

PRESCHOOL REGISTRATION PACKET 2024-2025

Zion Lutheran School exists to offer a Christ-centered, child-focused, quality Lutheran education to our students and families, empowering them to be bold disciples of Jesus.

Included in your packet;

1. Registration Letter
2. Calendar
3. Application
4. Tuition Fees
5. **Tuition policy**----**this will need to be signed and returned** stating that you have read and understand all policies. **Please circle a payment plan.**
This can always be changed later.

April 2, 2024

Dear Zion Families,

Pre-Registration for the 2024-2025 school year is starting. We use these numbers to help us with supply orders and new student enrollment. Please be sure to fill out all of the information on the registration form. By sending in a non-refundable payment of **\$125.00 per student (K-8)** and **\$75.00 per student (Preschool)** by April 23rd or sooner, you are assured a quality Christian education at Zion for the next school year! This payment will be applied toward your registration fees for the 2024-25 school year.

Open enrollment will begin on April 24th. We will not be able to guarantee a spot for your child(ren) after this time without a registration form on file.

All registration fees for each student must **be paid in full at registration in July.**

The first tuition payment is due on September 15th. Statements will go out on the first of every month.

All Kindergarten paperwork (medical, dental, etc.) must be completed **by the first day of school.**

Any child playing sports must have a physical on file in the school office **before the first practice.**

State law requires immunization records, physicals, dental and eye exams, and birth certificates for Kindergarten students to be on file **by the first day of school.**

New students in grades 1-8 need to have records transferred by the first day of school.

Students entering 6th grade must show proof of Neisseria Meningitis (Meningococcal disease), Varicella (Chicken Pox), and Pertussis (Whooping Cough) vaccinations **by the first day of school.**

There are scholarship options available. SGO information is included in this packet.

Contact us at 728-9995 or jheckler@ziondecaturchurch.com for any other questions.

SENIOR PASTOR ZACHARY OEDEWALDT • SCHOOL PRINCIPAL JESSICA HECKLER

Church Office (260)724-7717 • School Office (260)728-9995

Email: church@ziondecaturchurch.com • jheckler@ziondecaturchurch.com

ZION LUTHERAN SCHOOL 2024-2025 CALENDAR

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 30 – Registration 4:00-6:00 PM
 August 4 – Back-to-School Night 6:00-7:00 PM
 August 7 – K-8 First Day of School
 August 22 – Preschool Meeting 7:00 PM

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2 – NO SCHOOL, Labor Day
 September 3 – 2 Day Preschool First Day
 September 4 – 3 Day Preschool First Day
 September 6 – First Quarter Midterms
 September 9-20 – NWEA Fall Testing
 September 23 – PreK Picture Day
 September 24 – 2 Day PS/K-8 Picture Day

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 4 – End of First Quarter (42 days)
 October 4 – Soup & Sandwich
 October 10 – Parent/Teacher Conferences - Half Day
 October 21-25 – NO SCHOOL - Fall Break

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 8 – VIP Day
 November 15 – Second Quarter Midterms
 November 22 – Thanksgiving Fall Parties 1:30
 November 25-26 – PD Days for Teachers
 Planned Blizzard Packs for Students
 November 27-29 – NO SCHOOL-Thanksgiving Break

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 15 – PreK-8th Christmas Program 6:00 PM
 December 20 – End of First Semester (89 days)
 December 20 – K-8 Christmas Parties 1:00
 December 21-January 5 – NO SCHOOL,
 Christmas Vacation

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 6 – Classes Resume
 January 13-24 – NWEA Winter Testing
 January 20 – NO SCHOOL, MLK, Jr. Day
 January 27-31 – Lutheran Schools Week

February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 7 – Third Quarter Midterms
 February 13 – K-8 Valentine's Parties 1:30
 February 14 – PD Day for Teachers
 Planned Blizzard Pack for Students
 February 17 – NO SCHOOL, Presidents' Day

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 7 – End of Third Quarter (43 days)
 March 13 – PreK and Kindergarten Open House
 March 24-28 – NO SCHOOL, Spring Break

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 4 – Kindergarten Screening
 April 7-17 – NWEA Spring Testing
 April 17 – Fourth Quarter Midterms
 April 18-21 – NO SCHOOL - Easter Break
 April 22 – New Life Parties 1:30

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2 – Last Day of Preschool
 May 4 – Confirmation Service 10:30 AM
 May 22 – K-8 Last Day of School
 May 22 – End of Second Semester (90 days)

ZION LUTHERAN PRESCHOOL

2024-2025 Application

Page Two

RELIGIOUS AFFILIATION

Child's Baptismal Information:

My child has not been baptized.
 We currently have no church home.

