

TRINITY LUTHERAN SCHOOL

Growing in Grace and Knowledge Financial Agreement Form 2022/2023

** REQUIRED OF ALL STUDENTS REGISTERED FOR THE 2022-2023 SCHOOL YEAR **

ONE FORM PER FAMILY

In consideration for the enrollment of my student(s) at Trinity Lutheran School, I(we), as parent(s) /guardian(s), jointly and separately agree to the following terms:

- 1. I(we) have read the 2022-2023 Financial Information & pledge to comply with the policies set forth therein.
- 2. All delinquencies from previous school(s) or the previous school year have been cleared.
- 3. I(we) assume personal liability for timely payments of all applicable fees due to TLS on behalf of my student(s).
- 4. I(we) agree that in the event that timely payments are not received, a late charge of \$25.00 will be applied for each month that payment is late and all relevant discounts will be forfeited. In the event a check is returned for non-sufficient funds, a \$25.00 fee will be applied to my account. In addition, delinquent accounts are subject to submission to a third-party agency for collection.
- 5. I(we) acknowledge that Trinity Lutheran School has the right to discontinue services to my student(s) if his/her account has a delinquent balance beyond 90 days. Please fill in your information below:

First student's name:

Second student's name:

Third student's name:

Fourth student's name:

Name of person(s) responsible for payments:

Address:

City:

If account is split between responsible parties a 2nd name of person(s) responsible for payments:

Address:

City:

How is the account to be split (include an explanation of all financial responsibilities – i.e. tuition, extended care, registration, class supplies, sports fees, lunches, field trips, incidentals, etc.) (Attach another piece of paper if necessary.)

Mother/Guardian/Other (specify) Print Name: _____

Signature: _____

SSN _____

Father/Guardian/Other (specify) Print Name: _____

Signature: _____

SSN _____

ACCEPTANCE OF THE FINANCIAL CONTRACT

I/We, _____, as parent/legal guardian of the child(ren) listed above, do hereby agree to the financial obligation as itemized in the Financial Contract.

Current COVID-19 guidelines do not allow for volunteers on campus. When restrictions are lifted, you will be notified and the following options will be put into place. Check one of the following boxes:

Optional Buy-Out – pay fee rather than participating in service hours

By choosing this option, I choose to pay \$210.00 for the year (or \$70.00 at the end of each trimester) as an alternative to participating in the service hour's program. – Initial to acknowledge choice _____

Volunteer Service Hours

By choosing this option, I understand that I will participate in this program and abide by the terms and conditions set out for each of them. – Initial to acknowledge choice _____

All tuition payments are due on the first of each month starting in August of the school year. (August, September, October, November, December, January, February, March, April, May) Payments will be assessed a \$25.00 late fee after the tenth of each month if payment is not received. If desiring a monthly due date other than the first of each month, you may request a different date by filling out the following: I (we) request payment to be due on the _____ of each month. I (we) understand payment must be received each month by this date or will be assessed a \$25.00 late fee if not received ten days after this date. This includes months when we are not in school due to holiday or any other non-school day. The date request is only good for the 2022/2023 school year.

I/We have read the above contract and agree to the stipulations listed.

Both parents and/or legal guardians must sign below. Choose signature line that applies to you and your family.

Signed: _____ Date: _____
(mother)

Signed: _____ Date: _____
(father)

Signed: _____ Date: _____
(legal guardian)

Signed: _____ Date: _____
(legal guardian)

Signed _____ Date: _____
(other – please describe)

Trinity Lutheran School

Growing in Grace and Knowledge

Tuition, Fees and Enrollment Process for 2022/2023

ENROLLMENT PROCESS

Initial Form:

1. Pre-Enrollment and Evaluation Permission Form with \$25.00 fee and assessment appointment date & time scheduled.
2. Application for enrollment with all parent/guardian signatures along with registration fee.
3. Upon acceptance, the remaining enrollment packet paper work and financial agreement. See support documents.
4. Official Birth Certificate – this is not the hospital issued record of birth, but a copy of the official birth certificate from the Office of Vital Records in the county of birth.
5. Signed release form and/or mailing address of previous school in order to receive cumulative student records.
6. Teacher Evaluation Form – The school submits this form to the student’s current or most recent teacher based upon information provided by the parent. The teacher is asked to mail the completed forms directly to TLS within 15 business days.

Upon Acceptance, turn in the Non-Refundable Annual Registration and Materials Fee along with the support documents. Completed documents verifies your commitment to send your child to Trinity and allows the school to plan accordingly. Without accurate enrollment numbers, staffing cannot be properly planned for. There is limited space for each class.

Support Documents:

1. Identification and Emergency Information – double-sided with Driver’s Insurance Form
2. Student Release form/Medication Administration – double-sided with Parental/Guardian Commitment.
3. Parent Questionnaire
4. Financial Agreement – double sided with informational page – Terms of Financial Contract
5. Proof of California Health requirements – see Vaccination Letter for clarification

Other forms/Procedures (if applicable):

1. Report of Health Examination for School entry – Kindergarten only
2. Proof of 2 doses of varicella – all grades, proof of Booster Tdap prior to 7th Grade
3. Extended Care Form, if attending.
4. Parent Consent for Administration of Medications and Medication Chart.
5. Custody Restrictions/Orders
6. Teacher Evaluation Form (transfer students only – sent through our office)
7. Any pertinent information (medical, special needs, or other) that would be helpful for the school.

