

TRINITY LUTHERAN SCHOOL

Growing in Grace and Knowledge Financial Agreement Form 2020/2021

** REQUIRED OF ALL STUDENTS REGISTERED FOR THE 2020-2021 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 2020-2021 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.

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 (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 2020/2021 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 2020/2021

Initial Form:

1. Application for enrollment
2. Evaluation Permission Form with \$25.00 fee and get an appointment for an assessment date and time.
3. 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.
4. Signed release form and/or name/ mailing address of previous school
5. Teacher Evaluation Form – Trinity submits this form to the student’s current or most recent teacher or provide mailing address. The teacher is asked to mail the completed forms directly to TLS within 15 business days.
6. Meet with the Principal

Upon Acceptance;

Turn in the Non-Refundable Annual Registration/Materials Fee along with the following support documents. It is important to turn this in right away as it 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. This will directly affect your chances of enrolling, as there is limited space available in 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. Financial Agreement – double sided with informational page – Terms of Financial Contract
4. 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. Morning and Afternoon Extended Care Form
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)

<i>Registration</i>	Kindergarten through 8th Grade	<i>Preschool</i>
1 st Child	\$325.00	\$125.00
*2 nd , 3 rd Child, etc.	\$300.00	\$100.00
*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		

TUITION – Kindergarten through 8th : (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.

Yearly Rate

Student	Yearly Tuition	Monthly
1 st Child	\$5,300.00	\$530.00
2 nd Child	\$4,700.00	\$470.00
3 rd Child	\$4,500.00	\$450.00

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 1st of each month and become late if received after the 10th. A \$25.00 late fee will be assessed on each late payment.

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

Student	Pre-K (3 full days) 4 to 5 year olds M/W/F 7:30 – 2:45	Transitional Pre-K (5 mornings/week 4 to 5 year olds M-F (4.5 hrs.)/(7.25 hrs.)	4 to 5 year olds (3 half days) M/W/F (3 hrs.)/(4.5 hrs.)	3 to 4 year olds (2 half days) T/Th (3 hrs.)	Tods 2 to 3 yrs (2 days/wk, 2hrs/day) T/Th
1 st Child	\$3960.00	\$4330.00/\$5360.00	\$2830.00/\$3400.00	\$2160.00	\$1550.00
2 nd Child	See director	See director	See director	See director	See director

BEFORE AND AFTER SCHOOL CARE

Extended Care is available before and after school every school day, excluding Good Friday, the last day of school and school holidays, from 7:00-7:55a.m., 3:00-6:00p.m. Monday, Tuesday, Thursday, Friday and 2:00 – 6:00p.m. Wednesday. It will be available all minimum days. Children arriving before 7:45a.m. will report to Extended Care. Extended Care will be dismissed at 7:50a.m. so the students may be at their classrooms by 8:00a.m. All students not picked up from school by 3:00p.m. will be sent to Extended Care. Extended Care is **\$4.75/hour** billed in quarter-hour increments. Monthly extended care bills are sent out at the end of each month through Fast Direct. You will get an email notification with bill amount. Payment is due upon receipt. Any delinquent payments will cause interruption to services and 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

Pizza and Smoothies are available every Thursday and must be purchased weekly (no later than Wednesday at 3:00) with exact change in the proper pizza order envelope or by purchasing 10 pizza coupons and inserting a coupon in the pizza order envelope. Lunch accounts cannot be used to pay for Thursday Pizza or Smoothies. A daily online menu through School Eatery is also available. These must be purchased online in advance. Milk may also be ordered through the classroom any day of the week. A milk credit may be obtained in the office any school day during normal operating hours. You may choose to put down any amount desired and this will stay in the family lunch account. Milks may not be ordered if you do not have lunch credit. A maximum of 3 milks may be ordered for one person on any given day.

SPORTS FEES

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 \$35.00. Yearbooks must be pre-ordered and paid for by February 28. After February 28, the cost is \$40.00.

INDIVIDUAL CLASS EVENTS AND FIELD TRIPS

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:

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.

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).