



ST. PAUL'S

LUTHERAN CHURCH

Preschool

2021-2022 Application Materials

Thank you for exploring sending your child to St. Paul's Lutheran Church Preschool for the 2021-2022 school year! We are so excited for you to be considering us as a part of your child and family's growth and development in these early years of their life.

At St. Paul's Preschool, our curriculum and programming is designed for your child's whole development: mental, physical, emotional, and spiritual. We believe that children learn through play, and we encourage laughter, curiosity, and having fun in all that we do. Our mission continues to nurture a love of learning and communicating with others in the world around us, that will last a lifetime.

The enclosed materials will enable you to reserve a spot for your child for 2's, 3's, 4's, and PreK classes during the main school day of 9:00 a.m. to 12:00 p.m. (11:45 a.m. dismissal for 2's classes). We do anticipate continuing to offer our before and after school times as well: Early Bird offerings between 8:00 a.m. to 9:00 a.m., as well as Stay & Play options from 12:00 p.m. to 3:00 p.m. But we are waiting until later in the spring to confirm and release these materials, in order to have a better idea what social distancing measures we need to continue into the 2021-2022 school year. *If enrollment in the before or after school programs is contingent for your child's enrollment, please include a note when you return the paperwork/deposit so we can be in touch with you for your specific needs as we assign classrooms.*

To reserve a spot for your child, please complete, sign, and return the enclosed 2021-2022 Registration Form, Tuition Contract, and ranked Class Options, along with the deposit of one month's tuition for your first choice of class. All 3 forms, along with the deposit, are required to complete your application. Currently enrolled children and siblings have in-house registration priority until January 31, 2021. Enrollment opens to the public on Monday, February 1, 2021. We will make every effort to ensure your child is placed in your first choice of classes, however final placement of children will be made at the discretion of the Director's office. If a class fills up, placement is determined by the date of receipt of the completed application materials (with deposit). Additional enrollment documents and info will be shared later in the spring.

If you have any questions, please be in touch with either of us in the Director's office at 410-252-3867 or director@stpaulsluthschool.org. Thank you for choosing St. Paul's, and entrusting us with the gift of your child as part of our school community.

Sincerely,

Hope Huber
Acting St. Paul's Preschool Director

Pastor Ed Kay
Pastor, St. Paul's Lutheran Church

1609 Kurtz Avenue, Lutherville, MD 21093

410-252-3867

stpaulsluthschool.org



ST. PAUL'S
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2021 – 2022 Registration Form

Please fill out and return the Registration Form with the deposit and signed Tuition Contract. We will make every effort to ensure your child is placed in your first choice of class. If a class fills up, placement will be determined by the date of receipt of the application.

Full Name of Child _____ Nickname _____

Date of birth _____ Gender _____

Address _____

City _____ State _____ Zip Code _____

Parent/Guardian 1 Name _____ Parent/Guardian 2 Name _____

Parent/Guardian 1 Phone _____ Parent/Guardian 2 Phone _____

Parent/Guardian 1 Email _____ Parent/Guardian 2 Email _____

Names & ages of siblings _____

Previous Pre-School Experience? _____ Where? _____ How long? _____

Please use the following area to mention any special consideration such as developmental challenges, health concerns, special interests, which might help your child's teacher better understand their needs.

Please take a few minutes to answer the following questions. Thank you for your time.

How did you hear about us? _____

Our family has an employment situation that makes our preferred placement necessary. __yes __no

My child's current teacher has recommended a preferred placement for my child. __yes __no

My child has/will have a sibling at St. Paul's Lutheran Church Pre-School. __yes __no

I am a member of St. Paul's Lutheran Church. __yes __no

I am interested in learning more about St. Paul's Lutheran Church __yes __no __n/a

If your child is currently enrolled, please briefly describe your experience and any suggestions to consider on the reverse side of this form.

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2021 – 2022 Class Options

| 2's Classes | Tuition | Deposit | Balance |
|-----------------------------------|----------------|----------------|----------------|
| ___ 2-Day a.m. (TTh) | \$2,481.00 | \$275.66 | \$2,205.34 |
| ___ 3-Day a.m. (MWF) | \$3,000.00 | \$333.33 | \$2,666.67 |
| ___ 5-Day a.m. (M – F) | \$4,122.00 | \$458.00 | \$3,664.00 |
| 3's Classes | Tuition | Deposit | Balance |
| ___ 2-Day a.m. (TTh) | \$2,788.00 | \$309.77 | \$2,478.23 |
| ___ 3-Day a.m. (MWF) | \$3,371.00 | \$374.55 | \$2,996.45 |
| ___ 4-Day a.m. (MTWTh) | \$4,188.00 | \$465.33 | \$3,722.67 |
| ___ 5-Day a.m. (M – F) | \$4,634.00 | \$514.88 | \$4,119.12 |
| 4's/PreK Classes | Tuition | Deposit | Balance |
| ___ 4-Day a.m. (MTWTh) | \$5,165.00 | \$573.88 | \$4,591.12 |
| ___ 5-Day a.m. (M – F) | \$5,384.00 | \$598.22 | \$4,785.78 |
| PreK/Extended PreK Classes | Tuition | Deposit | Balance |
| _____ 5-Day a.m. (M – F) | \$5,384.00 | \$598.22 | \$4,785.78 |
| _____ 5-Day am/1-Day pm | \$6,088.00 | \$676.44 | \$5,411.56 |
| _____ 5-Day am/2-Day pm | \$6,792.00 | \$754.66 | \$6,037.34 |

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ST. PAUL'S LUTHERAN CHURCH Preschool

2021 – 2022 Tuition Contract

My child _____ is applying for the _____ class.

A non-refundable deposit guarantees your child's spot. Applications are registered by date of receipt.

- TUITION PAYMENT. Payments are to be delivered, mailed, or paid by automatic bank transfer to the school by the deadline. Checks should be made payable to: St. Paul's Lutheran Church Preschool. Please note your child's name on the check memo line.
- PAYMENT DEADLINES. Full payment is due by **August 15, 2021**. Half payment is due by **August 15, 2021** and **January 15, 2022**. If you need to make a different payment plan, please contact the Director's office at director@stpaulsluthschool.org.
- LATE PAYMENTS. Tuition payments are considered late and subject to a 5% late fee if they are not received within five days of the due date.
- NON-PAYMENT. If a check is returned, you are expected to immediately cover it (and any service charges incurred). After one month of non-payment of tuition, if arrangements have not been pursued with the Director, your child will be required to withdraw from school until tuition is current. Interest will be added to the amount due and appropriate steps will be taken to recover unpaid tuition.
- WITHDRAWAL. Please notify your child's teacher AND the Director if your child will be withdrawing from school. Early withdrawal requires a 30-day written notice and a conference with the Director. **Please note that early withdrawal does not negate your responsibility for the entire year's tuition as clearly stated on the Tuition Schedule & Payment Plan and in the Policy Handbook.**
- FINANCIAL ASSISTANCE. In certain circumstances, tuition assistance can be requested for payment of tuition. A letter of request is required as well as a completed Tuition Assistance Application. All such communications are held in strictest confidence between the Director, the Pastor, the School Board President and the parent(s) involved in the request.

Please sign and return below to indicate that you have read and agreed with the terms and conditions of the Tuition Contract.

Parent Signature

Date

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