 Day FULL DAY

We were referred to by: _____

Parent/Guardian Information

First Household

Parents Name: _____ Home Phone or N/A: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Husband's Information:

Name: _____

Email: _____

Cell Phone: _____

Employer: _____

Work Phone: _____

Relationship: _____ Title: _____

Wife's Information:

Name: _____

Email: _____

Cell Phone: _____

Employer: _____

Work Phone: _____

Relationship: _____ Title: _____

Second Household (if applicable)

Name: _____ Home Phone or N/A: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Husband's Information:

Name: _____

Email: _____

Cell Phone: _____

Employer: _____

Work Phone: _____

Relationship: _____ Title: _____

Wife's Information:

Name: _____

Email: _____

Cell Phone: _____

Employer: _____

Work Phone: _____

Relationship: _____ Title: _____

Emergency Contact Information

(Other than parents – one name per space)

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____

Medical Information

Has Insurance: Yes / No Policy Number: _____

Name of Child's Doctor: _____ Name of Child's Dentist: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Preferred Hospital in case of emergency: _____

My child is currently taking the following medication(s) for the following condition(s): _____

Allergies (medicine or other) _____

Food Allergies _____

Additional information that would be necessary in treating my child _____

Learning Disability: Circle: Yes / No I.E.P.: Circle: Yes / No 504 Plan: Circle: Yes / No

Additional information: _____

I am the parent/legal guardian with legal custody of _____ who is enrolling in St. John Lutheran School, I give my permission for a licensed doctor, physician, or emergency treatment center selected by the school representative/coach to administer the necessary attention and aid immediately to my/our child should he/she become injured or sick during any school event, athletic or scholastic, throughout the school year, and to do so without having to wait until I/we am/are contacted. I/We consent to any x-rays, examination, anesthetic, medical or surgical diagnosis, treatment, and hospital care deemed necessary.

I understand the school's representative/coach will try to reach us. However, I will not hold any of the school personnel responsible if efforts to contact me/us are unsuccessful. I understand that the school does not assume responsibility for payment of a physician in any case. I also agree to be responsible to update any medical information that may be needed throughout the year.

If parents/legal guardians cannot be reached, I/we authorize first aid treatment or emergency medical care (including ambulance service if needed) in the event of serious illness or injury.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Additional Information

Church Home: Circle: Yes / No If Yes, _____

Baptized: Circle: Yes / No If Yes, _____
MM/DD/YYYY

Media Photo Consent: Circle: Yes / No for Photography (Print Media)

Media Audio/Video Consent: Circle: Yes / No for Audio/Video Taping (Radio, Podcasting, etc.)

Media Website Consent: Circle: Yes / No for Image/Video on St. John Website & Affiliated Outlets
(Last names will not be included on website.)

Race: Circle one or more:
 Asian American Indian/Alaska Native
 White Native Hawaiian/Other Pacific Islander
 Black/African American

Ethnicity of Student: Circle: No, not Hispanic/Latino Yes, Hispanic/Latino

Acknowledgement of Religious Instruction

I understand that St. John Lutheran School and Little Lamb Preschool is a Christian school and that my child will receive religious instruction.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

St. John Lutheran School and Little Lamb Preschool Food Allergy Agreement

St. John Kindergarten class, Little Lamb Preschool classes and After School Care Program provide a daily snack for students.

Parents of children with food allergies are required to:

1. Include any food allergies on the enrollment form.
2. Notify your child’s teacher before the start of school of any allergies.
3. Submit the Illinois Food Allergy Emergency Action Plan and Treatment Authorization form, including physician’s authorization and signature.
4. Provide a medication pack (we recommend a 3-ring binder pencil case) with the appropriate medication for your child and instructions for the use of the medication. This medication pack may include an antihistamine in individual doses and two EpiPens as directed by a physician.

In turn, St. John and Little Lamb Preschool staff will:

1. Provide a safe snack approved for all students in their care when serving a daily snack.
2. Post a list of students with food allergies as well as provide a location for storing Allergy Emergency Action Plans with medication packs at school.
3. Inform the parents of students of the fact that there is a student in class with a food allergy.
4. Check with parents of children with food allergies regarding any projects or activities that may require food items to ensure that the activity is safe for all students.

I have read and agree with the above statements.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Tuition Payment Plan Agreement

The Registration Fee is due at the time of registration, and it is non-refundable unless the child is not able to be admitted to the school.
Enrollment forms and requests for financial aid will not be processed until the Registration Fee is paid.

