

ST. MATTHEW'S DAY SCHOOL

2020-2021 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:** \$100.00/family. This fee is non-refundable and ensures inclusion in a class.

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 - 11:45	T/Th	\$1,750 / \$175	At least 3 by Dec. 31, 2020
9:00 - 11:45	M/W/F	\$2,600 / \$260	At least 3 by Dec. 31, 2020
9:00 - 11:45	M/T/W/Th	\$3,400 / \$340	4 by May 31, 2020
12:30 - 3:00	M/W/Th	\$2,350 / \$235	3 by June 30, 2020
12:30 - 3:00	M/T/W/Th	\$3,100 / \$310	4 by June 30, 2020

Tuition is figured on a yearly basis and does not reflect the number of days attended in a given month. Our operating budget includes periodic holidays, staff in-service days, and closures due to weather or events beyond our control. Tuition payments must be kept current to retain your child's space; there are no refunds for illness or travel.

If you are paying in 10 monthly installments, payments are due the first of the month from August through May. (If you prefer, you may also pay in full at the beginning of the year or in two half-yearly payments in August and January.) The **August 1st installment** must be received before your child will be included in a class. If payment is not received by the time class assignments are made, your child may be dropped from the program. For those who enroll later in the school year, installment amounts will be pro-rated to reflect a child's starting date.

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. **If you pay by check, please include your child's name on the memo line.** A late fee of \$25 may be assessed for each payment received later than the 10th of the month, and failure to remit tuition payments for two consecutive months is grounds for dismissal from the program. Returned checks are assessed an additional fee of \$25 which reflects bank and administrative costs to us. **If it becomes necessary to withdraw your child before the end of the year, we require you provide 30-day written notice of the withdrawal.**

We will need from you by August 1st:

Activity Fee: \$75.00/year. Pay this along with the first tuition installment by **August 1st**. The Activity Fee defrays the cost of material supplies and activities and is non-refundable.

Physical form: Most recent 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.

Parental Consent:* Emergency information we must have in order for your child to start school

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 July.)

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.

2020-21 Lunch Bunch Registration

Lunch Bunch extends the morning program day to 1:30 p.m. and is designed for students who can easily manage the regular school day. Your child may be enrolled Monday, Tuesday, Wednesday, Thursday and/or Friday and corresponding with the days they attend class. Lunch Bunch begins at the end of the morning session (11:45). Lunch Bunch students bring a *nut-free* lunch from home (in addition to their regular classroom snack). The routine includes a playground time, lunch time, a gathering circle, story, and a rich center time. There's excitement and a "stretch" in joining new teachers and children from other classes in a new but familiar setting. There is tons of fun and learning to be had eating lunch, talking, and working together—another child-size step toward five-day, all-day kindergarten. **Please note: Depending on enrollment interest, preference may be given to the oldest children who will be going to kindergarten the following year.**

There is a **\$25 non-refundable registration fee** for Lunch Bunch. The **monthly fees** are: \$45 for one day/week, \$85 for two days/week, \$125 for three days/week, \$160 for four days/week, and \$200 for five days/week. Lunch Bunch registration is in-person only; registration cards will be available at registration and in the office. **Lunch Bunch will begin the week of September 28; monthly fees are due on the first of each month from October through May.**

SHH! Our best kept secret: Afternoon preschool!

If you haven't yet considered it, here are some of the hidden benefits of attending preschool in the afternoon:

Size/Cost: Our afternoon program has fewer classes which makes for a quicker car line and a quieter presence in the building. And because our afternoon classes are slightly shorter, they also have a lower cost.

Convenience: Afternoon classes allow for an unhurried start to the day for families. Older siblings can be sent off to school without rushing, and because the morning commute is over, there is less chance of being delayed by traffic as you make your way to school. During the winter months, the weather has usually warmed by the afternoon and most roads have been fully plowed. As well, afternoon classes allow time for swim lessons, library story time, tumbling class, or grocery shopping together in the mornings before heading off to school.

Preparation: Coming to school in the afternoon allows children practice for the longer elementary school day.

Questions?

Visit our website: www.DaySchool.us

Email: director@stmatthews.us

Call: 703.494.3090

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