

# ST. MATTHEW'S DAY SCHOOL

## 2023-2024 REGISTRATION INFORMATION



### What is required for registration?

#### \* REGISTRATION FORM

- \* **PROOF OF IDENTITY** for any child not already on file. This may be a certified copy of child's birth certificate, birth registration card, or passport. *Don't have a birth certificate?* Call VA Division of Vital Records (804-662-6200) or go to <http://www.virginiabirthcertificate.com/> for help.
- \* **REGISTRATION FEE:** The registration fee is \$100 for one student. Multiple students in the same family (siblings) will pay a reduced registration fee as follows: \$50 for second child and \$25 for the 3<sup>rd</sup> child, to not exceed \$200 per family. This fee is non-refundable.

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

<u>Time</u>	<u>Days</u>	<u>Annual tuition/10 monthly installments</u>	<u>Ages</u>
9:00 – 12:00	T/Th	\$1,950 / \$195	At least 3 by Dec. 31
9:00 – 12:00	M/W/F	\$2,850 / \$285	At least 3 by Dec. 31
9:00 – 12:00	M/T/W/Th	\$3,750 / \$375	4 by Sept. 30
9:00 - 12:00	M/T/W/Th/F	\$4,650 / \$465	4 by Sept. 30

Tuition is based on a yearly amount that is then divided and paid in 10 equal installments; it is not based on monthly attendance. (\*If a student registers after class has begun, the yearly tuition amount will be prorated to reflect the child's starting date.) **Tuition is due on the 1<sup>st</sup> of each month.** Timely payment of tuition is a condition of your child's continued enrollment in St. Matthew's Day School.

**Accepted forms of payment** include check, cash, and automatic bill pay arranged through your bank. During the school year, payments may be put in a labeled envelope in the mail bag in your child's tote, dropped off in the office or mailed to 12351 All Saints Place, Woodbridge, VA 22192.

The **first tuition installment** and **remaining paperwork** must be received before your child will be included in a class. This is due on **JULY 1<sup>st</sup>**. If payment and paperwork are not received by the time class assignments are made, your child may be dropped from the program.

If it becomes necessary to withdraw your child before the end of the year, we require a **30-day written notice of the withdrawal**. Please refer to the Tuition and Fees Agreement for specific contract details.

### We will need from you by July 1<sup>st</sup>:

**Initial Tuition Installment:** This is the first of 10 equal installments due on the 1<sup>st</sup> of each month. If you prefer, you may also pay in full or in two half-yearly payments on July 1<sup>st</sup> and January 1<sup>st</sup>.

**Activity Fee:** \$75.00/year. The Activity Fee defrays the cost of material supplies and activities and is non-refundable.

**Physical form:** A physical and immunization record, completed within one year of school entry and signed by a physician, nurse practitioner, or physician assistant. Questions? See [www.vahealth.org/schoolhealth](http://www.vahealth.org/schoolhealth).

**Parental Consent:** \*\* Provides authorization to seek emergency care. This must be on file in order for your child to attend their first day.

**Developmental History:** \*\* Your child's likes and dislikes, habits and disposition, and life and school experiences.

\*\*(You will receive these two forms by mail in early June.)

*Please speak with the director if your child requires the administration of any medications.* You may pick up the **Permission to Administer Medication** form in the office.

**Requests:** 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; please write your request on the registration form.

## **2022-23 Lunch Bunch Registration**

**Is your child ready to experience a slightly longer day? Enrolling in Lunch Bunch might just be the answer!** Lunch Bunch seamlessly transitions from the end of your child’s class at noon and dismisses at 1:45pm. There’s excitement and a “stretch” in joining new teachers and children from other classes in a new but familiar setting. The daily routine includes playground time, lunch time, a gathering circle, story and rich center time. There is tons of fun and leaning to be had eating lunch, talking, and working together- another child-size step toward five- day, all-day kindergarten.

Your child may be enrolled on days that correspond to their class. The minimum number of days required for enrollment is two. (Ex. If your child attends MWF, they have the opportunity to attend every MWF or any two days of your liking. If your child attends M-Th they have the opportunity to attend M-Th or any two or three days of your liking.)

**The tuition and schedule of Lunch Bunch for the coming year are:**

<u>Time</u>	<u>Days</u>	<u>October-May</u>
12:00-1:45	2 days	\$90/month
12:00-1:45	3 days	\$130/month
12:00-1:45	4 days	\$165/month
12:00-1:45	5 days	\$200/month

**\$50 non-refundable Activity fee. Children must be 3 yrs. old by September 30<sup>th</sup> to be eligible to attend.**

**Please note: Depending on enrollment interest, preference may be given to the oldest children who will be going to kindergarten the following year.**

Lunch Bunch registration can be found on the registration form.

**Lunch Bunch will begin the week of October 2; monthly fees are due on the first of each month beginning in October.**

## **Questions?**

Visit our website: [www.DaySchool.us](http://www.DaySchool.us)

Email: [director@stmatthewsva.org](mailto:director@stmatthewsva.org)

Call: 703.494.3090

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