REGISTRATION/Materials Fee covers book fees, startup costs, student insurance and standardized testing fees (K-8)

Registration	Kindergarten through 8 th Grade	Preschool
1 st Child	\$350.00	\$150.00
*2 nd , 3 rd Child, etc.	\$300.00	\$125.00
*must live in the same household more than 50% of the time and be claimed as a dependent on taxes		
Other Fees:		
New students: \$25.00 assessment/placement fee		
All students: Class supplies fee: Kindergarten – 2 nd Grade: \$45.00, 3 rd – 4 th Grades: \$65.00, 5 th – 8 th Grade: \$85.00		
Service Hours Fee: (per family) \$210.00 annually or 21 hours of volunteer time distributed into 7 hours each trimester. This is currently on hold due to COVID-19 guidelines but will be back in place when restrictions are lifted.		

TUITION – Kindergarten through 8th Grade: Tuition is based on a yearly rate. You may pay in 10 monthly payments (August 1st through May 1st) or in full at the beginning of the school year with check, cash, or money order. Credit cards (Visa and Master Card) are accepted along with a processing fee through Fast Direct ‘Finance Link’ or Simply Giving.

Student	Yearly Tuition	Monthly	If tuition is paid in full by August 1, a 5% discount is applied. If the monthly payment plan is utilized, payments are due on the 1 st of each month and become late if received after the 10 th . A \$25.00 late fee will be assessed on each late payment.
1 st Child	\$6,000.00	\$600.00	
2 nd Child	\$5,400.00	\$540.00	
3 rd Child	\$4,900.00	\$490.00	

TUITION – Preschool: Yearly Rate (No discount given unless both students are in preschool)

Student	Pre-K/TK M-F 4 to 5 years old 4.5 hrs./7.25 hrs.	Pre-K M/W/F 4 to 5 years old 3 hrs./4.5 hrs./7.25 hrs.	3 to 4 years old T/Th 3 hrs./4 hrs.	2 to 3 years old T/Th 9:00 – 12:00
1 st Child	\$5200/\$6000	\$3300/\$3900/\$4500	\$2500/\$2900	\$2700.00

2 nd Child	10% discount of lowest tuition	10% discount of lowest tuition	10% discount of lowest tuition	10% discount of lowest tuition
-----------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

EXTENDED CARE

Currently, Extended Care is available after school every school day, excluding Good Friday, the last day of school and school holidays, from 3:00-5:30p.m. Monday, Tuesday, Thursday, Friday and 2:00 – 5:30p.m. Wednesday. There is limited space available, so you must pre-register each month for the desired days needed. Extended Care is **\$4.75/hour** billed in quarter-hour increments. Monthly billing comes through Fast Direct. Payment is due upon receipt. Any delinquent payments will cause interruption to services, your child will not be allowed to attend until payment is made and a \$25.00 late fee will be assessed on your account.

LUNCHES

Lunches are available to order through School Eatery. <https://schooleatery.ahotlunch.com/home> Domain login is given at the start of a new school year. These lunches are delivered fresh to the school from local restaurants. You must order online the day before.

SPORTS FEES

When sports are not restricted due to COVID-19, a \$75.00 sports fee is charged for each sport a student in middle school participates in. This goes directly into covering the cost of the league, payment to the referee officials, uniforms and equipment. Additional costs may incur if a student purchases a team sweatshirt. Prices will vary depending on design and amount of silk screening.

YEARBOOK

A full color yearbook is available for \$40.00. Yearbooks must be pre-ordered and paid for by March 1. After March 1, the cost is \$45.00.

INDIVIDUAL CLASS EVENTS AND FIELD TRIPS

When field trips are not restricted due to COVID-19, your child's class may participate in a special event or field trip in which a cost is involved. You will be notified of cost and given instructions for payment prior to each event. In the case of larger trips, the teacher, along with the support of the class parents, usually organizes some type of fundraiser to help defray the cost of the trip.

OTHER FEES/EXCESSIVE TARDY FEES

If your child(ren) participate(s) in extra-curricular activities, the fee, if any, associated with the activity must be paid prior to student participation. Excessive tardiness is defined as being tardy more than 10% (6 per trimester) of the current school session. **Students** who have excessive tardiness may be subject to any or all of the following: **miss the next class activity, fieldtrip, or special event** in order to have time to make up lost learning time or **serve detention**. Any **student** receiving **six or more tardies** in a single trimester will be billed **\$10.00 per tardy** (on the family account) starting on the sixth tardy.

LATE REGISTRATION/EARLY WITHDRAWAL

Families who withdraw their children will be charged two weeks from the time of notification. The annual tuition will be prorated based on a day rate. Trinity Lutheran School does not refund or prorate registration fees. Those who register after the start of school must pay the full registration.

SCHOOL PROPERTY DAMAGE:

A replacement/damage fee may apply to lost or damaged school property. Items may include any school property (example: books, furniture, sports, uniforms, etc. – but not limited to these)