



GLORIA DEI LUTHERAN SCHOOL

REGISTRATION INFORMATION

Enclosed you will find a registration form for the 2010-2011 school year and also a registration form for summer child care.

Below you will find guidelines for registering for the 2010-2011 school year. For ease in the registration process, we encourage you to follow these guidelines:

* **You must register your child(ren) each year. Children returning to Gloria Dei for the 2010-2011 school year are not assured a place in school without a new registration.**

* Registration will begin **in-house** on **Saturday, March 13, 2010** from 9:00 a.m. until 12:00 noon in the Atrium at the Fox Hill Road Campus.

* Registration will open to the public on Monday, March 22, 2010.

* March 15-19 registration hours are between 8:30 a.m. and 4:30 p.m. On Monday, March 15, registration hours will be extended to 6:00 p.m. to assist working parents. Registration will be held in the Luther Library at the Fox Hill Road campus during the weeks of March 15 and March 22. Signs will be posted directing you to the Library. After March 26, please register in the school office.

* Registration Fee: \$80.00 for all **new** students
 \$75.00 for students re-enrolling

* Physical forms and additional registration forms for fall and summer are available in both the school office and the church office.

* Birth Certificates are required for all **new** students. Virginia state law requires that a member of our staff see a certified copy of the birth certificate, hospital record, or passport to verify identity. Please be advised that the law requires Gloria Dei to obtain this proof of identity. Should you have any questions, please contact Mrs. Robinson, Principal, prior to registration.

* Physical forms and immunization records: **All new** students to Gloria Dei Lutheran School **must** have a current physical form on file **prior** to the first day of school. All students entering kindergarten **must** have an updated immunization record on file.

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* To expedite accurate processing of the application, please be sure that **both** sides of the application are filled out completely.

* If your child lives with both parents, **both parents' signatures are required** following the Registration Contract at the designated spots.

* The summer child care registration form should be returned prior to May 14.

* A reprint from the Parents' Handbook is provided as a reminder of the "Pupil Placement and Teacher Assignment" policy of the school:

“Placement of pupils and assignment to a particular classroom teacher is the responsibility of the Principal. A variety of testing and evaluative procedures are used to assure objectivity and the best interest of the pupil in the admission and assignment decision. An effort is made to balance each class within a grade level as to the number of boys and girls in a heterogeneous academic grouping.”

We have implicit confidence in the personal integrity and professional capability of each faculty member. Several grades and preschool levels have more than one class; thus, more than one faculty member teaching at that level. Each teacher is thoroughly competent. The same curriculum will be followed. These and other factors insure a similarity of high quality teaching/learning environment for pupil and teacher.

Gloria Dei Lutheran School is an auxiliary ministry of Gloria Dei Lutheran Church and operates as a non-profit, parochial educational facility.

Gloria Dei Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Birthday Eligibility for Kindergarten

The official cut-off date and age requirement for entrance into the kindergarten program at Gloria Dei Lutheran School is September 30 – five years of age. The cut-off date has been extended for students with October and November birthdates who pass the entrance evaluation. Students with a December or later birth month will not be accepted into the kindergarten program.