

SCHOOL YEAR \_\_\_\_\_

ENROLLMENT FORM

ST. MARK LUTHERAN PRESCHOOL  
1135 OLIVER STREET  
NORTH TONAWANDA, NY 14120  
(716) 693-3715

CHILD'S NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City/Town State Zip

HOME PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ PLACE: \_\_\_\_\_  
Month / Day / Year

Ethnicity: Circle One

Am. Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian/Other Pacific Islander, White

Church Affiliation: Denomination \_\_\_\_\_ Parish \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_

Is Child Baptized? \_\_\_\_\_ Church \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FATHER

Name	Brothers & Sisters		School
	D.O.B	Grade	
_____			
_____			

MOTHER

MY CHILD IS TO BE ENROLLED IN:

\_\_\_\_\_ 3 Year Old – 3 Days

\_\_\_\_\_ 3 Year Old – 5 Days

\_\_\_\_\_ 4 Year Old – 5 Days

Marital Status: Married Separated Divorced Widower Widow Single

CHILD'S PHYSICIAN: \_\_\_\_\_

Physical Handicaps and/or Allergies: \_\_\_\_\_ Has

your child ever been referred for, or received special services? (i.e.: speech therapy, etc)

I desire to have my child enrolled in St. Mark Lutheran Preschool because: \_\_\_\_\_

## St Mark Lutheran Preschool Tuition Rates for 2011 / 2012

	Annual Tuition	pre-pay discount	12 month payment plan
3 day Mon/Wed/Fri	\$900	\$877	\$75
5 day Mon-Fri	\$1,500	\$1,462	\$125

### PROCEDURE FOR ENROLLING IN ST. MARK PRESCHOOL

Return the completed enrollment form along with \$50 deposit. The deposit will be returned in full after your last tuition payment is made.

Provide the preschool with the following information by September 1<sup>st</sup>

- Birth Certificate for proof of age
- Proof of immunizations along with Completed medical form from child's physician
- Completed emergency information card

### TUITION POLICY

All tuition is to be made out to ST. MARK LUTHERAN SCHOOL and sent or dropped off to the school office with the tuition coupon from your book.

#### PLEASE NOTE:

Payments are due THE FIRST OF EACH MONTH beginning in June.

A late payment charge of 10% will be applied to payments not received by the end of the month. INCLUDING JUNE, JULY & AUGUST PAYMENTS.

Special arrangements can be made through our bookkeeper. Please contact Judy Zastrow @ 692-9132 and she will be happy to work with you.

A payment book will be sent to you w/envelopes. Please use the coupons to help ensure proper credit.

A \$50 DEPOSIT IS DUE WITH THE ENROLLMENT FORM. The deposit will be returned to you after the last tuition is paid in full. Any late fees incurred that are not included with tuition will be deducted from the deposit

A 2.5% pre-pay discount will be applied for those who pay tuition in full by September 1. THE JUNE, JULY AND AUGUST PAYMENTS ARE DUE AS SCHEDULED.

PLEASE SIGN ONE OF THE TUITION POLICY SHEETS AND RETURN WITH YOUR FIRST TUITION PAYMENT. The second page is for your records.

## Parent Acknowledgement Sheet

The purpose for this letter is to give the school a record of the fact that you have read the tuition payment policy as stated on the back of this page along with the paragraph below and understand your obligation to St. Mark. Please sign one page and return with your first tuition payment and keep one for your records.

St. Mark reserves the right to remove any child from the program if tuition is more than two months behind and no arrangements have been made with the bookkeeper or the Family and Youth Ministries Board.

Please note that late fees will be enforced.

**PLEASE REMEMBER ALL TUITION CONCERNS AND ARRANGEMENTS ARE TO BE MADE THROUGH THE BOOKKEEPER OR THE FAMILY AND YOUTH MINISTRIES BOARD. PLEASE DO NOT DISCUSS TUITION CONCERNS WITH THE TEACHING STAFF.**

Thank you for choosing St. Mark preschool .

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I, \_\_\_\_\_ acknowledge the fact that I have read this

tuition policy as related to my child \_\_\_\_\_ . I also understand that

it is my responsibility to pay tuition on time. It is also my responsibility to contact the bookkeeper if

payment is going to be late or if financial difficulties have arisen.