Tuition includes several school fees: classroom materials (extra supplies for special projects for History, Art, Science, Music, etc...), special events during the school year, milk, PE shirts, student planners, Lutheran Study Bibles and Small Catechisms, classroom snacks and more.

_____ **Option A:** Registration Fee paid at time of registration. Ten monthly payments are due May 15 – February 15.

_____ **Option B:** Registration Fee paid at time of registration. Tuition paid in full by May 15, 2019

_____ **Option C:** St. John Lutheran Church Members may have tuition waived if their family tithes 10% of their adjusted gross income to St. John Lutheran Church. Details are available in the school office.

_____ **Option D:** Registration Fee paid at time of registration and an application for Student Aid requested (K-8 only). Monthly payments will be figured after the amount of financial assistance is determined.

Applications are online and must be submitted no later than March 31, 2019.

Click on the FACTS link on the school website, www.stjohnls.com.

Please note: *All monthly tuition payments are due on or before the 15th of each month.
 *A late fee of \$25 will be assessed if tuition payment is not received by the first day of the following month.
 *All tuition payments and late fees for the school year are due by February 28, 2020.

We take the responsibility for making all monthly tuition payments on or before the 15th of each month. We agree to fulfill the responsibility to pay all fees assessed for the current term by February 28, 2020 as stated in the payment option plan that we have selected. We understand that the registration fee paid at the time of registration is non-refundable unless our child is not able to be admitted to the school. We also understand that failure to comply with payments could result in the removal of our child from St. John Lutheran School.

We agree to pay for any school property damage or loss incurred by our child enrolled in Preschool through 8th Grade.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Little Lamb Preschool Discipline Policy

Early childhood discipline takes the form of "preventative measures." Little Lamb Preschool provides:

- an appropriate learning environment
- a consistent routine with a combination of active and quiet activities
- planned transitions between activities
- simple and easily understood rules
- re-direction of misbehavior

When inappropriate behavior does occur, discipline is handled with dialogue, patience, and love. A child will be asked to leave a learning center or activity when he/she continues to act inappropriately. Brief time outs may be used to help a child regain control of his/her actions and emotions. These time outs are often spent at the play dough table or in the quiet corner with relaxing activities.

If behavior problems continue, the teacher and parents/legal guardians will meet to discuss possible solutions.

If no workable solutions come from this meeting, further discipline procedures will be as follows:

1. A meeting with the parents/legal guardians, teacher, and principal.
2. A special meeting of the school board with parents/legal guardians, teacher, and principal.

A child who continues to jeopardize the best interest and well-being of the program as a whole will be asked by the school board to discontinue his/her enrollment.

I have read and understand the discipline procedures of Little Lamb Preschool. I will work together with the preschool staff in accordance with the above policy and procedures.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Little Lamb Lunch Program

In order to provide additional support for our families, Little Lamb will be offering a Lunch Hour Add-on Program. Little Lamb students in the AM program can stay until 12:00pm and have lunch at school.
Lunches can be brought from home or ordered on Parent Portal.

	Total Fee	Monthly Payment (May-February)
2 Day	\$450.00	\$45.00
3 Day	\$600.00	\$60.00
5 Day	\$1,050.00	\$105.00

_____ My child will be enrolling in the Little Lamb Lunch Program.

St. John Lutheran School Band Program

St. John School offers instrumental (band) instruction to students in grades 4 – 8. Beginning instruction starts in 4th grade, although it is possible for older students to start learning to play a band instrument if the schedule permits.

Instruction: Beginning Students (grades 4, 5) have one 40-minute sectional each week and one 40-minute full band rehearsal each week. Junior High Band Students (grades 6, 7, 8) have one 40-minute sectional each week and two full band rehearsals (two 40-minute periods) each week. Students supply their own instruments. However, some instruments [i.e. bass clarinet, tenor saxophone, bassoon, French horn, baritone (euphonium), and tuba] may be rented from the school for \$50.00 per year.

Concerts and Performances: The Beginning Band performs at the Spring Concert in May. The Junior High Band plays for Veteran’s Day Ceremony, Christmas Service, and Spring Concert. Additional performances have been performed for St. John Lutheran Church groups and within the community.

Fees: The Board of Education has determined that the band participation fee will be \$200 a year. These additional monies will help defray the cost of the band program. Payments will be assessed quarterly (\$50 due September 1, November 1, January 1, and March 1.)