DATE	CHURCH NAME	CITY	STATE
------	-------------	------	-------

FATHER'S CHURCH MEMBERSHIP	MOTHER'S (If Different)	CHURCH CHILD REGULARLY ATTENDS (If Different)
----------------------------	-------------------------	---

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

Admission to Zion Lutheran School is a privilege. It is a privilege granted to those students who manifest a desire to live and work as Christ-centered, Bible-believing Christians. The school reserves the right to dismiss any student who, in the opinion of the administration and Board of Education of Zion Lutheran Church, is not assimilated into the spirit of the school, whether or not that student has kept all the rules and regulations of the school.

A PARENTAL PLEDGE

Recognizing the value of a Christian education, as a member of the ZION LUTHERAN SCHOOL FAMILY, I agree to comply with the following expectations:

1. Because a genuine Christian education is comprehended in proper and regular attendance at Divine Services and Sunday School, I will attend church and Sunday School with my child.
2. Because a child learns from his or her parents over and above the training offered at Zion Lutheran School, I shall strive to set an example of Christian living.
3. Because a vital part of the educational program of Zion Lutheran School is religious instruction, I agree that my child shall take part in all of the religious services of the school as well as its religious instruction periods.

I hereby certify that the above statements are true and pledge to uphold all rules and regulations at Zion Lutheran School and will assure that my child regularly attends Sunday School and Church.

In case of accident or serious illness, contact me first. If the school is unable to reach me, I hereby authorize the school to call my physician or dentist and make necessary arrangements to provide medical care as needed at my expense.

Child's Physician _____ Phone Number _____
Child's Dentist _____ Phone Number _____
Insurance Company _____ Policy Number _____
Known allergies or health concerns _____
List all prescribed medications _____

FIELD TRIPS

I hereby give permission for Zion Lutheran School to take my child on all field trips and with this signed agreement absolve the teacher, Zion Lutheran School and any and all members of its governing boards of any responsibility for the safety, welfare, health and well-being of the child named above, beyond such matters as may be called reasonable care for children in the custody of a teacher and subject to the teacher's clear instructions, and I assume personally and exclusively all responsibility and liability for accident, injury, etc. which may occur to my child during the time of the specific activity. I understand that I will be given details of each field trip before it begins.

If my contact information changes, I will notify the school office immediately.

Signature of Parent/Guardian

Date

OFFICE USE ONLY

Date Application Received _____ Date Deposit Received _____

ZION LUTHERAN SCHOOL 2024-2025 TUITION FEES

****Return your completed application and \$125.00 non-returnable Registration Fee per K-8 student.****

*** Preschool non-returnable Registration Fee is \$75.00.***

Actual Cost Per Pupil \$6136.00 2024-2025

Estimated Final Cost to Family (Non-member of Zion)

Registration Fees \$250.00/student

First Child - \$3000.00 Second Child - \$2325.00 Third Child - \$1650.00

*SGO approval and Congregation Scholarship amounts are not factored in to final costs per pupil.

Actual Cost Per Pupil \$6136.00 2024-2025

Estimated Final Cost to Family

(Member of Zion - See pg. 2 of Student Handbook for Attendance Requirements)

Registration Fees \$250.00/student

First Child - \$1500.00 Second Child - \$1200.00 Third Child - \$900.00

*SGO approval and Congregation Scholarship amounts are not factored in to final costs per pupil.

Tuition Fees for Pre-School & Pre-Kindergarten Programs 2024-2025

TWO DAY PRESCHOOL (Tuesday and Thursday mornings)

\$80 per month or \$720 per year

\$65 per month for second child or \$585 per year

THREE DAY PRESCHOOL (Monday, Wednesday, Friday mornings)

\$90 per month or \$810 per year

\$70 per month for second child or \$630 per year

FULL DAY PRE-K HEAD START (Monday, Wednesday, Friday 8:00am-2:30pm)

\$155.00 per month or \$1395 per year*

\$120.00 per month for second child or \$1080 per year

*There is no member discount for Full Day Pre-K, which is why the price is similar to K-8 member tuition.

Zion Lutheran School Tuition & Fees Policies

Deposit

A deposit of \$125.00 is required for each student K-8 and a \$75 deposit for preschool, to ensure that your child has a spot in their grade for the upcoming school year. (This fee will be applied toward the child's registration fee) **This fee is NON-REFUNDABLE.**

Payment plan options (please circle one) this can be changed later if necessary.

1. Full payment of book fee and tuition the day of registration
2. Nine month payments September-May (due 15th of month)
3. You can also call for payoff at any time.

