

Guardian Lutheran School

Enrollment Process

2017-2018

Guardian Lutheran School is happy to announce that we are ready to begin our day-school (Kindergarten – 8th grade) enrollment for the 2017-2018 school year. We will continue to offer full day Kindergarten and half day (Morning only) Kindergarten class options. Enrollment will be based on the date application enrollment papers and enrollment fees are received, and according to the following priority, in the month of February:

Policy of acceptance Kindergarten through 8th grade:

1. Members of Guardian Lutheran Church
 2. Tuition students returning to Guardian Lutheran School who were in Grades PS-7.
 3. Mission Prospects and Sister Congregations (LCMS Churches without a school)
 4. Non Lutherans who have siblings enrolled in Guardian Lutheran School
 5. Members of other LCMS Churches
 6. Members of other Lutheran Churches
 7. Non Lutherans who have attended Guardian Lutheran Preschool or have had siblings enrolled in Guardian Lutheran Preschool or Day School in the past.
 8. Non Lutherans who have never attended Guardian
- Registration will begin February 1st. Guardian members and current students will have until March 1st for Priority Registration.
 - Priority for Kindergarten registration is member full day, member morning only, non-member full day, non-member morning only.
 - Open enrollment begins March 1st and seats are awarded on a first come basis after that point.

New Students to Guardian Lutheran School

A new student's enrollment is finalized after the following four criteria have been met:

1. Completed enrollment form returned to the school office with \$25 non-refundable application fee per student
 2. Registration fee paid in full (\$410 per student)
 3. Required documents returned to the school office
 - Copy of child's state certified birth certificate
 - Child's immunization record
 4. Approval of Admissions Counselor, including:
 - A recommendation from prospective student's former principal or teacher
 - An interview with prospective student and parents
 - A placement test (if needed)
- The purpose of the registration fee is to offset the cost associated with books, supplies and resources as well as the expense of field trips, technology usage and the computer lab.
 - A limited amount of financial aid will be available to our tuition families. The amount given will be based on demonstrated financial needs. Financial aid forms are available in the school office.

Once the four criteria have been met, notification of acceptance will be made via phone and mail.

Returning Students to Guardian Lutheran School

A returning student's enrollment is finalized after the following two criteria have been met:

1. Completed enrollment form returned to the school office
2. Registration fee paid in full, by May 1st

Registration Fee Rates

Before April 1: \$435 per student
After April 1: \$500 per student

Reserving your Child's Enrollment

For the 2017-18 school year, a returning student's enrollment can be reserved until May 1, 2017 by returning a completed enrollment form to the school office and paying the \$25 enrollment fee. After May 1, any enrollment that is not finalized by paying the full registration fee of at least one child per family may be filled by another student meeting all necessary criteria. Any family with financial hardships causing them to be unable to pay registration fees by May 1 need to submit a letter to the Board of Education stating those circumstances, by May 1.

Single Student Families

Registration fee must be paid in full by the end of March to lock in the \$435 rate. Registration fees not paid in full by April 1st jump to the \$500 rate.

Multiple Student Families

A family with more than one student may lock in their registration rate by paying the full registration fee for one child as well as the enrollment fees for the remaining children before April 1st.

EXAMPLE	Child A	Child B	Child C	TOTAL
Pay to Lock-In Rate	\$435	\$25	\$25	\$485
Final Payment by Aug. 11		\$410	\$410	\$820
Total Registration Fees due	\$435	\$435	\$435	=\$1305

****All registration fees and paperwork must be returned to the school office by August 11th.**

2.5% Full Tuition Payment Discount

Any family that pays their full tuition balance for the school year, by August 11, 2017 will receive a 2.5 % discount on their full tuition balance.

- A limited amount of financial aid will be available to our tuition families. The amount given will be based on demonstrated financial needs. Financial aid forms are available in the school office.

Guardian Lutheran School does not discriminate on the basis of race, sex or national origin. If you have any questions, please call the school office at (313) 274-3665.

**GUARDIAN LUTHERAN SCHOOL
TUITION FEES AND PAYMENT SCHEDULE
2017-2018**

KINDERGARTEN THROUGH GRADE 8 tuition fees and payment schedule as follows:

½ DAY KDGTN.	\$2,700	\$225.00	June, 2017 – May, 2018
FULL DAY KDGTN.	\$3,756	\$313.00	June, 2017 – May, 2018
1 STUDENT (Grade 1-8)	\$4,200	\$350.00	June, 2017 – May, 2018

MULTIPLE STUDENT TUITION K-8 (RATES INCLUDE FULL DAY KDGTN.)

