

Enrollment Procedures

Entrance Requirements

1. Children must be five years old on or before September 30th of the current school year to be eligible for kindergarten.
2. When you enroll your child in Grace Lutheran School, you agree that:
 - a. As new parents you will attend a workshop (one hour per week for 3 weeks), which introduces you to Grace Lutheran School, its focus on the family, and its religious curriculum.
 - b. Your child will be instructed in the teachings of the Wisconsin Evangelical Lutheran Synod.
 - c. Your child will attend those Bible study and Catechism classes which are part of the curriculum and will participate in devotions and prayers.
 - d. Your child will participate in school activities, church services, and programs throughout the school year.
 - e. Your child will be given placement tests by a member of the staff to determine his or her best placement.

Enrollment Procedures

To enroll your child, you must:

1. Present a birth certificate and proof of “up to date” immunization for the child.
2. Complete and return an application form to the school administrator.
3. Present the last report card from the previous school attended and fill out a request for transfer of student records.
4. Complete health and emergency data/treatment forms and return them to the school administrator.
5. Schedule a visit with the school principal and the child’s teacher.

Items 1 through 5 must be fulfilled before a student is allowed to attend classes at Grace Lutheran School. If a special circumstance arises as to why an item cannot be fulfilled at the proper time, the principal must give consent.

Finances and Tuition

The current approximate yearly cost to Grace Lutheran School to educate a student at our school is about \$9,000. Grace Evangelical Lutheran Church significantly subsidizes the cost of education at Grace Lutheran School. In order to cover some of the educational expenses of Grace Lutheran School, the Voters’ Assembly of Grace Evangelical Lutheran Church establishes the amount of tuition and fees to be collected annually. The Board of Christian Education publishes these amounts well in advance of a new school year. Tuition and fees for 2009-2010 are printed on a supplementary sheet enclosed with this booklet.

Grace uses SMART Tuition, a tuition management company, to collect tuition. One week before the first day of school, all students are required to have set up a payment plan using SMART Tuition or have paid tuition and fees in full. Families entering Grace after the school year has started will enroll with SMART Tuition within one week of the student’s first day of attendance. If a family chooses not to use SMART Tuition all tuition and fees must be paid in full one week before the first day of school. This total will be discounted by \$38, the

approximate cost of administering SMART Tuition. Families not having the SMART plan or payments in place will not be allowed to enroll.

Each student will receive a Bible (New International Version), catechism (Luther's Catechism), and hymnal (*Christian Worship* hymnal) to use in religion class. If these books are lost or misplaced, replacements need to be purchased from Grace Lutheran School.

Students will be expected to pay for the loss of or excessive damage to all textbooks, leisure reading books and other property.

A specific list of school supplies needed for each grade will be provided by the teacher before the start of each school year and is posted on the school website (www.gracels.org).

All quarterly report cards will be held until the activity, technology, and book fees are paid in full. The final report card will be withheld until all school related fees and fines are paid in full. Exceptions must be approved by the Board of Christian Education.

Financial Hardship

The Board of Christian Education will consider a payment plan on a case-by-case basis when financial hardships are brought to the attention of the Board of Christian Education. A payment plan request must be in writing and addressed to the Chairman of the Board of Christian Education. No member child will be denied a Christian education because of financial hardship.

Family Home Visitation

In order to help foster a healthy partnership between the families of the school and the teachers, the teachers will visit the families of students at least once in their homes.

Probationary Period

Grace Lutheran holds the right to review a new student's enrollment during the first 90 days of attendance.