



License #45200

# APPLICATION FOR ENROLLMENT

2019-2020

8001 NW 5<sup>th</sup> Street, Plantation 33324  
954-370-2161

Entering  
Grade Level

ELEM.-M.S.

Student's Name: \_\_\_\_\_  Male  Female

Birth Date \_\_\_\_\_

Child's Primary Address:  Both Parents  Father  Mother  Other \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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 Father  Mother  Other \_\_\_\_\_ Home # \_\_\_\_\_

Name \_\_\_\_\_ Cellular # \_\_\_\_\_ Authorize Text  Yes  No

E-mail \_\_\_\_\_ Cellular Service Provider \_\_\_\_\_

Employer/Occupation \_\_\_\_\_ Work # \_\_\_\_\_

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 Father  Mother  Other \_\_\_\_\_ Home # \_\_\_\_\_

Name \_\_\_\_\_ Cellular # \_\_\_\_\_ Authorize Text  Yes  No

E-mail \_\_\_\_\_ Cellular Service Provider \_\_\_\_\_

Employer/Occupation \_\_\_\_\_ Work # \_\_\_\_\_

## Secondary Address

Father  Mother  Other \_\_\_\_\_ Home # \_\_\_\_\_

Name \_\_\_\_\_ Cellular # \_\_\_\_\_ Authorize Text  Yes  No

Street \_\_\_\_\_ Cellular Service Provider \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Employer/Occupation \_\_\_\_\_ Work # \_\_\_\_\_

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**Family Information:**  Married  Separated  Never Married  Divorced  
 Deceased (Father) Date \_\_\_\_\_  Deceased (Mother) Date \_\_\_\_\_

Ethnic Group:  American Indian  Asian  Black  Hispanic  Caucasian  Other

Primary language spoken at home: \_\_\_\_\_

Sibling's Name \_\_\_\_\_ School Attending \_\_\_\_\_ Grade/Age \_\_\_\_\_

Sibling's Name \_\_\_\_\_ School Attending \_\_\_\_\_ Grade/Age \_\_\_\_\_

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Church Home \_\_\_\_\_ Pastor's Name \_\_\_\_\_

Religion/Denomination \_\_\_\_\_ Child Baptized  Yes, Date \_\_\_\_\_  No

## Are you interested in

Learning about the Lutheran Church? \_\_\_\_\_ A call by the pastor? \_\_\_\_\_ Having a family member baptized? \_\_\_\_\_

**New Applicant Admissions Information**

School last attended \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Reason for leaving \_\_\_\_\_

How did you hear about Our Savior Lutheran School? \_\_\_\_\_

Did a current school family recommend our school?  Yes  No If so, who? \_\_\_\_\_

-----  
Was your child enrolled in VPK last year:  Yes  No

Has your child ever experienced:

Accelerated or advanced class?  Yes  No

Grade retention?  Yes  No

Behavior issues?  Yes  No

Been suspended or expelled from school?  Yes  No

If yes to any of the above, please explain: \_\_\_\_\_

Are there any concerns that pertain to your child?

Speech  Yes  No

Reading  Yes  No

Math  Yes  No

If yes, please explain and provide appropriate documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child been evaluated by a school system, Child Find, or by any other agency/professional?

Emotion or Psychological needs  Yes  No

Current IEP or 504 Plan  Yes  No

If yes, documentation is required before acceptance will be confirmed.

**Photo/Video Permission – ALL APPLICANTS COMPLETE (PLEASE CHECK ONE):**

Full

I hereby grant permission to have my child’s image included in any print or electronic publication created or approved by Our Savior Lutheran Church & School.

Partial

I hereby grant permission to have my child’s image included in DVDs made for school families and school yearbook pages. Please do not post any image of my child on the school’s website and Facebook page with the exception of photos or videos taken during extracurricular sports and performance activities (ensemble, drama, bells, etc.) in which my child is enrolled.

**Contact Permission:**  Yes  No

Please include my child’s name, address, and telephone number on the class list, which is available on-line for each family in the school.

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We have read and understand the policies and procedures concerning tuition and registration fees at Our Savior Lutheran School, and we agree to abide by said rules. We understand that the registration fees are non-refundable and non-transferable under any circumstances. We hereby acknowledge that all information pertaining to this application is true, correct and complete.

The decision to accept the enrollment application of your child is, in part, based on the complete and accurate information you provide. Any errors or omission may result in an immediate change in your child’s enrollment status.

