



St. Michael Lutheran School
 3595 Broadway, Fort Myers, FL 33901
 (239) 939-1218 WWW.SMLCS.ORG

2011-2012 REGISTRATION PACKET

 New Student
 Re-enroll Student

Please complete one packet per family.

This entire packet must be completed and turned in to the school office.

*Failure to return the completed Registration Packets in a timely manner
 will jeopardize your child's position here at Saint Michael.*

Office Use Only:

Date Received: _____ **Processed By:** _____

Complete:

Step 2 of Enrollment Process: 2nd Tuition Payment: \$400

Membership Verification form (St. Michael Church members)

Grandparent Form

S.A.F.E.: Emergencies and Medication Requests

(One per family / Extra forms located in the office)

Tuition Declaration Form (green)

Records Requested from: _____
Former school

Other: _____

Notes: _____

**Piano, Strings, & Instrument Lesson Continue!
Information Available**



School Uniforms:

Sunshine School Uniforms will continue to be the provider for our school uniforms. They are located at Carrell Corners: 3591 Fowler Street, Fort Myers, FL 33901. Their telephone number is 239-275-6005. Shop early and avoid the August crowds!



Gym Shoes:

SNYDERMAN SHOES
1900 TRAILWINDS DRIVE
(239) 939-2239

Snyderman Shoes will continue to be our official supplier. Fliers to be sent home at a later date.

Florida's health
THE FLORIDA DEPARTMENT OF HEALTH

**MEDICAL EXAMINATION AND IMMUNIZATION
NOTICE for 2011-2012**

Student Health Records are checked periodically by the County Health Department. Students who do not have the required health records on file are subject to being asked to withdraw from school until such records are obtained. The following are required by Florida law to be on file in the school office prior to attendance:

Pre-Kindergarten, Kindergarten and all students entering from out of state.

Blue Florida Certificate of Immunization (Form 680) - Florida Statute 232.032 requires a Florida Certificate of Immunization upon entrance to school; therefore, the school board policy must require a certificate of immunization of all new students before entering school. These certificates may be obtained from a private doctor or the Lee County Health Department (332-9601).

Gold School Entry Health Exam (Form 3040) - Florida Statutes 232.0315 requires a school entry health examination upon initial entrance to a Florida school completed within one (1) year prior to enrollment.

Copy of Birth Certificate

Transferring Students within the State of Florida (Pre-Kindergarten through Grade 12)

Blue Florida Certificate of Immunization (Form 680) - Florida Statute 232.032 requires a Florida Certificate of Immunization upon entrance to school; therefore, the school board policy must require a certificate of immunization of all new students before starting school. These certificates may be obtained from a private doctor or the Lee County Health Department (332-9601). These records may be obtained from your previous school.

Gold School Entry Health Exam (Form 3040) - Florida Statute 232.0315 requires a school entry health examination upon initial entrance to a Florida school completed within one (1) year prior to enrollment. These records may be obtained from your previous school.

Copy of Birth Certificate

In addition to the routine requirements for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella, the following will be required:

ADDITIONAL IMMUNIZATION REQUIREMENTS FOR 2011-2012

- All preschool students thru 12th grade are required to have completed the hepatitis B vaccine series.
- All students in Preschool, Kindergarten thru 6th grade are required to have documented proof of Varicella (Chicken Pox) disease or vaccine.
- All students in kindergarten thru 12th grade are required to have a second dose of measles vaccine (preferably MMR vaccine).
- All students in 7th thru 12th grade are required to have a Td booster within the last 5 years.

(Revised January 2011)
P. Kalmar R.N.

School Insurance:

Once again we will be offering the School Accident Insurance Plan for our students here at Saint Michael.

Forms will be available for interested parents during August orientation.



Board Tuition Policy



We continue to require any monthly payments to be made through the FACTS or SMART system. If you do not plan to pay in full by April 16, 2011 please check the appropriate FACTS or SMART box to automatically roll over the existing account or complete a new FACTS form in the office. The first automatic cash transfer or payment will begin April 5 or 20, 2011. For the installment plan, if a student is withdrawn anytime after the acceptance of the student and payment of the second non-refundable tuition payment of \$400, tuition for a total of 3 months [Total Tuition / 10 =Monthly Amount] is due and will be retained and any balance beyond that will be refunded. For the prepaid tuition plan, any refund will be calculated using the same formula as the installment plan. A withdrawal may only be made in writing to the school principal with the parent's signature. Should a student transfer once the school term begins the aforementioned calculation will be used or a calculation of tuition per school days in session, whichever is greater. All financial aid requests must be done through the FACTS Grant & Aid application process online. www.factstuitionaid.com This process must be completed by April 15th. Should a default in tuition payments occur SML may file legal action, utilize collection agencies, and may place a lien on tangible assets.

Extended Care

Program:

You will be able to sign up for this program during the August orientation.

The information below will help you plan your schedules and the use of the program.

LOCATION: Extended Care is located in Early Childhood/Adult Education Center. Students will be picked up from this location. Doors are locked for security purposes and parents/guardians need to ring the door bell and/or knock in order to pick up a student.