2 Students	\$6,576	\$548.00	June, 2017 – May, 2018
3 Students	\$7,740	\$645.00	June, 2017 – May, 2018
4 Students	\$8,820	\$735.00	June, 2017 – May, 2018
5 Students	\$10,020	\$835.00	June, 2017 – May, 2018

HALF DAY KINDERGARTEN + Grade 1-8

2 Students	\$6,168	\$514.00	June, 2017 – May, 2018
3 Students	\$7,500	\$625.00	June, 2017 – May, 2018
4 Students	\$8,700	\$725.00	June, 2017 – May, 2018
5 Students	\$9,900	\$825.00	June, 2017 – May, 2018

****PAYMENTS ARE DUE THE 1ST OF EACH MONTH, 5% LATE FEE TO BE ASSESSED AFTER THE 10TH.***



Guardian Lutheran School

Enrollment Form, 2017-2018

**** PLEASE COMPLETE APPLICATION IN BLUE OR BLACK INK ****

Date of Application _____

Personal Information

List all students from family that are being enrolled (oldest to youngest)

Last: _____ First: _____ Entering Grade: _____ DOB: _____

Last: _____ First: _____ Entering Grade: _____ DOB: _____

Last: _____ First: _____ Entering Grade: _____ DOB: _____

**** Select grades K-8 (Please specify KAM or K-Full**

Primary Address _____ City/State/Zip: _____

Home Phone Number _____ Student resides with: Mother & Father Mother Father Other

Father's Name: _____ Cell Phone: _____ Work Phone: _____

Father's Email Address _____

Mother's Name: _____ Cell Phone: _____ Work Phone: _____

Mother's Email Address _____

Marital Status: Married Divorced Separated Single Widowed

Guardian (if different from above): Last: _____ First: _____

Cell Phone: _____ Guardian's Email Address _____

Church Membership: _____ Pastor: _____

Have your children been baptized? Yes No If so, when? _____ / _____ / _____

School Last Attended: _____ Phone: _____

School Address: _____ City/State/Zip: _____

Have students attended or applied to Guardian Lutheran School before? Yes No

Application Fee

An application fee of \$25 per child must accompany this application. The application fee is non-refundable. Please make checks payable to Guardian Lutheran. Applications will not be accepted without the application fee.

Guardian Lutheran School

24544 Cherry Hill, Dearborn, MI 48124 Phone (313) 274-3665 Fax (313) 274-2076

Educational Information

Is English the primary language spoken in your household? Yes No If no, which: _____

Does your child have a learning disability or special education, health, or physical need? Yes No

If yes, please explain:

* A copy of your child's IEP, NPSP or 504 and all related evaluations must accompany this application

Is there any additional information we should know about the specific needs of your child?

Insurance & Driving Information

I hereby grant permission for my child(ren) to attend any activity which will be under the supervision of and subject to the jurisdiction of the school or school teacher. I understand that I will be notified as to when and where a field trip will be, thereby allowing me to notify the school if I do not wish my child(ren) to participate. It is my understanding that reasonable measures will be taken to safeguard the health and safety of my child(ren) and that I will be notified as soon as possible in case of an emergency.

All students who participate in after school athletics must have accident insurance coverage. Do you have a personal accident insurance policy for your child(ren) _____ yes _____ no

Health Insurance Company: _____ Policy/Group #: _____

Cardholder's Name: _____

Child(rens) Physician: _____ Phone Number: _____

The following information must be completed before you transport students in your vehicle. When transporting students for a school event you must have in your possession a copy of the emergency information for each child in your vehicle.

Car Make: _____ Model: _____ Year: _____

License Number: _____ Auto Insurance Company: _____

Auto Insurance Policy Number: _____ Number of available passenger seat belts: _____

Drivers License Number: _____

Photo Publicity Release

In consideration of the gifts of others, I hereby grant permission for any photographs or publicity involving my child while a student at Guardian Lutheran School to be used in connection with publicity or public relations of Guardian Lutheran School. (Full names will never be used in conjunction with a picture on social networks or the GLS website)

Parent/Guardian Signature _____ Date _____

**If an exception is needed due to a legal or custody issue, please consult the principal.

A positive and constructive working relationship between Guardian Lutheran School and a student's parents/guardians is essential to the fulfillment of GLS's educational mission. Thus, Guardian Lutheran School reserves the right not to extend the privilege of enrollment/re-enrollment to a student if Guardian Lutheran School concludes that the actions of the parent(s)/guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with Guardian Lutheran School's accomplishment of its educational mission. Guardian Lutheran School also reserves the right to not extend the privilege of enrollment/re-enrollment if all information on the application is not truthful. Grade/class placement is determined by Guardian Lutheran School and does not constitute a part of this contract or its subsequent renewals. Such placement is governed by Guardian Lutheran School's administration and the school handbook. Any conduct by a student which is in violation of the Student Handbook and which Guardian Lutheran School's administration considers detrimental to the student or to other students of Guardian Lutheran School, may be deemed adequate cause for appropriate disciplinary action, including suspension or dismissal. No transcripts or student files will be released unless all financial obligations are satisfied for this current school year. Guardian Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, scholarship programs, and athletic and other school-administered programs.