

MESSIAH LUTHERAN SCHOOL 2011-2012 Registration Agreement

I hereby make application for the attendance of my child in Messiah Lutheran School. I understand that the Enrollment Fee and applicable Activity Fee is to accompany this application and **is not refundable**.

I have read and understand the fees. I will fulfill the financial obligations and adhere to the procedures set forth in the Student Manual. Fees for child care and after school care are due each Monday in advance. Child care fees are considered delinquent if not received by 5:00 p.m. on Wednesday of that week. Should fees be delinquent, there will be a \$5.00 late fee per week until the entire balance is paid. Transportation fees for students in our afterschool program are due on the first day of each month.

I understand that Messiah Lutheran School's vacation and sick policy is as follows:

- Payment is due on Monday of every week in advance, even during school holidays such as Christmas or Spring Break
- No child care charge if child is out sick for five (5) consecutive days; a doctor's note is required
- After being enrolled at Messiah for six (6) months, each child in child care or afterschool care is eligible for one (1) week vacation at no charge (**the child cannot attend at all during this week**) and a second week at half price.

I understand that Messiah Lutheran School's withdrawal policy requires two (2) weeks written notice and that two (2) weeks of fees shall be due at the time of withdrawal if student is withdrawn without two (2) weeks written notice.

I understand that, in the event I get three weeks behind in paying tuition, my child will not be able to attend until his/her account has been paid in full. In the event that the balance is not paid in full over the three weeks following my child's suspension, the account will be sent to a collection agency.

I understand that Messiah Lutheran School will assess a \$20.00 service charge on all returned checks. Accounts turned over for collection will be assessed the total collection and legal fees.

If your child lives with both parents, both parents' signatures are required below.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Medical/Other Requirements:

- A child new to MLS MUST have a current physical form on file prior to the first day of attendance.
- A child MUST have an updated immunization report on file prior to the first day of attendance.
- If you have legal custody of this child, a copy of the Court Order must be filed in the child's record to protect the school when refusing to release the child to a parent.