



St. Luke's Episcopal School

Journey Inward.....

Journey Outward.....

Journey Together.....

RE: Letter from the Director

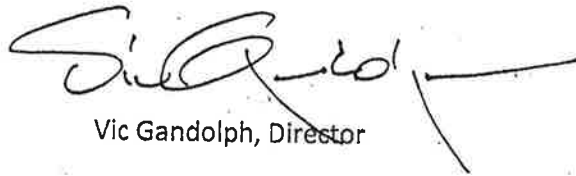
Dear Parent/Guardian:

My name is Vic Gandolph, and I am the Director of St. Luke's Episcopal School. St. Luke's Episcopal School has been servicing the Hot Springs community for over 50 years and is open to all faiths. St. Luke's is a developmental and academic program that guides the child in spiritual, intellectual, social, and physical development in a safe, Christian environment.

At St. Luke's you can expect superior education for the whole child – recognizing that each child has different gifts, talents, and abilities. Each child is nurtured to allow appropriate growth and development for a foundation of academic skills, spiritual awareness, and self esteem. Our students consistently score 90% or above on state assessments. We offer a state approved core curriculum. Our classes are led by accredited, experienced teachers and offer a low student to teacher ratio. Enrichment classes include Spanish, Music, Art, Computer Technology, Good Shepherd, Taekwondo and Physical Education. We also offer Summer Enrichment programs, as well as after-school care.

When students leave St. Luke's, they will have the foundation to excel in future academic endeavors. It is not uncommon to see our former students' names in the paper for academic excellence. All of these are what makes St. Luke's the premier Pre-School/Primary school in Hot Springs.

Sincerely,



Vic Gandolph, Director

Address: 228 Spring Street 71901 Hot Springs, AR Phone: 501-623-1653 Fax: 501-623-6164
Website: www.stlukesschoolhs.org

APPLICATION FOR ADMISSION

FALL

ST. LUKE'S SCHOOL

2018-2019

228 Spring St. Hot Springs, AR 71901 – (501)-623-1653

Current St. Luke Student: Y/N

Child's Name _____ Child's DOB _____ Age on 8/1/2018 _____

Home Address _____ City _____ State _____ Zip _____

Parent Name (1) _____ Relation to Child _____

Home Phone _____ Mobile Phone _____ Email _____

Work Phone _____ Workplace & City _____ Work Hrs _____

Parent Name (2) _____ Relation to Child _____

Home Phone _____ Mobile Phone _____ Email _____

Work Phone _____ Workplace & City _____ Work Hrs _____

If parents can't be reached, person to be called in an emergency:

Name: _____ Address _____

Phone _____ Relationship to child _____

Child to be enrolled in: (Circle one)

(18mo-2.5 yr/2 day) (18mo-2.5 yr/3 day) (18mo-2.5 yr/5 day)

(2.5yr-3yr/2 day) (2.5 yr-3yr/3 day) (2.5 yr-3yr /5 day)

(3yr/2day) (3yr/3day) (3yr/5day)

(4yr/3day) (4yr/5day)

Primary (5 day only) - (Kindergarten) (1st Grade) (2nd Grade)

ENROLLMENT REQUIREMENTS CONTRACT:

We hereby apply for the admission of _____ to St. Luke's School for the _____
(Student name) (School-year)

DATE: _____ PARENT'S SIGNATURE: _____

NOTE: \$100.00 Enrollment Fee and \$50.00 towards supplies is due when this completed application form is returned to the school. Completing the registration does not guarantee admission. If you are put on a waiting list and you decide not to come to St. Luke's, your deposit is refundable. If you decide not to attend St. Luke's and have been accepted, the registration fees are non-refundable.

ST. LUKE'S EPISCOPAL SCHOOL ENROLLMENT FORM

Student's Information:

Student's Full Name: _____			
Preferred Name: _____	Grade: _____	DOB: _____	Gender: _____
SSN: _____	Race: _____	Blood Type: _____	

Primary Family Information:

Address: _____			
City: _____	State: _____	Zip: _____	County: _____
Home Phone: _____			

Father's Information:

Father's Full Name: _____			
Preferred Name: _____	Title: _____	E-Mail: _____	
Mobile: _____	Company Name: _____		
Job Title: _____	Business Phone: _____	Ext: _____	
Fax: _____	Business E-mail: _____		
Emergency Contact: <input type="checkbox"/>	Allowed to pick up child: <input type="checkbox"/>		
Church Affiliation: _____			