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date



# TUITION & FEE SCHEDULE 2019 – 2020

DOE #2584  
License# 4520

	<u>New Students</u>	<u>Returning Students</u>
<b>Application/Testing Fee</b>	\$ 50.00 (K -8 only)	N/A
<b>Registration Fees</b>	\$200.00	January-March \$150.00 April-May \$200.00 June-August \$300.00
<b>Technology Fee</b>	\$100.00 (K – 8 only)	\$100.00 (K – 8 only)
<i>Helps defray costs for technology purchases &amp; upgrades to hardware &amp; software, and ongoing subscriptions &amp; licenses.</i>		
<b>Security Fee</b>	\$150	\$150
<i>This fee, which helps defray the expense of on-site security, will be added to the annual balance after any applicable discounts are applied and will be paid per the selected payment plan.</i>		
<b>PACE</b>	\$200.00 (per family)	\$200.00 (per family)

**Application, registration, security, and technology fees are non-transferrable and non-refundable.  
Only half-day VPK students are exempt from the above fees.  
(Note: Child must reach the age of the program for which you are registering by September 1<sup>st</sup>.)**

## ANNUAL TUITION

<b>K-5th</b>	\$7,400.00	<b>6<sup>th</sup> – 8<sup>th</sup></b>	\$7,530.00	
<b>18 months – 2-year-olds</b>				
		<u>M-F</u>	<u>M/W/F</u>	<u>T/TH</u>
Full Day 8:30 am – 2:45 pm		\$7,400.00	\$4,600.00	\$3,500.00
Half Day 8:30 am – 12:00 pm		\$5,550.00	\$3,500.00	\$2,660.00
<b>3-year-olds</b>		<u>M-F</u>	<b>4-year-olds</b>	
Full Day 8:30 am – 2:45 pm		\$6,960.00	Full Day 8:30 am – 2:45 pm	\$3,850.00
Half Day 8:30 am – 12:00 pm		\$5,220.00	Half Day 8:30 am – 11:45am	Free (VPK)

<u>Extended Care Program</u>	<u>Time</u>	<u>Rates</u>
Early Care	7:00 – 8:15	\$ 3.00 per student
After Care	until 6:00 pm	\$5.00 for every 1.5 hour increment
18 mo. After Care	until 6:00 pm	\$7.00 for every 1.5 hour increment

Please see Financial Policies form in registration packet for more details including late fees.  
**Half-day VPK students will be charged a \$50.00 registration fee for Early Care.**

## Tuition Discounts

**Multiple Child** VPK students are not considered as siblings for the purpose of this discount.

The “1st child” is the child in the highest grade level.

	<u>1<sup>st</sup> child</u>	<u>2<sup>nd</sup> child</u>	<u>Additional children</u>
Oldest child in K-8	Rates listed above	25%	50%
Oldest child in Preschool	Rates listed above	20%	25%

**Prepaid Tuition Discount** - K-8 & all preschool 5-day, full-day students.....\$300.00

Discount applied, one per family, if annual tuition is paid in full by August 1, 2019.

Not applicable if receiving a Florida State Scholarship or OSL scholarship.

**K-8 Referral Program** - \$250.00 credit on last monthly tuition installment

This discount applies to families named as having referred a new student for K-8 and that student is enrolled for the entire year.

# 2019-20 Financial Policies

## Payment Plans

Payment Plans	Due Date	Automatic Withdrawal	Cash	Check (including web pay)	Credit or Debit (incl. web pay)
10 month August - May	Unless automatic withdrawal, 1 <sup>st</sup> of month; late after the 10 <sup>th</sup>	yes	yes	yes	yes
11 month August - June	Flexible - you choose date, 1 <sup>st</sup> – 28 <sup>th</sup>	yes	no	no	no
12 month July - June		yes	no	no	no

## Payment Information

- If paying in cash, be sure to personally receive a signed receipt. We are not responsible for any cash left in the office without getting a receipt.
- When paying by check, your canceled check is your receipt.
- For automatic withdrawal, the authorization form must be on file.
- Payments are accepted online at : [osplantation.school](http://osplantation.school)

### Tuition Late Payment Fee:

- \$30.00 after the 10<sup>th</sup> of the month (does not apply to automatic withdrawal payments)
- **If the 10th of the month falls on a holiday or weekend, payment must be in the school office or paid online the Friday before the 10th.** If there are extenuating circumstances that prevent payment being made on time, it is the family's responsibility to contact School Administration to make special arrangements for carrying out these financial responsibilities. In the event an account is behind for two (2) months or more, the account will be referred to the School Board for further action. Failure to keep any account current could result in the termination of a student's enrollment.