_____ My child is not eligible for the Band Program (grade PreK-3rd grade).

_____ My child is interested in participating in the Band Program.

_____ My child is not eligible for the Band Program (grade PreK-3rd grade).

St. John Lutheran School Athletic Program

St. John Athletics is open to students in 5th-8th grade. Please indicate your child’s interest in participating in athletics (this is not a commitment). Planning for the next year has already begun (scheduling games, securing coaches, etc...) and it is very important to know who is interested in which sport(s). Specific information about each sport will be sent to those who indicate interest prior to the start of the season. Students are required to have an annual health exam or physical before participating in a sport. One physical per year qualifies the student for entry into all sports for that year. Physicals must be turned in to the school office before the player can begin practice for any sport. Athletic Fees for each sport will be assessed before the start of the season and must be paid prior to the first practice. Please refer to “Athletic Program Information” and the Athletic Handbook on the school website for more information.

_____ My child is not eligible for Athletics (grade PreK-4th grade).

_____ My child is interested in participating in Athletics.

_____ My child is not interested in participating in Athletics.

Please circle all sports your child is interested in:

Cross Country (fall)

Boys Basketball (winter)

Track and Field (spring)

Girls Basketball (fall)

Girls Volleyball (winter)



Family Involvement Hours 2019-2020

At St. John, we strive to create a Christ-centered atmosphere where teachers, students, and staff can do their best. Time is a priceless gift that all St. John Lutheran School families can give to help fulfill this goal.

Please indicate in the following tables where your family can best contribute to St. John and fulfill your family's required 20 hour contribution (8 hours for Little Lamb families). Please record your hours in the binder in the school office. All hours need to be completed by the last day of school

Please indicate which volunteer jobs you are interested in donating your time, by marking an "F" for father or "M" for mother. Volunteers may be contacted as events are organized; however, it is ultimately your responsibility to find activities so this requirement can be fulfilled. Opportunities for Family Involvement hours will be posted in our monthly newsletter.

Family Name: _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Father's Name _____

Availability: Daytime Evening Anytime

Email Address _____
Phone _____

Home Phone/Cell _____

Mother's Name _____

Availability: Daytime Evening Anytime

Email Address _____
Phone _____

Home Phone/Cell _____

Helping at School during school day		Estimated Hours
	Classroom helper (copying, hanging artwork, helping students, etc.)	1 - 3
	Lunch server (11:30-12:30)	1.0
	Lunch server on Grandparents' Day	2
	Classroom presentations	1 - 3
	National Lutheran Schools Week special events assistance	1 - 3
	Spring Field Day assistance (measure distances, record times, etc.)	3

Helping from Home		Estimated Hours
	Provide snacks, baked goods, or other food items for various events	1
	Purchase snacks for Little Lamb, K-1 st grade and After Care program	1
	Take home projects (cutting, sorting, folding etc.)	1 - 3
	Sanitize manipulatives for preschool & K/1 in your dishwasher	1

Family Involvement Form 2019-2020

Helping at School after school hours		Estimated Hours
	Performance events assistance throughout the year (Middle School play, Christmas Service, 2 nd -5 th grade musical, Spring Concert, etc.)	hours may vary
	Play piano for school events: Graduation, Children's Christmas Service, Chapel	hours may vary
	Yearbook Committee – parent helper	hours may vary
	Vacation Bible School (Circle): Planning Team / Teacher / Helper	10 or more
	Marketing Committee	hours may vary
	Landscaping, trimming trees, etc....	hours may vary
	Spreading mulch	hours may vary
	Washing windows	hours may vary
	Other gifts, training, or abilities (please specify): _____	hours may vary

Athletics		Estimated Hours
	Cross Country Coach (August - November)	fulfills requirement
	Girls Basketball Coach (August - November)	fulfills requirement
	Volleyball Coach (December – March)	fulfills requirement
	Boys Basketball Coach (November – February)	fulfills requirement
	Track Coach (March - May)	fulfills requirement
	U of I Armory Track Meet assistance	hours may vary
	Concessions for St. John Home games	hours may vary

Parent Teacher Fellowship (PTF)		Estimated Hours
	Serve on PTF Board: Vice President (serves as president the next year), Secretary, Treasurer, Volunteer Coordinator, Content Coordinator	fulfills requirement
	Attend PTF meeting	1.5
	Provide Staff Birthday Treats (circle one): September, October, November, December, January, February, March, April, May	1.5
	Fun Fair volunteer	2
	Teacher Appreciation Week	fulfills requirement
	Talent Show	hours may vary
	Running of the Rams (pre-race planning committee, race day volunteer, etc...)	hours may vary
	Fundraiser: Box Tops	fulfills requirement
	Fundraiser: Store Rebates	hours may vary
	Room representative for my child's class: _____	fulfills requirement
	Provide snacks, baked goods, or other food items for various events	1
	Manage paper goods supply for PTF Events	fulfills requirements