Mother's Information:

Mother's Full Name: _____			
Preferred Name: _____	Title: _____	E-Mail: _____	
Mobile: _____	Company Name: _____		
Job Title: _____	Business Phone: _____	Ext: _____	
Fax: _____	Business E-mail: _____		
Emergency Contact: <input type="checkbox"/>	Allowed to pick up child: <input type="checkbox"/>		
Church Affiliation: _____			

Secondary Family Information:

Address: _____
City: _____ State: _____ Zip: _____ County: _____
Home Phone: _____

Father's Information:

Father's Full Name: _____
Preferred Name: _____ Title: _____ E-Mail: _____
Mobile: _____ Company Name: _____
Job Title: _____ Business Phone: _____ Ext: _____
Fax: _____ Business E-mail: _____
Emergency Contact: Allowed to pick up child:
Church Affiliation: _____

Mother's Information:

Mother's Full Name: _____
Preferred Name: _____ Title: _____ E-Mail: _____
Mobile: _____ Company Name: _____
Job Title: _____ Business Phone: _____ Ext: _____
Fax: _____ Business E-mail: _____
Emergency Contact: Allowed to pick up child:
Church Affiliation: _____

2018/2019 TUITION & FEE SCHEDULE

Ages	Monthly Tuition	Supply Fee	Book Fee	Registration Fee	Electronic Key Rent (non-refundable)	Yearly Tuition (fees & key not included)	Yearly Tuition w/5% discount (fees & key not included)
18mo-2.5 yr/2 day	\$265	\$100	0	\$100	\$50	\$2,517.50	\$2,391.62
18mo-2.5 yr/3 day	\$362	\$125	0	\$100	\$50	\$3,439.00	\$3,267.05
18mo-2.5 yr/5 day	\$459	\$150	0	\$100	\$50	\$4,361.00	\$4,142.95
2.5-3 yr/2 day	\$265	\$100	0	\$100	\$50	\$2,517.50	\$2,391.62
2.5-3 yr/3 day	\$362	\$125	0	\$100	\$50	\$3,439.00	\$3,267.05
2.5-3 yr/5 day	\$459	\$150	0	\$100	\$50	\$4,361.00	\$4,142.95
3 yr/2 day	\$265	\$100	0	\$100	\$50	\$2,517.50	\$2,391.62
3 yr/3 day	\$362	\$125	0	\$100	\$50	\$3,439.00	\$3,267.05
3 yr/5 day	\$459	\$150	0	\$100	\$50	\$4,361.00	\$4,142.95
4 yr/3 day	\$362	\$125	0	\$100	\$50	\$3,439.00	\$3,267.05
4 yr/5 day	\$459	\$150	0	\$100	\$50	\$4,361.00	\$4,142.95
Kindergarten	\$448	\$100	\$100	\$100	\$50	\$4,256.00	\$4,043.20
1st/2nd Grade	\$448	\$100	\$100	\$100	\$50	\$4,256.00	\$4,043.20

**** (All tuition & fees are subject to change)**

Activities included with tuition:						
Spanish	Computer	PE	Music	Tae-Kwon-Do	Good Shepherd	Art
18mo-Primary	3yr-Primary	18mo-Primary	Primary	4yr-Primary	3 yr-Primary	Pre K-Primary

Discounts:
* Multiple children: 10% off 2nd child's tuition
* Prepay full year tuition: 5%
* Bring own lunch: 2%
* Parishioner: 5%

To complete, we need the following:
* Social security number
* Copy of child's birth certificate
* Copy of child's vaccination record
* Copy of medical insurance

**Aftercare is from 3:00-5:30 with charges beginning at 3:16.
If your child is here after 5:30, it becomes \$20.00 per hour**

Aftercare charges are as follows:
3:16-3:30 - \$1.25
3:31-4:00 - \$1.75
4:01-4:30 - \$1.75
4:31-5:00 - \$1.75
5:01-5:30 - \$1.75

*** Lunch & breakfast included in tuition**

*** DHS vouchers accepted**

*** Monthly tuition is a leveled payment based on total tuition divided by 9.5 months.
178 days x daily rate divided by 9.5 (August is based on half month tuition)**

* Number of school days
 2 day classes - 72
 3 day classes - 106
 5 day classes - 178

ST. LUKE'S EPISCOPAL SCHOOL
Additional Student Information and Parental Permission Form

Student Name: _____ Date: _____

Class Choice (Circle One):

18 mo-2 1/2: 2 days / 3 days / 5 days	2 1/2- 3: 2 days / 3 days / 5 days
3 yr old: 2 days / 3 days / 5 days	4 yr old: 3 days / 5 days
Kindergarten 5 days	1st Grade 5 days
2nd Grade 5 days	

Does your child have any food allergies?