### Fees for Returned Payments

- \$25.00
- If the school receives 2 returned checks or 2 reversals of automatic or web payments per family, all future payments for the remainder of the school year must be paid in cash or money order.

### Records

- Records will not be released if accounts are not current (tuition, late fees, NSF fees, childcare charges, tardy fees, charges for damaged books, and any other charges).

### Absence/Withdrawal

- Tuition for the entire month is due whether or not your child is in attendance.
- Two weeks' advance notification in writing is required when withdrawing a student.
- For tuition purposes, students attending school during any portion of a month will be considered as having attended the full month.

Tardy Fees / K-8th Grade -- per Quarter

- \$5.00 for any unexcused tardy after the first two in that quarter. For details, see Family Handbook.

Re-Enrollment

- If an outstanding balance exists at the close of the 2018-2019 school year, any or all prepayments for the 2019-2020 school year will be applied to that balance.

**Should an account not be paid, the debtor assumes all costs of collection, including, but not limited to court costs, interest and legal fees.**

**Extended School Care**

- Students will not be charged aftercare during school sponsored sports or clubs, tutoring or lessons, or third party sponsored clubs that start by 3:15 pm as long as the student is picked up from the lesson/activity on time and does not return to aftercare.
- Some aftercare activities may require an additional fee for supplies. Participation is voluntary. If you have any questions in regard to any after school activity and fee, you may call the school office.
- When signing out your child, if the sign out time is left blank, the full day's extended care rate will be charged.
- Students who are picked up later than 6:00 pm twice will be suspended from extended care for 5 days. If a child is picked up late again, suspension is for 10 days. To re-enter the program, students will have to pay a registration fee of \$50.00 before they will be allowed to use extended care services again.
- Payments are due weekly. If your account goes over \$90.00, or is more than four weeks past due, your child could be suspended from extended care until payment is received in full. There will be a finance charge of 15% on all bills that are not paid within 30 days. These finance charges will be included on your weekly statement. For a complete delineation of finances, please check your account on FastDirect.

According to Broward County Child Care Facility Ordinance – 2004-2, Section 7-8.10, it states that – In the event a child is not picked up by an authorized person within one (1) hour after the scheduled closing time, the child care facility, unless other arrangements have been made in advance or the facility elects to remain open for a late pick-up, the facility shall immediately notify the Broward County Sheriff's Abuse Investigation Unit and the local Police Department or the Broward County Sheriff's Office so that the child can be picked up and the incident documented.

\_\_\_\_\_  
Mother/Guardian Signature                      Date

\_\_\_\_\_  
Father/Guardian Signature                      Date

**Our Savior Lutheran School admits students of any race, color, sex, or national origin. It does not discriminate in administration of its educational policies, admissions policies, scholarship program, and athletic and other school-administered programs.**

# AUTHORIZATION FORM For Automatic Withdrawal Payments



School/Organization Name: Our Savior Lutheran School

<b>FOR OFFICE USE ONLY</b>	<b>STUDENT #:</b>	<b>DATE:</b>
Effective date of authorization: ____/____/____ Name of student: _____		
Type of Authorization Form: <input type="checkbox"/> <i>New Authorization</i> <input type="checkbox"/> <i>Change banking information</i> <input type="checkbox"/> Change payment amount <input type="checkbox"/> Discontinue electronic payment <input type="checkbox"/> Change payment date		
Last Name		<i>First Name</i>
Address		
City	State	Zip
Email		
<b>TUITION PAYMENT PLAN</b> (please check one):		
<input type="checkbox"/> 10 Month Plan (Aug. through May) <input type="checkbox"/> 11 Month Plan (Aug. through June) <input type="checkbox"/> 12 Month Plan (July through June)		
<b>Date of first payment:</b> ____/____/____	<b>Payment frequency:</b> <input type="checkbox"/> Weekly on _____ <input type="checkbox"/> Monthly on _____ <input type="checkbox"/> Semi-Monthly (transferred on 1 <sup>st</sup> and 15 <sup>th</sup> of each month)	<b>Amount of first payment:</b> \$ _____ <b>Amount of ongoing payment:</b> \$ _____ <b>Amount of last payment (optional):</b> \$ _____
<b>CHECKING / SAVINGS</b>	Please debit payment from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (staple a voided check below)	Routing Number: _____ <i>Valid Routing # must start with 0, 1, 2, or 3</i>  Account Number: _____ 
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.  Authorized Signature: _____ Date: _____	
<b>CREDIT / DEBIT CARD</b>	Card Brand (check one): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card	
	Card Number:	Expiration Date:
	Name on Card:	
	Billing Address (if different from above):	
	I authorize the above organization to process transactions in accordance with the information above.  Signature (as it appears on the card): _____ Date: _____	

