

EMMANUEL LUTHERAN SCHOOL REGISTRATION PROCEDURES FOR PRESCHOOL ENROLLEES

ANNUALLY - FOR ALL PRESCHOOL ENROLLEES

The following fees and forms are required ANNUALLY to ensure your child a position in our school or preschool. Please complete and submit by Forms and Fees Day in August, unless otherwise stated:

- ___ 1. The non-refundable **registration fee**, submitted with all applicable forms listed below, is due by April 1 to guarantee your child a position, or no later than Forms and Fees Day. (Make checks payable to Emmanuel Lutheran School.)
- ___ 2. **Student Enrollment Contract**, including **Parent Commitment** and **Tuition Payment Agreement**, BOTH of which MUST BE signed by all responsible parties. (Available at school office or www.emmanuelutheranschool.org.)
- ___ 3. **Contact Information Update**, containing current parent contact, emergency and medical information. PLEASE NOTE: If you do NOT want some of your information published in the Family Directory, please STAR *** IT!
- ___ 4. **Children's Medical Report** and **Immunization History**.
- ___ 5. **Child and Adult Care Food Program (CACFP) Participant Enrollment Form CAC-11**. (Note that Item 4, Household Members Monthly Income is confidential and optional.)
- ___ 6. **Parent Handbook** – Available online for all parents. **Sign-Off Sheet will be signed on Forms & Fees Day**.
- ___ 7. **Permission Form for Use of Child's Photo - log sheet will be signed on Forms & Fees Day**.

If applicable, complete and submit the following forms:

- ___ 8. **Application for Member Tuition Discount**. (Due annually by July 31.)
- ___ 9. **Volunteer Background Check Authorization** from the Volunteer Program Handbook. (Due prior to any service as school volunteer; valid for 3 years.)

ADDITIONAL - FOR NEW PRESCHOOL ENROLLEES:

Complete and submit the following ADDITIONAL initial one-time forms with the above forms by the first day of school, unless otherwise stated.

- ___ 10. **Discipline and Behavior Management Policy**.
- ___ 11. **Summary: North Carolina Child Care Law and Rules and signature page**.
- ___ 12. **Incident Report Form**. (For parent information only.)

NOTICE OF NON-DISCRIMINATORY POLICY

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies or athletic and other school-administered programs.