**St. Luke’s School**

**304 S. Talbot Street, PO Box 207**

**St Michaels, MD 21663**

**443-924-6119**

**schoolstlukes@gmail.com**

**Registration Form** (please print)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: M / F School Year: 2020-2021

Child’s Birthday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Age on Sept 1, 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Street) (City/State/ZIP)

Parents names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email for school contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any known allergies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child take any medication during school?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about St. Luke’s?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to enroll my child in the following class:

**\_\_\_\_ 4-day program** (children 3 or older by Sept 1st  & toilet trained)

 Mon-Thurs, 9am-12pm $24.00/day ($3000 for the year)

**\_\_\_\_ Two year old program** (children turning 2 by Sept 1st, need not be toilet trained)

 Tues-Thurs, 9-11:50am $26.88/day ($2500 for the year)

\_\_\_\_ I am interested in early drop off (8-8:50am, T-Th) for a $10 daily fee. \_\_\_daily \_\_\_ 1-2x/week \_\_\_\_ occasional

\_\_\_\_ I am interested in afternoon enrichment on Tuesdays from 12-2pm (3s & older).

**Save $50 with early registration by March 30th.** $150 deposit (non-refundable) due with this registration form if received by March 30, 2020. $200 deposit (non-refundable) due on registrations after March 30th. Registration will be applied to annual tuition. Registration for congregation and families with children enrolled in the current school year begins 2/19/20. Registration for the community opens 2/24/20.

Tuition may be paid in nine installments beginning in August, or in full. St. Luke’s School is open to all families. For information on tuition assistance please see the Director.

**Please return deposit with this registration form to secure your child’s place in our program.**

**Please read and sign reverse side.**

Office use: Deposit received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scholarship req:\_\_\_\_\_\_\_\_\_\_\_\_\_ Awarded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Policy Overview and Acknowledgement**

**Tuition**

A non-refundable deposit per child due at registration and will be applied to tuition. The balance is payable in monthly payments, due the 15th of each month August through April. Payments received after the 25th of the month will be assessed a $25 late fee. You may pay your balance due in full at any time. If an account falls more than 30 days behind, the child will not be able to attend school until the account is current. If your family is experiencing financial difficulties, please see the Director before becoming 30 days past due to discuss alternate arrangements.

**Withdrawal**

The initial deposit is non-refundable. Should the need arise to withdraw, families are asked to give a 30 day notice in writing. The family is then responsible for 50% of the tuition due for the rest of the semester from the date of written notice, whether or not the child continues to attend school during that time, calculated on a per day rate times the number of school days in the semester (Sept-Dec and Jan-May). This policy also applies to any add-ons to your registration, such as afternoon enrichment or early drop off.

**Photographs/Media**

The school has a closed Facebook page as well as a public page. Our closed Facebook page allows teachers to share our daily activities with current and alumnus families. We also use photos/videos of school activities for public relations in the newspaper, website and other media. To respect your family’s privacy, we ask for your preference on where we post images. Please indicate whether or not you give permission for your child’s photo to be shared in public sites. Children’s names will not be listed on public sites, only the school name.

\_\_\_\_\_ I give permission for my child’s image to be used to represent the school in public sites.

\_\_\_\_\_ I do not give permission; please only post my child’s image on the closed Facebook page.

**Volunteer Hours**

St. Luke’s School holds several activities and fundraisers during the year to help keep the cost of tuition down as much as possible. Each family is asked to support the school by volunteering to help with a fundraiser each Fall and Spring. A list of opportunities will be sent home; grandparents, friends and neighbors are welcome to volunteer on behalf your family to meet your volunteer commitment.

**Walking Field Trips**

By signing this registration form you give permission for your child to participate in walking field trips without additional permission slips. Permission slips will be sent home for any field trips that involve other transportation.

**Required Paperwork**

St. Luke’s School is licensed under the State of Maryland. The Health Inventory and Emergency Form must be received along with a copy of your child’s immunization records from a physician before your child begins school for new enrollments. Updated health forms and immunization records must also be supplied to the school when there are changes in your child’s health condition or records. Any additional paperwork will be forwarded to all families.

**Contact Information and Release of Children**

Children may only be released to the parent/guardian or adults for whom we have written permission. The school will also keep a list of adults authorized by parents to visit the school and interact with children. Written permission may be given by including the adult on the Emergency Form or by a written note. Please keep your contact information current with the school, notifying the school of any changes.

**I have read the St. Luke’s School Policy Overview and agree to the terms.**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_