**If using a checking account, please attach a voided check over the credit/debit card section above.**

**Parents Active in Christian Education  
PACE  
License #45200**

**The purpose of PACE is to have every family serve at Our Savior Lutheran School in some way proportionate to their gifts. All families in our preschool, elementary and middle grades are responsible for fulfilling this requirement by serving a minimum of 20 hours per school year. Families receiving OSL scholarships are expected to log a minimum of 40 hours of service time (10 of the 40 hours must be served toward the Golf Tournament, which funds our OSL scholarship account).**

Each year families will be given the opportunity to list areas where they can be of service. Our Savior will make every effort to inform parents when assistance is needed; however, parents are encouraged to use their talents where they see the need, even if no request is made.

PACE hours are valued at \$10.00 per hour with a \$200.00 deposit paid in advance (half -day VPK families are not required to pre-pay the deposit; however, are still required to serve 20 hours). If ½ of the required hours are completed by Christmas break, \$100.00 will be credited toward any outstanding balance due in January. Reimbursement for any amount less than ½ of the required hours will not be made in January. All remaining PACE hours completed by April 30th will be credited toward any outstanding balance in May. If a family has no outstanding balances due, the January and May reimbursements will be issued as checks, **upon request**, instead of account credits, or may be rolled over for the next year's PACE deposit. Any hours completed between May 1<sup>st</sup> and the last day of school will be reimbursed by June 30<sup>th</sup>. All PACE hours for the school year must be completed by the last day of school. PACE hours cannot be carried over from one school year to the next year.

In the case of scholarship recipients, family accounts will not be credited PACE dollars until the first 20 hours have been completed. After that, accounts will be credited \$10.00 for each service hour completed up to the \$200 advance deposit and be eligible for reimbursements, account credits or rollovers as described above.

VPK half-day families that do not complete their 20 hours by the last official VPK day in May will be required to pay a tuition fee for the remainder of the OSL school year. VPK half-day families that complete their 20 hours may attend OSL until our last day of school for no charge.

*PACE dollars will not be refunded if any account is past due.*

Examples of how hours can be earned:

- Fundraising – Gift Catalogs & Cookie Dough Sales. (1 credit hour for every \$50.00 sold. Fund-raisers cannot be combined for credit hours. No partial credit is given.)
- Special Events (Thanksgiving Feast, Field Day, National Lutheran Schools Week, Walk-A-Thon, etc.)
- Church & School Work Days (designated Saturdays 9:00 AM - Noon)
- Professional Services
- Classroom help (credit is not given for birthday parties)
- Office help
- Golf Tournament

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***It is the responsibility of the parent to sign in at the office and record their service time.***

***The school cannot give you credit for PACE hours if we have no record of it.***

Classroom teachers and school staff have the forms to complete when hours are served at home. When on campus, even for pre-registered jobs, parents must sign in and out on that day in the school office. Parents can check their hours by calling the office or logging on to FastDirect. Adult family members, 18 and over, may earn hours for their family. Students may not earn PACE hours. PACE hours cannot be applied or transferred to another school family.

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I will do everything I can to fulfill my service requirement at Our Savior Lutheran School.

PARENT'S SIGNATURE \_\_\_\_\_

STUDENT NAME(S) \_\_\_\_\_

GRADE(S) \_\_\_\_\_

**Permission for Health Care/Insurance Information**

**Child's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Our Savior Lutheran School does not carry individual student insurance to cover accidents that occur during school hours; therefore, you are advised to carry your own medical and dental insurance. You are responsible for paying your own medical/dental bills, including insurance co-payments for any student injuries resulting from accidents that occur during school hours.

\_\_\_\_\_ My child is covered by twenty-four (24) hour student accident insurance or family insurance.  
Insurance Company \_\_\_\_\_  
Policy Number \_\_\_\_\_ or I have  
attached a photocopy of my family insurance I.D. card.