Yes

No

If yes, please describe them: _____

Does your child have any special needs?

Yes

No

If yes, please describe them: _____

If you have court paperwork or child custody directives, please indicate that here and make sure you leave instructions with the Director. _____

Do we have permission to give emergency treatment and/or transport your child for emergency medical care? Every attempt will be made to call you if this becomes necessary.	Yes	No
Does your child have permission to work in the computer lab?	Yes	No
May photographs/video of your child be in the newspaper, social media or on the school website?	Yes	No
Do we have permission to apply sunscreen to your child?	Yes	No

Parent Name: _____

Parent Signature: _____

Emergency Contact Information:

Name: _____	Relation: _____	
Home Phone: _____	Business: _____	Mobile: _____
Name: _____	Relation: _____	
Home Phone: _____	Business: _____	Mobile: _____
Name: _____	Relation: _____	
Home Phone: _____	Business: _____	Mobile: _____

Medical Contact Information:

Physician: _____	Phone: _____
Physician Address: _____	

Dentist: _____	Phone: _____
Hospital: _____	Phone: _____
Insurance: _____	Phone: _____
Policy Number: _____	

Pickup Information:

Name: _____	Phone: _____
DL #: _____	Tag #: _____
Notes: _____	
Name: _____	Phone: _____
DL #: _____	Tag #: _____
Notes: _____	
Name: _____	Phone: _____
DL #: _____	Tag #: _____
Notes: _____	

TUITION PAYMENT OPTIONS

The following are the options by which you can pay your tuition at St. Luke's. You will be asked to pick one of these options when you register your child. Generally speaking this arrangement starts with your September payment. Once your fees and August tuition payment are paid all your ensuing tuition payments will need to pay by the method you choose. Tuition is the main source of income for the school and in order for the school to pay its operating expenses, we must receive tuition on a timely basis. All accounts must be paid in full from the previous year in order to register for the upcoming year. Tuition is due by the first of each month. If tuition is not received by the 7th of each month, a 10% late fee will be added. If your account is 2 payments past due during the year, your child may be suspended until the account is paid in full. These changes are necessary for the financial health of the school.

_____ Option 1: Pay by bank draft/credit card allowing the school to draft from your bank/card the tuition amount due each month. This amount will be drawn out of the account you provide to us on the first business day of the month.

_____ Option 2: Set up an auto pay arrangement with your bank to send us a payment for your tuition every month. Your auto pay tuition will be due on the first business day of every month.

_____ Option 3: Pre Pay full year 5% discount or ½ a year 2.5% discount.

_____ Option 4: Returning students: Continue payments options from previous school year.

Any aftercare charges that you may incur will be billed separately from your monthly tuition. Same guidelines as tuition applies. Everyone will still receive a statement to show what you have paid for tuition and aftercare. We will send your statement and invoice by email.

If you have any questions about tuition or any other financial matter you are asked to direct your question to Dee Vinson in the financial office (ext#14) or Vic Gandolph, Director (ext#25). We at St. Luke's strive to make our school accessible to everyone who wishes to attend. If at any time you have a need to discuss your financial arrangements please do not hesitate to call.

As a reminder, your monthly tuition is _____ per month, **NOT including aftercare**. This is the amount that will be withdrawn from the account you indicate, on the first business day of the month.

Student Name

Parent Signature

Date

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I (we) hereby authorize St. Luke's Episcopal School, hereinafter called COMPANY, to initiate debit entries to my (our) checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME: Bear State Bank . BRANCH: Hot Springs, AR 71913

ROUTING NO: _____

ACCOUNT NO: _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

CONSUMER NAME(S) _____
(PLEASE PRINT)

SIGNED: _____

SIGNED: _____

DATE: _____

CREDIT CARD OPTION:

Card Number: _____

EXP: _____ CVV: _____

Address to card: _____

CONSUMER NAME(S) _____
(PLEASE PRINT)

SIGNED: _____

SIGNED: _____

DATE: _____