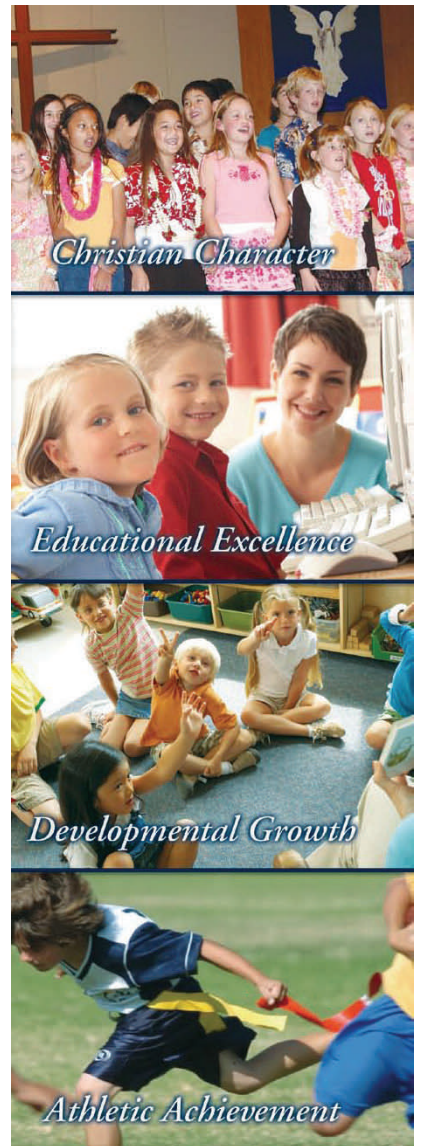


# *Application for Admission* Packet



## Grace Lutheran School

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Established 1982

*Educating the whole child:*

Educational Excellence • Character Development

Artistic Discovery • Athletic Achievement

# Admissions Policy

Grace Lutheran School (GLS), mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, sex, age, disability, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on basis of race, color, sex, age, disability, or national origin in administration of its education policies, admission policies, scholarship programs, or any other school administered programs.

To be enrolled in kindergarten, students must have reached the age of five (5) years on or before December 1. Birth or baptismal certificates are required as proof of age before enrollment takes place.

All kindergarten and first grade students applying for admission to GLS must be screened by Chancy & Bruce Educational Resources before enrollment takes place.

Students applying for admission to GLS from another school must present previous school transcripts, recommendations for admission, and authorization for us to obtain prior standardized achievement scores.

Should there be a question regarding placement, a faculty member may screen the child, or the child will be given a standardized ability test for proper placement.

In accordance with our philosophy, GLS strives to develop the whole child. Severe grade level discrepancies, learning disabilities, or social, emotional, or behavioral problems may prevent us from teaching the whole child. In such cases, those desiring admission may be requested to pursue further evaluation with the help of professionals outside of the school to determine if GLS can provide an appropriate learning environment for the student.

All newly enrolled students are subject to an academic and conduct probationary period of one trimester.

Enrollments apply to one school term only and must be renewed each year.

Students who are accepted for enrollment must apply themselves to the ability that God has given them, conform to all rules and regulations of the school, and respect the Lutheran teachings.

The following system is used in accepting students each year:

- Children enrolled from the previous year and their siblings.
- Children of members of Grace Lutheran Church, Huntington Beach.
- Children of sister Lutheran churches.
- Unbaptized and unchurched children of families who are seeking spiritual direction for their lives.
- Children of parents who hold membership in other denominations.

## Church Attendance

An integral part of Christian training is participating in worship services. Parents are encouraged to serve as role models for their child(ren) in worship attendance. A record of attendance at weekly church services and Sunday School is kept by each classroom teacher.

Grace Lutheran Church offers a variety of opportunities to worship. Please refer to the website for a schedule of services and events.