**OR**

\_\_\_\_\_ I do not have insurance; however, I will pay any and all medical bills for emergency care of my child.

**AUTHORIZED ADULTS** – Please indicate your name and phone number where you and another authorized person can be reached in the event of an emergency.

Father's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_

Another Authorized Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**EMERGENCY CARE** – In the event of an emergency in which I cannot be reached, the physician listed above and the local hospital are hereby authorized to provide any emergency care deemed necessary for my child.

\_\_\_\_\_  
Signature/Date

**FIRST AID** – In the event of an emergency, I authorize the staff to provide the following care. Minor cuts will be cleaned with soap and water. A band-aid will be applied if necessary. An ice pack will be applied to minor bumps. A baking soda and water mixture will be applied to insect bites.

\_\_\_\_\_  
Signature/Date

**HEALTH RECORD TRANSFER** – In the event of any emergency, I hereby authorize the transfer of my child's health records to the local hospital.

\_\_\_\_\_  
Signature/Date





# VOLUNTEER ACKNOWLEDGMENT

I attest my name is \_\_\_\_\_ and  
(print volunteer/foster grandparent name)

serve in the child care program known as Our Savior Lutheran School.  
(print name of child care program)

I serve as a (check one)

- Volunteer – As a volunteer, I do not receive any form of payment or compensation such as money, free or reduced child care, or any other type of compensation for my time. I also understand that as a volunteer, I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. If I volunteer 10 hours or more per month, or receive some form of compensation, I understand that I must submit background screening information in accordance with section 402.3055, Florida Statutes, and complete the state mandated training requirements.
- Foster Grandparent – As a foster grandparent, I adhere to all of the Foster Grandparent Program Guidelines pursuant to Title 45, Public Welfare, Code of Federal Regulations, section 2552.75. I also understand I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children and complete training as outlined in the rule 65C-22.003(1)(l), rule 65C-22.008(4)(a)7, or rule 65C-20.009(1)(a) Florida Administrative Code

I attest that I have read and that I understand the foregoing.

\_\_\_\_\_  
Volunteer/Foster Grandparent Signature

\_\_\_\_\_  
Date

**To Be Completed by the Owner/Operator/Director**

I attest my name is Linda Root, and I  
(print owner/operator/director name)

am the owner/operator/director of the child care program identified above. The above  
(circle one)

individual serves, under the above definition, as a volunteer/foster grandparent in this child care program.

I attest that I have read and that I understand the foregoing.

*Linda Root*

\_\_\_\_\_  
Owner /Operator /Director Signature

\_\_\_\_\_  
Date

Board of County Commissioners, Broward County, Florida  
**HUMAN SERVICES DEPARTMENT**  
Community Partnerships Division  
Child Care Licensing and Enforcement Section

**AUTHORIZATION FOR EMERGENCY TREATMENT**

Today's Date: \_\_\_\_\_

To Whom It May Concern:

I hereby give my consent to \_\_\_\_\_  
Name of Hospital  
to administer necessary treatment to my child, \_\_\_\_\_  
Name of Child  
in the event of an emergency at which time I cannot be reached. I give consent to transport by  
ambulance if situation warrants it.

**Name of Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Allergies of Child:** \_\_\_\_\_

**Date of Last DPT or Tetanus:** \_\_\_\_\_

**Insurance Company Covering Child:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_  
Name of Person Acknowledged

My Commission Expires:

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Print or Type Name of Notary as Commissioned

- Personally Known
- Produced Identification

Type: \_\_\_\_\_

#: \_\_\_\_\_

OUR SAVIOR LUTHERAN SCHOOL  
License #45200  
**Emergency Information 2019 - 2020**



Student Name: \_\_\_\_\_  Male  Female  
(Last) (First)

Date of Birth: \_\_\_\_\_ Grade/Class: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Call First:  Mother  Father  Other \_\_\_\_\_

Father: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Ms.  Mrs.

Mother: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Student Cell Phone (middle school only): \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

In the event 911 is called and an ambulance takes your child to a hospital, which hospital would you choose if a choice is made available:

Please list the child's known allergies, special medical conditions (such as asthma or chronic illness) and continued medications.

If allergies, special medical conditions, and/or medications are listed, you must list detailed allergy reactions, remedies and instructions regarding the treatment that must be administered. **If applicable, a #5 Authorization for Medication form must be on file.**

If more space is needed, please continue on the back of this page.

