

# ST. MATTHEW'S LUTHERAN DAY SCHOOL

## 2009-2010 REGISTRATION INFORMATION

**REGISTRATION FEE** - \$80.00/family. This must be paid upon registration to insure inclusion in a class. \$25 of the registration fee is refundable if notification of withdrawal is received before **May 31, 2009.** It is **non-refundable after May 31.**

**ACTIVITY FEE** - \$40.00/yr. This is to be paid with the **August 3rd** advance tuition payment. The "Activity" fee is used to defray the cost of a number of material supplies and activities throughout the year. This is a non-refundable fee.

### The tuition and schedule of classes for the coming year are:

<u>time</u>	<u>days</u>	<u>tuition/mo.</u>
9:00 - 11:45	T/Th	\$130.00
9:00 - 11:45	M/W/F	\$194.00
9:00 - 11:45	M/T/W/Th	\$260.00
12:30 - 3:00	M/W/F	\$175.00
12:30 - 3:00	M/T/W/Th	\$235.00

The following age/class assignments have proven most successful and are recommended:

- 3-year old classes meet T/Th and MWF mornings. One MWF afternoon class is a mixed 3 & 4- year old class. (Eligible children turn 3 on or before December 31, 2009.)
- 4-year old classes meet MWF mornings and afternoons. One T/Th class is usually set aside to include young fours (turning 4 from October – December of 2009). Older fours seem to find the two-day schedule and younger classmates less satisfying.
- **The MTWTh classes are reserved for young 5's and older 4's (The AM class includes those turning 5 by April 30, 2010. The PM class includes those turning 5 by May 31, 2010.)**

Requests for teachers or placement with friends will be considered, but cannot be guaranteed because of other factors involved in composing a class. If you do not want a particular placement because of incompatibility, we will try to honor that. Write your request on the back of the registration card.

The **monthly tuition** fee is 1/9th of the yearly tuition cost. The **first payment is due August 3<sup>rd</sup>, 2009**, and is **credited as a pre-payment of May 2010 tuition**. The remaining payments are due on the first of the month from September 2009 through April 2010. If it becomes necessary for you to withdraw your child before the end of the year, **a 30 day written notice of your withdrawal is required, your pre-payment will be credited as your final month's tuition if adequate notice is given.**

Mark your summer calendar. **The August 3<sup>rd</sup> payment** must be received before your child will be included in a class. If it is not received by the time class assignments are made, your child will be dropped from the roll.

Payments during the school year are due on the first of the month and may be sent in with your child (placed in the plastic bag in the tote) or mailed to 12351 All Saints Place, Woodbridge, VA 22192. (Always include your child's name on your check.) Returned checks are assessed an additional fee of \$25 which reflects bank and administrative costs to us.

**"St. Matthew's Lutheran Day School admits students of any race, color, and national or ethnic origin."**

## FORMS

**REGISTRATION CARD** - completed at registration

**PROOF OF IDENTITY** - for any child not previously registered. This may be any of the following: the state certified copy of child's birth certificate, birth registration card, or passport

*Call the Division of Vital Records in Richmond for Virginia birth certificates - 804-662-6200*

**HEALTH FORM** -to be completed and signed by a physician, due the first day of school.

**“OTHER” FORMS** - Several forms will be included with the letter you'll be receiving in July:

**Parent Resource** (a chance for you to volunteer your time and talents in your child's classroom)

**Parental consent** (emergency information due the first day of school)

**Developmental history** (information about your child's likes & dislikes, habits & disposition, and experiences prior to school)

**Payment contract** (summary statement of fees listed above)

**Permission to Administer Medication** - if your child requires medication during the course of the day, complete this form and give verbal instructions to school personnel.

*Registration Card, Forms, teacher Newsletters, new student information, and Program Description are also on the web. Go to [www.dayschool.stmatthews.us](http://www.dayschool.stmatthews.us).*

## EVENTS AND OPPORTUNITIES

If you haven't **OBSERVED** a class in session, and are unfamiliar with the program at St. Matthew's, I urge you to pay a visit. Our program booklet attempts to set forth in some detail a typical day and the goals for each activity, but the best way for you to be informed is to observe and ask questions. (Plan to bring your child.)

An **ORIENTATION MEETING** will be held for parents of children who are new to the school on **May 4<sup>th</sup> at 7:30 p.m.** Information on the program for 3's, 4's and 5's will be presented, with time for questions and discussion.

**HOME VISITS** - will be taking place from **August 24 -September 11**. Your teacher will contact you after August 21<sup>st</sup> to arrange the day and time. If you will be out of town during this time, be sure to let us know so we can inform your teacher. If a satisfactory time for a visit cannot be arranged, or if you live outside the Woodbridge/Lake Ridge/Montclair/ Manassas area, a "school visit" may be scheduled.

**CLASSROOM VISITS** are held on **September 10** (9:30 – 12:00) **and 11** (9:30 – 11:30 AM classes, 11:30 – 1:30 PM classes) Your child can become familiar with the classroom during your 30-45 minute visit, and meet some of his/her classmates. **School T-Shirts** will be available for purchase.

**Carpooling.** For the first two weeks of school, you will park and bring your child to and from the classroom. After that, children are let in and out of their cars by a teacher at the sidewalk leading to the front door. On the first day of school your child will bring home a list of children who attend the day school with him/her. From this list you can find neighbors with whom to carpool if you wish. If you want a list before then, one will be available in the office by August 1. By getting a head start, you can arrange some play dates with children and moms before school begins, to make friends, to agree upon rules of behavior (children & drivers), to coordinate driving, and discuss "contingency" plans.

We have found that our system of carpooling is the safest and most effective means of beginning our day on time and sustaining meaningful activity until the last child leaves for the day. The more parents we have who are willing to organize with others for sharing the ride to school, the shorter and sweeter the carpool line. Parents are also welcome to help at both arrival and dismissal to speed up the process.

**Childcare.** We keep a list of day school moms (past and present) who provide childcare in their homes. If you wish to be added to our list, or if you need the name of a childcare provider in the area, call the office. Note: We do not screen the individuals on our list, so the list does not imply an endorsement on our part.

**Further questions?** If you have questions about St. Matthew's program, or would like to come in to observe, please call 494-3090 and ask to speak to Mary-Catherine Deadman. I'll be glad to help.