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## Grace Lutheran School

5172 McFadden Avenue, Huntington Beach, CA 92649

(714) 899-1600, (714) 899-1615 fax

[www.GraceSchoolsHB.org](http://www.GraceSchoolsHB.org)

Janie Andrich, *Executive Director*

Leslie Ivy, *Director of Admissions*

# Admissions Procedures

## Applications for Admission

**Priority Enrollment for Admission, for current students and families only, will begin January 11; and will conclude January 31.** The non-refundable application fee of \$100 must accompany the Application for Admission. If the child is accepted the application fee is applied to the Registration Fee. Registration Fees are \$350 for Jr. K-K, \$450 for 1st through 5th grades, and \$500 for grades 6 through 8. **A \$50 registration discount is given to all returning families during the priority period.**

Open Enrollment will begin for *all* students, new or returning, on a first-come basis, beginning February 1st, and will require the \$100 dollar non-refundable Application Fee. If the child is accepted the application fee will be applied to the Registration Fee listed above.

There is a \$250 tuition credit offered for the referral of new students. If the referred student's application is accepted and they enroll for the 2010–2011 school year, you will receive a \$250 tuition credit (allocated \$25 per month). If you have any questions regarding this program, please contact the school office at (714) 899-1600.

## Junior Kindergarten

Children applying for Junior Kindergarten must be 4 years old by September 1st and be developmentally ready for a structured classroom setting. Children not meeting this requirement may enroll in the Preppy K preschool program.

## Kindergarten

Children applying for Kindergarten must be 5 by December 1, and are required to take a readiness assessment administered by the independent services of Chancy Bruce Educational Resources, Inc. This assessment must be scheduled on your own or by the Grace Lutheran Preschool and results must be given to Grace Lutheran School. Chancy & Bruce can be reached at 714-841-1257.

## Admission Notification for New Students

Acceptance of admission notification will be as follows:

### Accept

The student is qualified to attend GLS and shows promise of not only benefiting from, but also contributing to the school community. This group of students is offered enrollment positions which must be accepted or declined within two weeks of notification.

### Waitlist

The student meets qualifications necessary to attend GLS, but no space is currently available (maximum class size is 24 students with rare exceptions). The waitlist is comprised of qualified candidates available to fill an opening in a specific grade. Waitlist candidates are ranked by the priority system found in the Admissions Policy. The waitlist does not carry over from one application season to another.

### Non-Accept

Non-accept indicates that at this particular time, GLS is not the appropriate educational match for the student.

## Registration II

Along with notification of acceptance for admission, a Registration II Packet will be mailed home. The forms found in the Registration II Packet are also available in the school office and online at [www.GraceSchoolsHB.org](http://www.GraceSchoolsHB.org).

All Registration II forms and registration fees must be turned in to the office by April 16 or two weeks after notification of acceptance. Once all required forms have been processed and applicable fees paid, registration will be complete for your child(ren).

# Admissions Timeline

## Applications for Admission - Priority Registration (Registration I)

(Priority Enrollment is for returning students and Grace families **only**) January 11

## Applications for Tuition Assistance Available

January 11

## Applications for Admission due for Registration I

January 31st

## Applications for Admission - Open Registration

(Open registration is for all students, new or returning, on a first-come basis) February 1st

## Applications for Tuition Assistance Due

March 1

## Admission Notification sent to New Students

March 1

## Registration II Forms Due

April 16

## First Tuition Payments Due

June 1 (12 month) or August 1 (10 month)

*(School starts Sept. 8, 2010)*

# Admissions Checklists

## Jr. Kindergarten, Kindergarten and Grade 1

Kindergarten students must be five (5) years old on or before December 1. A full-day kindergarten is offered.