Permitted to remove child: Mother:  Yes  No Father:  Yes  No  
(If No is checked, a court order must be on file.)

**If Parents Cannot Be Contacted, The People Listed Below  
Can Be Notified And Are Permitted To Pick Up Child**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please update this information in the office as necessary throughout the year.**

Password: \_\_\_\_\_

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

## PARENT ACKNOWLEDGEMENT FORM



The **Family Handbook** has been written to provide the parents with information regarding the policies of Our Savior Lutheran School. It is the parent's responsibility to read the handbook in order to understand the school policies and discipline statements. You can access the handbook on Fast Direct under the Links tab. Parents are also expected to read the newsletters and notices sent home by the teachers and school office, and to access Fast Direct, the online system we use for emails, student assignments & grades, financial billing, and other school information on a regular basis.

Parents also have the responsibility to provide the school with updated home, work, and emergency telephone numbers as well as current email address.

By signing this form the parent acknowledges to having read the Family Handbook and agrees to abide by all of its policies.

This signed form will become part of your child's file.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature

Thank you for your interest in serving as a volunteer at Our Savior Lutheran School. As a volunteer, you will be assisting the staff in providing the best possible educational experience for each child. Your contribution of time will become an important part of our total effort.

The **Volunteer Handbook** contains information that will aid you in volunteering at Our Savior Lutheran School. If you need additional information, please contact us at [school@oursaviorplantation.org](mailto:school@oursaviorplantation.org), by calling the school office at 954-370-2161, or by stopping by the school office between 7:30 a.m. and 3:30 p.m.

Again, thank you for giving your time and talent to the children of Our Savior.

By signing this form the parent acknowledges to having read the Volunteer Handbook and agrees to abide by all of its policies.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

I have read and agree to abide by Our Savior Lutheran's Guidelines for **Field Trip Chaperones**.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

# Our Savior Lutheran School, Plantation

8001 NW 5th Street - Plantation, FL 33324

## Technology/Usage/Internet Access Code of Conduct/Cell Phone Policy

License # 45200

**Our Savior Lutheran School is dedicated to providing all students the opportunity of a more advanced education through the use of technology. In order to take advantage of this ever changing and expanding tool, the students must adhere to established ethics and procedures. The use of technology resources is a privilege, not a right.**

**I, \_\_\_\_\_, Grade \_\_\_\_\_, a student at Our Savior Lutheran School, agree to adhere to the following Technology Code of Ethics:**

1. I will appropriately access the computer hardware and software for authorized use only. I will not bring my own equipment, such as a laptop, without permission from the school administration.
2. I will not remove hardware, software, or software documentation from any room without prior permission from an authorized individual.
3. I will abide by the classroom procedures outlined by the supervising teacher.
4. I will not attempt to log onto any school computer without staff supervision including times outside of normal school hours.
5. I will immediately report any hardware or software malfunction to the teacher.
6. I will neither give nor receive from a fellow student unauthorized assistance relating to hardware, software, or classwork. I will not borrow a classmate's electronic media without permission from the teacher.
7. I will not copy, or change, or transfer any software or files belonging to another student. I will not erase, rename or damage anyone else's computer file, programs, or disks.
8. I will not eat, drink, or chew gum in the vicinity of any computing equipment.
9. I will not print without the teacher's permission.
10. I will not modify or delete any program or system files. I will only use files assigned for use by the teacher or files that have created. I will not install any software onto a computer unless instructed to do so by the teacher.
11. I will not download any cursors, wallpaper, screensavers, search bars, programs or games from the internet.
12. I will only log on to computers authorized for student use.
13. I will not modify the physical features of the computers. I will not disconnect any wires, USB pens, memory card/stick readers or cables from the computer or disassemble any parts.
14. I will not introduce any computer code designed to damage, or otherwise hinder the performance of any computer's memory, file or system software.
15. I will never use nor try to discover another's password. I will not allow another person to use my passwords.
16. I will not use the computer to annoy or harass others with language, images, or threats.
17. While on campus, I will use the internet only with the permission of my supervising teacher. While accessing the internet at school, I will only connect to the internet sites that contain information specifically relating to my schoolwork and approved by the supervising teacher. I will not post messages on any website nor access my email account(s) or use any program to communicate over the network.
18. I will not play games on any school computer unless specifically authorized by the teacher.
19. I will not use personal phones or cameras of any kind on campus. I will not send or receive texts or picture messages for any reason during school hours or while I am still on school campus. I will not access any social network sites via my cell phone.
20. I am responsible for reporting any witnessed infractions immediately to my teacher. Failure to do so will result in me being held equally liable.
21. I will not go beyond the scope of any lesson set by the teacher on the internet. (e.g. Rosetta Stone)
22. I will not access Fast Direct by using a parent or guardian's password.

