



# IMMANUEL LUTHERAN SCHOOL

OPEN REGISTRATION PACKET  
2024-2025 ACADEMIC YEAR



# IMMANUEL LUTHERAN SCHOOL

1440 CORTLANDT STREET  
HOUSTON, TEXAS 77008

## OPEN REGISTRATION 2024-2025 ACADEMIC YEAR

February 5, 2024

To the Parent(s) of Prospective Immanuel Students:

Thank you for your interest in our school. Attached is our Open Registration Packet which includes an Application for Enrollment, Tuition and Fee Schedule, and a Program Selection Form. You may bring your child's completed application to the school office. Once your child's application has been accepted, you will be notified via email.

The non-refundable Enrollment Fee of \$325 would then need to be paid by cash, check or money order made payable to Immanuel Lutheran Church two days from the date of notification of acceptance. This fee secures a place for your child in our school. Your place is not guaranteed until the Enrollment Fee is paid. In July, you will receive a Student Records Packet to complete. Once those documents are returned and processed, you will be sent an invitation to our student management system, ChildPilot. ChildPilot is used to check your child in and out of school, pay tuition and fees with a debit/credit card, and generate invoices and tax documents.

You will receive a welcome letter from your child's teacher, school supply list, and information regarding our Meet the Teacher/Ice Cream Social once your Student Records Packet has been returned with all the required paperwork.

Immanuel Lutheran School was established in 1927 and operated as an Early Childhood through Eighth Grade school. Since 2011, Immanuel has maintained and operated an Early Childhood Education Program. In 2024 we were pleased to announce the addition of a Kindergarten class to our program.

Thank you again for your interest in our school and we look forward to your child joining our school community!

Peace in Christ,

Cathy Swanstrom  
Head of School  
CS/wmc  
Attachments

## FRIST DAY OF OPEN REGISTRATION

February 5, 2024                      Begins at 9:00 a.m. and continues until classes are at capacity. Once a class is full, we will accept applications for the wait list.

## OFFICE HOURS FOR OPEN REGISTRATION

February 5 – 6	9:00 a.m. through 4:00 p.m.
February 7 – 8	9:00 a.m. through 6:00 p.m.
February 19	Office Closed (President’s Day)
March 11-16	Spring Break (No Registration this week)
March 25-29	Holy Week (No Registration this week)
April 1	Office Closed (Easter Monday)
Regular Office Hours	9:00 a.m. – 4:00 p.m.

## WHAT TO BRING TO OPEN REGISTRATION

Completed Application (No blank spaces, please answer all questions)

Completed Program Selection Form

Child’s Birth Certificate

*(An original certified copy or a copy of the original is acceptable)*

Enrollment Fee of \$325 (non-refundable) Cash, Money Order, or Check made payable to Immanuel Lutheran Church. (All other payments may be made with a credit/debit card once you are enrolled in Child/Pilot)

## DELAYED START

Any student in the Toddlers Program that is approved for a Delayed Start will be assessed a monthly fee of \$200 to hold the child’s place in the class.

## FIRST DAY OF SCHOOL

The first day of School is Wednesday, August 14.

Tuesday/Thursday classes will begin Thursday, August 15.

Both days will be early dismissal days (11:30 a.m.) for all students.

# IMMANUEL LUTHERAN SCHOOL

Application For Enrollment



## STUDENT INFORMATION

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Student's Legal Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female  
*mm/dd/yyyy*

Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student Lives With:  Both Parents  Mother  Father  Other: \_\_\_\_\_

## PARENT(S) OR LEGAL GUARDIAN INFORMATION

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Father's Full Name: \_\_\_\_\_

Father's Cell: \_\_\_\_\_ Work Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Mother's Cell: \_\_\_\_\_ Work Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Sibling(s) Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

*If there are Custodial Court Orders in place,  
Immanuel Lutheran School must be provided a copy along with this application.*

## GENERAL INFORMATION

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Does your child have any physical limitations or special health conditions that we need to be aware of? (i.e. EpiPen)  Yes  No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child been tested/ evaluated or diagnosed with any learning difficulties/ disabilities?  Yes  No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child ever been suspended or asked to leave any school?  Yes  No  Not Applicable