PURPOSE: Extended Care is designed as a service to working parents of Saint Michael Lutheran School. The program provides students with a supervised, safe environment after regular school hours. The program can be used on an as needed basis or a more regular basis. The program fees are structured to allow this flexibility. If you are going to use the program on a regular basis we



have created the flat \$145.00 a month fee.

HOURS: Morning care, 7:00-8:00 A.M., Monday through Friday. Student(s) that arrive between 7:00 and 7:30 are charged \$5.25 and those that arrive at 7:30 or later are charged \$3.25.

Afternoon care, 3:00-5:30 P.M., Monday through Friday. Student(s) who use the service from 3:00-3:30 are charged \$3.25 and those who stay until 4:00 are charged a total of \$5.25. Any time spent after 4:00 P.M. the total charge is the daily rate of \$10.00. Parents need to pick up their student(s) by 5:30 P.M. **There is a \$10.50 CHARGE FOR EACH 5 MINUTES PAST 5:30P.M. FOR LATE PICK-UPS.** Your child deserves to know that someone will be there on time to take them home.

HALF DAYS—When the school calendar indicates a noon dismissal, Extended Care will operate from noon until 5:30 P.M. **NO SCHOOL FULL DAYS**— At certain times Extended Care is offered from 7:00 A.M. to 5:30 P.M. (Watch weekly for updates in the Saints Alive publication.) **Note: STUDENTS NEED TO BRING A SNACK AND LUNCH FOR HALF DAYS AND FULL DAYS.**

BILLING SYSTEM & CHARGES:

\$3.25-\$5.25 MORNING CARE ONLY-DAILY

\$3.25-\$10.00 AFTERNOON CARE ONLY-DAILY

\$150.00 FLAT MONTHLY RATE - Morning & Afternoon Care - Daily (based on attendance of 15 days or more a month)

\$16.00 for half days (12:00-5:30)

\$27.00 for whole days (7:00 A.M.-5:30 P.M.)



Bills will be mailed to your home at the end of the month. Prompt payment is expected and overdue accounts may jeopardize a student's enrollment in the Extended Care Program. Checks are made payable to: SMLS. Please indicate your child's name on the

check and note

EXTENDED CARE on your payment envelope. Please deposit the envelope in the drop box at school or the school reception area.



Food Service

♦ Updated forms will be available for interested parents during August orientation. Plan to stop by and have your child's finger image updated in the cafeteria on August 17th!

Planning Information:

Classroom Assignments: Your child is a unique individual. *“I will praise thee; for I am fearfully and wonderfully made: marvelous are thy works; and that my soul knoweth right well.” Psalms 139:14 (KJV)*

As we consider the best possible placement for your child at Saint Michael we will take those characteristics into consideration. The instructional staff will meet during the June workshops to recommend class lists to the administration. Lists will be finalized in July and families will be notified of their child’s placement in early August.

The form the staff will use to make recommendations contains the following categories:

Students Name:	Current Homeroom	Male Or Female	Average Grades(GPA)	Composite Percentile SAT	Church M / NM	Relational Conduct/Disc.	Special Notes:
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We also value your input as a parent. While the handbook states, *“Teacher Requests: Saint Michael discourages teacher requests for the following school year. Teachers and administrators work closely together to place students in the appropriate class. Many factors are taken into consideration in placing students. If a parent feels strongly about making a specific request regarding teachers and/or other students, they may submit their request in writing to the school office by May 1. They should list in detail the reasons for their request and realize that the request may not be able to be honored.”*

If you have a particular desire or concern about your child placement, I would welcome a letter from you stating your preference for placement and the rationale you have for making the request. Please understand that your input will be valued but your request may not be able to be honored and once I publish the lists in early August they are final. That is of course unless I make a clerical error, then I will admit my mistake and make an adjustment.

Calendar Planning: *The 2011-2012 full calendar can be found in the information center!*



The State of Florida requires its schools to be in session, ‘for the minimum number of 180 days of instruction or the equivalent on an hourly basis.’ The equivalent is defined as a minimum of 170 days with the following hourly equivalents. K = 3 hours/day; Grades 1-3 = 4 hours/day; and Grades 4-12 = 5 hours/day. Our National Lutheran School Accreditation (NLSA) requires that we be in agreement with the State regulations.

The calendar for the 2011-2012 school term provides the following:

- 170 days of instruction. The average day at SMLS is approximately 6+ hours long.
- A long break for students approximately every 7 weeks. No half days of school prior to the long breaks.
- Extended Care services during some of the long breaks.
- Five (5) curriculum work days for the instructional staff during the school term.
- A ½ day of school for students at the end of each quarter so the instructional staff can do grading in the afternoon.
- Two days for Parent-Instructor conferences in the fall.
- Designated days for use if needed for hurricane make-up days.

All grades will be in session from 8:00 A.M. to 3:00 P.M. during the 2011-2012 school term.

? ? Questions ? ?

When you hear something that doesn’t sound right or that you haven’t read, you should have a question! Please call someone on the leadership team at (239) 939-1218.

We’ll share accurate and current information with you!



ST. MICHAEL LUTHERAN CHURCH & SCHOOL 

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