(Scrip is applied to accounts in August only)

Tuition Fees

The cost of providing Christian Education is no small item. This cost is borne by the congregation. All members should contribute to this support by giving regularly and generously out of response to God's love for us through weekly contributions. Therefore receipt of the discounted **Member Tuition** rate is strictly conditioned upon **Regular Attendance** (i.e., at least 50% of Sundays throughout the school year) at Zion Lutheran, Decatur.

Zion is committed to the education of its students; however, it is the responsibility of the parents or guardian of the child/ren who attend Zion to notify a member of the Board of Education of financial hardship. Scholarships may be available to help offset the cost of tuition. It is the responsibility of the parent/guardian to apply for available scholarships. Applications for scholarships are available in the school office.

Registration Fees

A registration fee is required at the time of August registration. This fee goes towards classroom supplies, books, technology and additional costs as determined by the Board of Education.

Sports Fees *

Sports fees for the 2023-2024 school year are \$60.00 per child per sport.

Tuition policies

This document sets out the policy on the non-payment of tuition fees, together with guidance for families and staff on the procedures which will be followed within Zion Lutheran School for Continuing Education in the application of this policy. Although the purpose of the policy is to protect Zion Lutheran School from bad debts, it should be seen as the formal background to a general approach of seeking to assist families who fall into financial difficulties. Early intervention is nearly always more successful than allowing a situation to drift.

(Please be sure to read both sides and sign at the bottom of page 2)

1. Zion Lutheran School reserves the right to recover any outstanding fees.
2. Any family who has not paid their fees by a reasonable period after the due date will be notified.
3. Immediately following such notification we will issue a first warning to the family emphasizing there is an outstanding debt.
4. If the first warning has no effect, a second warning is giving the family further opportunity to make contact, and notifying them that if no response is made that further action may be taken by the School Board.
5. If the family fails to respond to the second warning letter, the School Board will be notified that the student's account is delinquent and at that time the Board will set up a meeting with the family to discuss what options, if any, are available.
6. Any outstanding monies owed from the previous year such as hot lunch, latchkey, tuition, etc. must be paid in full before enrollment for next school year.

I have read and understand the policies stated above and agree to pay all above fees.

Print first and last name _____

Parent /Guardian Signature _____

Date _____

ZION LUTHERAN SCHOOL LATCHKEY PROGRAM

INTRODUCTION

Provided on the following pages is important information about our Latchkey program. We hope this program will be useful as you plan your school year.

DAYS AND HOURS

Latchkey services will be available on all scheduled school days. There will be no services provided on days when school is not in session.

If there is no school there is no latchkey.

Afternoon session only– 3:00–6:00pm Mon, Tues, Thur, Fri.
2:30-6:00pm Wed. early dismissal

All students still here after 3:00 pm must be in Latchkey.

ENROLLMENT

All students enrolled at Zion are automatically enrolled in the Latchkey program. **You must fill out the attached Latchkey emergency form.** If your child has any special health or allergy issues, please make sure to note it.

COST

\$4.00 per hour for the first child, \$2.00 per hour for the second and third child.

*The Board of Education has passed a new policy which states that all students who are in latchkey for any amount of time under the first hour will be charged for the full hour (\$4 for the first child and \$2.00 for any others) and will be billed in 15-minute increments for any time thereafter.

LATE FEES

Students picked up after 6:00 pm will be charged accordingly.

The fee will be based on the time shown on the Latchkey clipboard. If late pickup becomes a chronic problem, a review of Latchkey services will be done.

BILLING

Bills will be sent home on a weekly basis. Payments should be made within 48 hours after you have received your bill. Your balance should not exceed \$25.00 or \$35.00 if you have multiple children enrolled. If your bill exceeds the limit consistently, services may be suspended. To reinstate those services, payment must be made according to the agreement decided on by the Principal and/or the School Board.

PAYMENT

Payments should be made to the school office. **Do not include any other fees in this payment.** Please keep track of your payments. If there is a dispute over the amount due, the burden of proof is on the family.

PREPAYMENTS

We will accept prepayments for our services.

LATCHKEY SCHEDULE

Our daily schedule will vary throughout the year. During the warm months, we will be outside as much as possible and during the winter months we will be indoors and using the gym when possible.

Sample Afternoon Schedule

3:00 – 3:30 Check in and snack

3:30 – 6:00 Homework/Activity time/Quiet time

We provide games and puzzles. Children may bring personal items to use and play. They do so at their own risk.

SNACK

Snacks will no longer be provided by Zion. Children attending are welcome to provide their own snack or snacks donated by families can be shared with the group.

DROP OFF AND PICK UP

When picking up your child, please make sure that the Latchkey employee is aware of your departure.

Remember that anyone picking up your child must be included on the enrollment form and should be ready to show a photo I.D.

RULES

The rules and guidelines for student behavior that are in the student handbook, pages 11–13, are in affect during Latchkey.