# Our Savior Lutheran School, Plantation

8001 NW 5th Street - Plantation, FL 33324

## Technology/Usage/Internet Access Code of Conduct/Cell Phone Policy

License # 45200

As a user of the Our Savior Lutheran School computer network, I hereby agree to abide by Our Savior Lutheran School Technology Code of Ethics. I also agree to use the internet in a responsible manner while honoring all relevant laws and restrictions. I understand that violations will result in potential disciplinary action and, depending on the nature of the infraction, complete revocation of privileges may ensue.

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STUDENT NAME	(PRINT)	STUDENT NAME (SIGNATURE)	GRADE	DATE
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PARENT/GUARDIAN NAME (PRINT)	PARENT/GUARDIAN NAME (SIGNATURE)	DATE
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**As the parent or guardian of the student signed above, I grant permission for this student to access the internet under the provisions of the Technology Code of Ethics while on campus.**

*A copy of the Technology Usage/Internet Access Code of Conduct can be found in the Family Handbook. Please sign and return this form to the school office.*

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### CELL PHONE POLICY

Our Savior Lutheran School prohibits cell phones for any students below third grade. Students in Third grade through eighth grade students are allowed to have a cell phone in their back packs or purse. However, the cell phone must be turned off while on school property.

Students may not use or lend their cell phones for any reason while on campus. Phones will be confiscated if the policy is broken. Parents may not call cell phones while students are on school property. Messages should be left with the office staff. All restrictions apply during before and after school hours as well.

Students must have a signed copy of this policy in the school office in order to carry a cell phone. I have read the cell phone policy as stated in the family handbook and agree to adhere to the restrictions and stipulations in it.

Student Name (print) \_\_\_\_\_

Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

Cell # \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



## Our Savior Lutheran Church & School

License #45200

### **FastDirect Communications** [Fastdir.com/oursaviorplantation](http://Fastdir.com/oursaviorplantation)

Our Savior Lutheran School uses an on-line service called *Fast Direct Communications*. The FastDirect System will provide you with a convenient way of communicating with staff and accessing school information. Parents will have the ability to access:

- **Finances (tuition, extended care, etc.)**
- **The school and classroom calendars**
- **Student assignments, grades and report cards (K - 8)**
- **Teacher bulletin boards with current classroom information**
- **Student class lists (including parent data unless requested to be unlisted)**
- **Emails and communicate with teachers and the school office**
- **Family Handbook**
- **Registration forms**
- **Cafeteria lunch ordering**
- **Forms & Documents saved under Links**

After you have registered and we enter your data into the system, you will be given instructions on how to activate your account. **Please be sure to include your email address and cell phone service provider on your enrollment application.** Your cellular provider is necessary for any Fast Direct Emergency Broadcasts even if you did not authorize to receive text messaging on your enrollment application.

***We request that every family utilize this system and log in on a regular basis to keep informed about important events. Most of the school communication with parents is done on Fast Direct. Please let us know if you do not have internet access.***

If you have any questions, please call the school office at 954-370-2161.



**Our Savior Lutheran Church & School**  
8001 NW 5 Street  
Plantation, FL 33324

### **Florida Tax Credit Scholarship Program**

Our Savior Lutheran School participates with Step Up For Students and the AAA Scholarship Foundation. Both organizations administer the Florida Tax Credit (FTC) Scholarship Program for low income students. The scholarship covers up to \$6,519.00 to be applied to the annual tuition. Families are responsible for tuition not covered by the scholarship and all other school fees.

You may qualify for the Step Up for Students or the AAA Scholarship if:

- Your child is entering Kindergarten through 12th grade.
- Your household income is at or below the amount shown on the income found on the Step Up for Students and AAA applications and websites.