### *Application Requirements:*

- Application for Admission/SMART Tuition Form (if new student)
- Chancy & Bruce Screening scheduled (Kindergarten only)
- Vaccination Record
- Copy of birth or baptismal certificate -
- \$100 non-refundable Application Fee (due with application)

## Grades 2-5

### *Application Requirements:*

- Application for Admission/SMART Tuition Form (if new student)
- Vaccination Record (*New students only*)
- Request for Transcripts, Recommendations for Admission and Standardized Achievement Test scores
- \$100 non-refundable Application Fee (*Make payable to Grace Lutheran School*)
- New Student Packet (for new students)

## Grades 6-8

### *Application Requirements:*

- Application for Admission/SMART Tuition Form (if new student)
- Vaccination Records (*New students only*)
- Td (Tetanus) Booster
- Request for Transcripts, Recommendations for Admission and Standardized Achievement Test scores
- \$100 non-refundable Application Fee (*Make payable to Grace Lutheran School*)
- New Student Packet (for new students)

# Tuition Schedule 2010-2011

## Tuition Jr. Kindergarten Half-Day (8:15 a.m.-12:15p.m.)

First Child	Annually/12 Month/10 Month	\$4000/\$337/ \$400
Second Child	Annually/12 Month/10 Month	\$3780/315/\$378
Third Child	Annually/12 Month/10 Month	\$3600/\$300/\$360

## Tuition 6th (no tuition change)

First Child	Annually/12 Month/10 Month	\$5300/\$442/\$530
Second Child	Annually/12 Month/10 Month	\$5070/\$423/\$507
Third Child	Annually/12 Month/10 Month	\$4850/\$405/\$485

## Tuition Jr. Kindergarten Full Day & K -5

First Child	Annually/12 Month/10 Month	\$5030/\$419/\$503
Second Child	Annually/12 Month/ 10 Month	\$4750/\$396/\$475
Third Child	Annually/12 Month/ 10 Month	\$4530/\$377/\$453

## Tuition 7-8

First Child	Annually/12 Month/10 Month	\$5480/457/548
Second Child	Annually/12 Month/10 Month	\$5250/438/525
Third Child	Annually/12 Month/10 Month	\$5030/419/503

There are three tuition payment options from which you may choose. Parents choosing the annual payment option listed below make their tuition payments in the school *office*. Parents choosing the twelve month or ten month plan must make tuition payments through SMART Tuition, *and there are no exceptions*. Program details and enrollment information for the SMART Tuition will be included in the Registration II (Enrollment) packet. If you have any further questions concerning this program, please contact the school office.

### Tuition Payment Options:

#### Annual

You may pay the tuition in full before August 1, directly to Grace Lutheran School, and receive a 2 percent discount.

#### 12 Monthly

You may pay the tuition in twelve monthly installments, with the first payment due in full by June 10th. All tuition payments are due on the 10th or 20th of the month, beginning June and continuing monthly until May. If tuition is not received by the due date, a late fee of \$50.00 per account will be assessed. All monthly payments must be made through SMART Tuition, *no exceptions*.

#### 10 Monthly

You may pay the tuition in ten monthly installments, with the first payment due in full by August 10th. All tuition payments are due on the 10th or 20th of the month, beginning August and continuing monthly until May. If tuition is not received by the due date, a late fee of \$50.00 per account will be assessed. All monthly payments must be made through SMART Tuition, *no exceptions*.

### Tuition Assistance:

Grace Lutheran supports families in need with financial assistance through a tuition assistance line item in the school budget. It is the hope that all parents wanting a Lutheran education for their child(ren) will be able to provide that education. Applications for tuition assistance may be obtained from the school office beginning **January 11, and must be returned no later than March 1st**.

All parents currently receiving financial aid must re-apply in order to be considered for assistance in the 2010-2011 school year. Applications for tuition assistance must include all required paperwork, tax forms and application fee. Applications will be reviewed and families notified of assistance in May. For further information, please contact the school office.

# Fee Schedule 2010-2011

## Required Fees: All Fees are non-refundable

<b>Application Fee Jr. K - 8th Grade</b> ( <i>deducted from registration fee</i> )	\$100
<b>Registration Fee Jr. K-Kindergarten</b>	\$350
<b>Registration Fee 1-5</b>	\$450
<b>Registration Fee 6-8</b>	\$500

The Application fee is due with the Application. The Registration fee is due with the Registration Packet. A \$50 Registration fee discount is given during priority registration.