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your child eligible to return to all previously attended schools?  Yes  No  Not Applicable

Name of last school attended: \_\_\_\_\_

How did you learn about our school? \_\_\_\_\_

If referred through a friend, what is their name? \_\_\_\_\_

## RELIGIOUS INFORMATION

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Are you (the family) active members of a local church?  Yes  No

If so, which Church? \_\_\_\_\_ Denomination: \_\_\_\_\_

Is the student baptized?  Yes  No When: \_\_\_\_\_ Where: \_\_\_\_\_

Would you like to learn more about Immanuel Lutheran Church?  Yes  No

# PROGRAM SELECTION FORM

2024 – 2025 Academic Year

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STUDENT'S NAME: \_\_\_\_\_

## PROGRAMS *(Refer to Tuition and Fee Schedule)*

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### TODDLERS (EIGHTEEN MONTHS)

- 5 Day – Half Day       5 Day – School Day       5 Day – All Day  
 2 Day (T, TH)       3 Day (M, W, F)

### TWO-YEAR-OLDS

- 5 Day – Half Day       5 Day – School Day       5 Day – All Day  
 2 Day (T, TH)       2 Day (T, TH) Extended  
 3 Day (M, W, F)       3 Day (M, W, F) Extended

### PRESCHOOL (THREE-YEAR-OLDS)

- 5 Day – Half Day       5 Day – School Day       5 Day – All Day  
 3 Day (M, W, F)       3 Day (M, W, F) Extended

### PREKINDERGARTEN

- 5 Day – Half Day       5 Day – School Day       5 Day – All Day

### KINDERGARTEN

- 5 Day – School Day       5 Day – All Day

## PARENT / GUARDIAN INFORMATION

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Name (Printed): \_\_\_\_\_

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

Enrollment Fee: \$325 (Non-refundable)

Acceptable Payment Forms: Cash, Money Order or Check *(Checks made payable to Immanuel Lutheran Church)*

## TUITION AND FEE SCHEDULE

2024 – 2025 Academic Year

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<b>PROGRAMS</b>	<b>Annual Tuition</b>	<b>Ten Monthly Installments</b>
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### **TODDLERS (EIGHTEEN MONTHS)**

5 Day – Half Day	\$7,450	\$745
5 Day – School Day	\$10,400	\$1,040
5 Day – All Day	\$12,350	\$1,235
3 Day MDO (M/W/F)	\$5,150	\$515
2 Day MDO (T/TH)	\$3,700	\$370

### **TWO-YEAR-OLDS**

5 Day – Half Day	\$7,450	\$745
5 Day – School Day	\$10,400	\$1,040
5 Day – All Day	\$12,350	\$1,235
3 Day MDO (M/W/F)	\$5,150	\$515
3 Day MDO (M/W/F) Extended	\$8,550	\$855
2 Day MDO (T/TH)	\$3,700	\$370
2 Day MDO (T/TH) Extended	\$5,950	\$595

### **PRESCHOOL (THREE-YEAR-OLDS)**

5 Day – Half Day	\$7,450	\$745
5 Day – School Day	\$10,400	\$1,040
5 Day – All Day	\$12,350	\$1,235
3 Day MDO (M/W/F)	\$5,150	\$515
3 Day MDO (M/W/F) Extended	\$8,550	\$855

### **PREKINDERGARTEN**

5 Day – Half Day	\$7,600	\$760
5 Day – School Day	\$10,550	\$1,055
5 Day – All Day	\$12,450	\$1,245

### **KINDERGARTEN**

5 Day – School Day	\$11,000	\$1,100
5 Day – All Day	\$13,000	\$1,300

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### **PROGRAM INFORMATION**

MDO – Mother's Day Out: Mornings Only 8:00am – 11:30am

MDO – Mother's Day Out Extended: 8:00am – 3:00pm

Half Day: 8:00am – 11:30am

School Day: 8:00am – 3:00pm

All day: 6:30am – 6:00pm

### **ANNUAL FEES**

Enrollment Fee      \$325 Per Student

Activity Fee          \$175 Per Student