**We highly encourage renewal families to submit their applications**

**31, to secure priority status.** Applications for new families should be available in early February.

Please visit [www.stepupforstudents.org/family](http://www.stepupforstudents.org/family) or [www.AAAScholarships.org](http://www.AAAScholarships.org)

**before January**

### **McKay Scholarship Program**

Our Savior also accepts the McKay Scholarship for students in Kindergarten through 8<sup>th</sup> grade. To be eligible for the McKay Scholarship parents must apply prior to withdrawing from public school. The student must also have an Individual Education Plan (IEP) or a 504 accommodation plan. A meeting with our principal is required for all new students before registering in our school to determine if we can meet the needs of the student. Returning McKay students will be re-enrolled in the McKay Program as long as they have re-registered in our school. Families are responsible for tuition not covered by the scholarship and all other school fees.

### **Our Savior Lutheran School Scholarships**

Our Savior Lutheran School is contracted with FACTS Management to electronically process our scholarship applications. **OSL scholarship applications will not be considered for families qualified for Step Up, AAA, or McKay Scholarships.** Returning families can connect to the FACTS scholarship application through a link on our Fast Direct Website: [www.fastdir.com/oursaviorplantation](http://www.fastdir.com/oursaviorplantation). Families new to our school can access the application at [www.factstuitionaid.com](http://www.factstuitionaid.com).

Benefits of FACTS Grant & Aid Assessment management:

- Convenience & Security: Parents supply all needed information online. All information submitted is confidential.
- Additional documentation such as Tax Returns will be requested directly by FACTS.
- FACTS accepts calls and e-mails directly from families.
- With FACTS, the school maintains decision-making control. We will be able to adjust to any special circumstances that may arise.
- FACTS provides the scholarship committee a concise income-based need assessment per applicant which enables the administration to remain focused on our educational goals.

In order to be considered for a scholarship, the student(s) must be registered and the non-refundable registration fee paid. To maintain a scholarship, students must attend school regularly and maintain at least a C average. Scholarship recipients are also required to log 40 PACE (service) hours per school year.

FACTS is only being used to **process** OSL scholarship applications. The actual funding is raised with our annual Swing for Scholars Golf Tournament. **For state awarded scholarships (Step Up, AAA, & McKay), please continue to apply directly to the respective organization.**

We thank you for your continued trust and your support of Our Savior Lutheran School.



## **ALL STUDENTS:**

Please print for your records  
School Calendar

## **PRESCHOOL ENROLLMENT FORMS**

### Please print and return forms:

Application for Enrollment (2 pages)  
Tuition/Fee Schedule  
#1 Child Enrollment Information  
Financial Policies (2 pages)  
Simply Giving (Thrivent) – automatic tuition deduction  
PACE  
Preschool Policies (2 pages)  
Permission for Health Care  
Alternate Nutrition Plan  
Food & Nutrition Standards Code  
Swim Form (2 pages)  
Volunteer Acknowledgement  
Authorization for Emergency Treatment  
Emergency Information  
Parent Acknowledgement Form  
Technology Code of Ethics & Cell Phone Policy (2 pages)  
VPK Attendance Policy (VPK only - 2 pages)

### Please return with application (or no later than August 2, 2019)

Certified copy of birth certificate  
Health Exam – form HRS 3040  
Immunization Record – form HRS 680  
VPK Certificate of Eligibility

*We accept applications for VPK students as of January 2019. All VPK certificates must be turned in to the school office as they become available to ensure a spot for your child. For information on how to obtain your voucher go to [www.elcbroward.org](http://www.elcbroward.org)*

### Please read

FastDirect Letter  
Potty Training Policy  
Know Your Childcare Facility (2 pages)  
Influenza Virus Form (2 pages)

## **ELEMENTARY & MIDDLE (K-8) ENROLLMENT FORMS**

### Please print and return forms:

Application for Enrollment (2 pages)  
Tuition/Fee Schedule  
Financial Policies (2 pages)  
Simply Giving (Thrivent) – automatic tuition deduction  
PACE  
Permission for Health Care  
Volunteer Acknowledgement  
Authorization for Emergency Treatment  
Emergency Information  
Parent Acknowledgement Form  
Technology Code of Ethics & Cell Phone Policy (2 pages)

### Please return with student's application if new to our school

Certified copy of birth certificate  
Health Exam – form HRS 3040 (due by August 2, 2019)  
Immunization Record – form HRS 680 (due by August 2, 2019)  
Copy of most recent report card  
Standardized test scores  
Copy of IEP if applicable

### Please read

FastDirect Letter  
Scholarship Programs

**Note: Returning students in Kindergarten & 7<sup>th</sup> grade need updated immunization records.  
An updated health exam is due for all students every two years.**