## Optional Fees:

<b>Athletics Fee (Grades 4-8, per student per sport)</b>	\$75
Athletics participation fee per student per sport played; paid when participation in sport begins (does not include uniforms).	
<b>Band Fee (Grades 3-8, per student per year)</b>	\$350
Band participation fee per student per year, paid monthly October - May.	
<b>SMART Tuition Fee (per family per year)</b>	\$43
Yearly SMART Tuition fee per family unless paying in full in August.	

## Other Fees

From time to time throughout the year, other fees may be incurred for things such as field trips, class parties, buses, or other special events. GLS makes every effort to keep these additional fees to a minimum.

## *Rec Club* Before/After School Care: (Payments are due the 1st of each month; first payment due August 1)

<b>Registration Fee before September 8</b>	\$50
<b>Registration Fee beginning September 8</b>	\$100
<b>Rates (All fees are per week):</b>	
Full Time - includes free morning care (6:30-8:00 a.m. and 3:00-6:00 p.m.)	Weekly \$70
Morning Only (6:30-8:00 a.m.)	Weekly \$35
Afternoon 1 Hour Only (3:00-4:00 p.m.)	Weekly \$40
Afternoon Only 3 days per week	Weekly \$45
Emergency Care (per hour rate, registration required)	\$10 per hour
Late Pickup Fee (per minute after 6:00 p.m.)	\$1.00 per minute
Holiday Care (Full Day 7:00 a.m.-6:00p.m.)	\$40 per day

# Application for Admission

Applicant(s) (List all children applying for admission):

Name (First) (Middle) (Last) Date of Birth Grade applying for Gender Current GLS Student (Y or N)

Name (First) (Middle) (Last) Date of Birth Grade applying for Gender Current GLS Student (Y or N)

Name (First) (Middle) (Last) Date of Birth Grade applying for Gender Current GLS Student (Y or N)

Name (First) (Middle) (Last) Date of Birth Grade applying for Gender Current GLS Student (Y or N)

Address

City State Zip

Home Phone

Primary Residence With (Name):

Father

Mother

Both Parents

Guardian

Other

## Family Information

### Father/Guardian

(First) (Middle) (Last) E-mail

Address

If different from applicant City State Zip

Home Phone Cell Phone Pager

Profession/Position Name of Firm Work Phone

Address

City State Zip

### Mother/Guardian

(First) (Middle) (Last) E-mail

Address

If different from applicant City State Zip

Home Phone Cell Phone Pager

Profession/Position Name of Firm Work Phone

Address

Are both parents living? (Y or N)

Does your child have any special educational needs (IEP, 540 plan) or been diagnosed with any of the following:

Autism \_\_\_ Cognitive Disability \_\_\_ Emotional or Behavioral Disability (EBD) \_\_\_ Hearing Impairment \_\_\_ Specific Learning Disability \_\_\_

Visual Impairments \_\_\_ Orthopedic Impairments \_\_\_ Speech or Language Impairments \_\_\_ Other Health Impairments \_\_\_

Are there any legal restrictions on visitation, custody or guardianship that concern your children?

## Church Membership Information:

Name of Church where each parent is a member:

(Father)

(Mother)

Sunday School child(ren) attends:

We attend church:  2 times a month  10 times a year  Less than 10  We are not members of any church

### Baptism Information:

Child's Name

Date Baptized

Name of Church

Child's Name

Date Baptized

Name of Church

Child's Name

Date Baptized

Name of Church

## New Students Only:

Last school attended:

City

State

May we contact this school to request transcripts?  Yes  No

Reason for leaving:

How did you learn of GLS?

Name of public school closest to your home:

To apply for admission for my child(ren) for the 2010-2011 school year, I understand the Application for Admission must be returned with the non-refundable \$100 registration deposit per student. The remaining balance will be due by April 16th or two weeks after notification of acceptance.

Mother's Signature

Date

Father's Signature

Date

Legal Guardian's Signature

Date

Office Use:

Date

Time

Office Initials

\$100 Application Fee Paid: