

**February 8, 2010**

**To: Gethsemane Lutheran School Parents**  
**From: Mr. Wendell L. Robson, Administrator**  
**Re: Re – enrollment for school year 2010-2011**

Now is the time of year that we begin the re-enrollment and new student enrollment for next school year. As we begin enrollment for the 2010-2011 school year, I want to share with you some specifics as to how we determine tuition and fees for the coming year.

First, I want to assure you that it is the goal of the leadership of this school and our church to keep tuition rates as low as we can and still fulfill our mission of a quality Christian education for our students. The evidence of this lies in the fact that our tuition rates and our day care rates are lower than many of the comparable programs in our community while our test scores are among the highest.

About 80% of our budget expenses go toward personnel costs. In order to give a modest cost of living increase and provide benefits for our staff, we need to increase our income each year. We have a dedicated staff that believes in the ministry of this school and are willing to work for salaries that are lower than comparable positions in public schools and other private schools.

The other 20% of our costs are related to operational costs that include expenses like utilities, capital and maintenance expenses, curriculum materials, licensing fees, and other programs in our school. Thanks to the efforts of our Parent Teacher Organization (PTO), an additional \$15,000-\$25,000 is raised at our annual auction to cover the cost of materials and curriculum that otherwise would have to be covered by our school budget.

Our income for operating our school comes from three sources:

Tuition – 77%; Gethsemane Church – 15%; Annual Fund Drive (*Stand in the Gap*) – 8%.

This past year we received only 40% of our goal for the *Stand in the Gap* fund making it a challenge to meet our financial budget this year.

For the past two years, our registration rates and day care rates have not been raised. Last year, our tuition increase was less than \$10 per month. Our goal is to meet the expenses necessary to maintain an excellent academic and quality Christian education while keeping our tuition and fees affordable for families. With that goal in place, there will be a small increase in fees for the 2010-2011 school year.

I recognize that all the economic justification in the world will not help families with limited means who still have to adjust for tuition increases. Some financial aid is available for those who qualify and have a need. We encourage ALL parents of students to participate in the Arizona Tuition Tax Credit Program through the Arizona Christian School Tuition Organization or other student tuition organizations. Also, if you receive a Gethsemane Church member discount and would like to pay the full cost of educating your child, we have a form you can fill out to designate the difference as a tax deductible donation.

Included in your packet is the following:

### **SCHEDULE OF TUITION AND FEES 2010-2011**

#### **Registration Fees**

These fees cover the cost of books, paper and educational materials. We are offering a **15 % reduction** for registration fees paid in full by March 1, 2010. If you would like, you may make payments towards the full registration fees making sure that you pay the final amount in June.

#### **Tuition**

These rates have been slightly increased (2%) for next year. Even with the increase, G.L.S. has lower tuition rates than many area private schools. We strive to keep our education rates affordable while still being able to cover our increased costs. This year, we have increased the tuition rate for grades 7 & 8 higher than grades K-6. The reason for this increase is to assist in covering the cost of a Leadership/Team Building Retreat for 7<sup>th</sup> & 8<sup>th</sup> grade students that will be held at the beginning of the school year.

We also offer **the option of spreading out your tuition payments over 11 months** instead of 10 to make it easier on the monthly budget. If you opt for the 11 month payment plan, your 1<sup>st</sup> payment is due on July 1<sup>st</sup> and your last payment on May 1<sup>st</sup>.

#### **Before/After School Day Care Fees**

The State of Arizona has significantly increased the State Licensure Fee for day care. In order for us to cover these increased costs, we have had to enact a modest raise to our day care fees. A daily snack is included with after school day care.

### **RE-ENROLLMENT PROCEDURE AND FORMS**

Read and complete the attached forms. Turn them in to the school office as soon as possible. Enrollment opens to the public on March 1<sup>st</sup>. Submitting these forms will secure your child's place in next year's class.

### **TUITION TAX CREDIT INFORMATION**

#### **A.C.S.T.O.**

Gethsemane Lutheran School has partnered with the Arizona Christian School Tuition Organization for the purpose of securing tuition tax credit money for our students. Every G.L.S. family who pays taxes to Arizona or who has a tax liability to Arizona should participate in this program. It is a WIN/WIN program for you and for Gethsemane. The brochure explains the process. You can also ask us for help in the office with any questions you have. Tax credit donations can be made by check or credit card. Tempe Credit Union will also give short term interest free loans for the Tuition Tax Credit Program. There are so many easy ways for you to participate in this program and *significantly reduce* your Kindergarten through 8<sup>th</sup> Grade tuition here at Gethsemane. In 2009, only about 50% of our families participated in the tax credit program. We would love to see this participation level increase to 100% in 2010-2011.

**We want all our current families to be able to continue receiving the excellent Christian education here at Gethsemane.** If you need tuition assistance for your Kindergarten through 8<sup>th</sup> Grade student, we will help you get it from ACSTO, LEF, and/or a few other sources. Also, if you have been blessed financially and are able to make a contribution to help someone else with tuition payments, please contact Ann Ross or me in the school office.

### **UNIFORM STANDARDIZED DRESS CODE POLICY**

Students in Kindergarten through Grade 8 are required to adhere to this policy. There are many retail stores where you can purchase clothing that will fit our dress code. Please be sure that you stay with the allotted colors and styles for shirts, pants, sweatshirts, shorts, and jumpers. This information is also available in the school office and the school website: [glstempe.com](http://glstempe.com).

## **TRIP**

The *Tuition Reduction Incentive Program* is an easy way to reduce your tuition while shopping for items that you would buy every day like groceries etc. Orders are submitted on Mondays and filled on Thursdays. If you haven't been using T.R.I.P, why not start today!

## **PLEASE NOTE THE FOLLOWING:**

### **Carpool Transportation**

Students at Gethsemane come from all over the East Valley Area. If you are interested in setting up a carpool, or sharing transportation, contact the school office and we will give you the names of families who live in your area.

### **Open House**

Please join us on Saturday, February 20<sup>th</sup> from 9:00 a.m. until Noon for an Open House. Come tour our classrooms and meet with teachers. You can learn about the curriculum activities your child will experience next year. This year, we will have SNOW for our kids to play in along with refreshments for the whole family. Come join us and bring your friends and neighbors!

Serving the Master Teacher,

Wendell L. Robson  
Administrator/Principal  
Gethsemane Lutheran School

**To register your child, you must submit:**

1. **Application Form** – When providing mother/father information, please include the information on parent(s) the child lives with. Please complete and sign.
2. **Financial Agreement** – Please review and initial the financial agreement. Initial the appropriate tuition section. If you require day care – initial the appropriate section.
3. **Questionnaire** – This information will assist your child’s teacher. Please complete in full.
4. **Registration Fee** – The appropriate registration fee is required with your application. (A 15% discount will be given if this fee is paid in full by March 1<sup>st</sup>, 2010.)

**Please check in the school office to make any necessary updates to your existing Blue Card (Emergency Information and Immunization Record).**



**THREES, PRE-K & KINDERGARTEN  
APPLICATION FOR ADMISSION  
2010-2011**

1035 E. Guadalupe  
Tempe, AZ 85283  
480-839-0906  
Fax 480-839-8876

Last Name		First Name		M.I.		Grade Entering	
Street Address		Unit #		City		State	Zipcode
Phone Number		E-mail Address					
Date of Birth		Place of Birth				Gender	Ethnicity

Father		Mother	
Employer		Employer	
Occupation		Occupation	
Work Phone		Work Phone	
Cell Phone		Cell Phone	

Child lives with: Both Parents \_\_\_ Father \_\_\_ Mother \_\_\_ Other \_\_\_ (Explain)

Family Church Attended:			
Are you active?		Is your student baptized?	
School last attended			Grade

If your student has repeated a grade, please state the reason and grade:

Has student ever had any disciplinary difficulty in school? \_\_\_\_\_ If so, describe briefly: \_\_\_\_\_

My child will participate in all school activities involving church services, such as choir, concerts and special activities.  
\_\_\_ Yes \_\_\_ No

I will allow photographs and video recordings of my child to be used for the promotion of the school. \_\_\_ Yes \_\_\_ No

I will allow our phone number to be listed in the 2010-2011 School Directory. \_\_\_ Yes \_\_\_ No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**The following information will help the teacher know your child better; his/her needs and interests. This is for teacher's use only.**

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Name Child goes by \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

1. Previous school experience (name of school) \_\_\_\_\_ Dates attended \_\_\_\_\_

2. Are there other children in the family? (names and ages) \_\_\_\_\_  
\_\_\_\_\_

3. Approximate ages of playmates \_\_\_\_\_

4. What are your child's interests? \_\_\_\_\_

5. Does your child have any fears? \_\_\_\_\_

6. What is your child's favorite color? \_\_\_\_\_

7. What is your child's favorite food or snack? \_\_\_\_\_

8. What is your child's favorite book or story? \_\_\_\_\_

9. What is your child's favorite activity? \_\_\_\_\_

10. What does your child enjoy doing most with his/her father? \_\_\_\_\_  
\_\_\_\_\_

11. What does your child enjoy doing most with his/her mother? \_\_\_\_\_  
\_\_\_\_\_

12. Do you have any special concerns about your child's development or behavior such as:  
biting, pinching, speech or fine or gross motor skills? \_\_\_\_\_  
\_\_\_\_\_

13. Is your child potty trained? \_\_\_\_\_  
If not, when do you plan to start? \_\_\_\_\_

14. Does your child have problems separating from Mom or Dad? \_\_\_\_\_

15. Is there anything happening at home that might affect your child? (divorce, illness, etc)  
\_\_\_\_\_



THREES, PRE-K & KINDERGARTEN
FINANCIAL AGREEMENT
2010-2011

1035 E. Guadalupe
Tempe, AZ 85283
480-839-0906
Fax 480-839-8876

Please read and initial the following items:

Tuition is due on or before the first day of each month. \_\_\_\_\_

If tuition payment has not been received by the 5th of the month, a \$10 late fee will be charged to your account. If the 5th falls on a weekend, payment is due on Friday. \_\_\_\_\_

Tuition is calculated on a yearly basis. No discounts are given for illness or absence. \_\_\_\_\_

If tuition is not to be paid in full on August 1, 2010, choose and initial one payment plan below:

Table with 4 columns: Plan Name, Days, Monthly Amount, and Number of Payments. Includes 10 Month Payment Plan starting August 1, 2010 with options for 2-Day, 3-Day, and 5-Day for various grade levels.

Table with 4 columns: Plan Name, Days, Monthly Amount, and Number of Payments. Includes 11 Month Payment Plan starting July 1, 2010 with options for 2-Day, 3-Day, and 5-Day for various grade levels.

A child will be dis-enrolled with two weeks delinquency unless the administration is contacted and arrangements made for extension of payments. \_\_\_\_\_

Tuition will be collected for the entire month upon termination of student enrollment. Prepaid tuition refunds will be prorated. \_\_\_\_\_

Student records will be released after a signed release form is given to the office and after any outstanding charges have been paid. \_\_\_\_\_

No refunds will be given on registration fees. \_\_\_\_\_

Two checks returned for insufficient funds require that all future payments be made by cash or money order only. \_\_\_\_\_

Children dropped off at school prior to 8:10am will be admitted to Daycare, and must be signed in at the Daycare desk. The hourly rate will be charged for the amount of time the child is on the campus prior to 8:10am. \_\_\_\_\_

Children not picked up within 15 minutes of dismissal time will be admitted to Daycare. Your account will be charged the Daycare hourly rate until the child is picked up. \_\_\_\_\_



THREES, PRE-K & KINDERGARTEN
FINANCIAL AGREEMENT CONT
2010-2011

1035 E. Guadalupe
Tempe, AZ 85283
480-839-0906
Fax 480-839-8876

FINANCIAL AGREEMENT (cont'd)

FOR THOSE REQUIRING BEFORE AND AFTER SCHOOL CARE:

Extended childcare payments are made weekly and due on Monday of the current week;
paying in advance for your child's attendance that week: (These are fees for childcare only)

Enroll my child in the following: (choose the one that applies)

Table with 4 columns: Age/Day, Days, Rate, and Fee Type. Rows include 3's 2-Day T-TH \$55.00 Per Week, 3's 3-Day M-W-F \$80.00 Per Week, 3's & 4's 5-Day \$115.00 Per Week, K-8th 5-Day \$70.00 Per Week, and All Ages/Grades \$8.50 Hourly Rate.

Please indicate the time you anticipate bringing your child in the morning:

Please indicate the time you anticipate picking up your child in the afternoon:

Credit will be given on extended childcare fees when a child is ill 5 consecutive days or more

A late pick-up fee is charged to your account after 6:30 p.m. From 6:31 p.m. until 6:45 p.m. the
charge will be \$10.00, with an additional \$1.00 per minute charge after 6:45 p.m.

A daily rate of \$45.00 will be charged if childcare is used when school is not in session, but the
Daycare center is open. (i.e. President's Day, etc.) It is necessary to enroll your child in advance
for childcare on these days.

In order to use the Daycare facilities over extended periods, such as Spring Break or Christmas
Break, it is necessary to enroll your child advance and a different rate schedule is
in effect (see rate schedule for more information).

As a Christian school, we expect our students to show pride in both their appearance and manner of dress. Research also indicates that student dress often sets patterns for classroom behavior.

The following is the policy for student dress to be followed by all students enrolled in Kindergarten through 8<sup>th</sup> Grade at Gethsemane Lutheran School. Every attempt has been made to make this program as simple as possible. These clothing items may be found in the uniform shop at a number of local merchants (J.C. Penny's, Sears, Target, WalMart and others). You may also get them from Lands' End, Dennison and Educational Outfitters in town or on the Internet.

*Please note: No logos, brand names or printing of any kind may be visible on or through outer clothing. All items are solid color. Over-sized, too large or too tight clothing will not be acceptable.*

- Navy blue or khaki cotton/cotton blends slacks or walking shorts (NO cargo pants, denim or denim type, or corduroy) – shorts no shorter than 4” above the knee and should not fall below the top of the knee.
- Belts are required with slacks or shorts that have belt loops. Belts MUST be solid black or solid brown with a standard belt buckle. Belts with decorations, designs, or sequins are not acceptable.
- Girls may wear navy blue or khaki skirt, skort or jumper (NO denim or corduroy) no shorter than 4” above the knee.
- Navy blue, white, red, light blue or ice pink polo-style knit shirt with collar, front button placket, short or long sleeves (solid color, no printing, no logos or trim of any kind) except official GLS logo.
- Plain blue, white or gray sweatshirt (Gethsemane Lutheran School logo allowed) may be worn over a collared uniform school shirt.
- Navy blue or white cardigan or pullover sweater may be worn over a collared uniform school shirt Peter Pan style blouse with collar and short or long sleeves (white or light blue).
- Shirts and blouses MUST be tucked in at all times.
- Navy blue or white crew socks must be worn.
- Girls may wear navy blue or white (solid color, no stripes or trim) tights or bike shorts under skirts, skorts, shorts or jumpers.
- Closed shoes must be worn – no sandals, no open-toe or open-heel shoes.
- Boys may not wear earrings.
- Hats or caps may not be worn indoors.
- Boy Scouts and Girl Scouts may wear Scout uniforms ONLY on days when meetings are held (no denim jeans).
- Coats (any color) may be worn to and from school, but not in the classroom. No advertising drugs or alcohol – no crude or suggestive sayings.
- Turtlenecks may be worn under a collared uniform school shirt.

**PLEASE REMEMBER: No logos, brand names or printing of any kind may be visible on or through outer clothing. Students will not be allowed in school unless dressed appropriately according to the standardized dress code. Parents will be called to bring appropriate attire.**

**If you have any questions regarding the School Dress Policy, please contact the School Office at 480-839-0906 ext. 120**