



TRINITY LUTHERAN CHURCH AND SCHOOL

9123 George Avenue

Berrien Springs, Michigan 49103

Rev. Douglas Adams, Pastor
Church & Fax – (269) 471-7013
pastordouglasadams@yahoo.com

Mr. Mike Shembarger, Principal
School – (269) 473-1811
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Dear Parents,

Registration is now open for the 2021-2022 school year at Trinity Lutheran in Berrien Springs!

Enrollment packets are now available for all families online or in a packet if requested. With the pandemic affecting every family differently, we are here to assist you in this process if you are having any financial difficulties when registering your student(s). Our enrollment projects show an increase in our student population again for the coming school year with a host of improvements being planned. The improvement list includes:

- New furniture in all classrooms
- New flooring in the preschool room, our “Little Learners’ module, school office, and pastor’s office
- Additional new Science units in grades 5-8
- New Chromebook and iPad upgrades in all classrooms
- New Social Studies activities for grades 1-4
- Upgrade in our Spanish instructional model
- Continued improvement in reading/writing
- Upgraded heating/cooling system
- New “Great Start Readiness Program” preschool classroom
- Increased enrollment in daycare

“Equipping students for a lifetime of loving service to their savior Jesus Christ,” is the mission statement of our school. Trinity equips students for life spiritually, academically, physically and socially. We have been able to stay with “in person instruction” the entire year and intend to do the same this fall.

Trinity is proud of its Christ-centered academic education, the traditional values that are nurtured each day, and the family atmosphere in the school. We ask that you share the mission and story of the school with friends, family, neighbors and co-workers. **Trinity is a place for all denominations with the message of Jesus Christ driving our processes each day. We welcome all believers, nonbelievers and those from all denominations!**

Included in this packet you will find:

- Fees & Tuition information
- Before / After school fee information (One-time fee because tuition now includes before/after school care)
- Day School Enrollment Form(s)
- Financial assistance forms
- Trinity Member Tuition Policy
- TLS Financial Commitment Form

The \$225 Registration fee is due by June 15. Late registration fees will be in effect this fall and will be \$100 per student. We have a number of new students who are interested in coming this year and some classrooms are close to full. All current Trinity families get priority registration prior to June 15.

(Tuition costs this year will remain the same as last year with the exception of the before/after school fees.)

Tuition Assistance Programs/Scholarships

The Board of Education takes seriously its obligation to provide affordable tuition and understands the financial burden it can have on families. They stagger tuition costs, workout individualized payment plans and assist all families who have more than one child in our school.

Scholarships are also available to assist families with tuition through programs like:

- ❖ “Spartan’s for Christ” – A new tuition support program with donations given specifically to support students. Please see the principal for consideration.
- ❖ “Tuition Assistance Scholarships”- Parents may apply for this help based on financial need. The paperwork for this program is in the admission packet to be filled out and given to the office.
- ❖ Flexible payment programs can be set up in cooperation with the *Christian School Board* and principal. The board is willing to work closely with families who may fall short of meeting all the tuition requirements. Those needing assistance will be considered on a case by case basis.

Please help us “spread the word” about Trinity Lutheran School in Berrien Springs. Have your friends, or anyone who may want to learn more, contact the school at any time for a tour of our school. We are here to answer any questions or concerns they may have.

Please remember that if you refer a new family to the Trinity Lutheran School / Daycare programs you will receive a \$500 voucher to be used toward ^{your} their tuition costs. New families will need to specify the referring family when they register their student and should be a family not already receiving any services at Trinity.

Please call the office today at 473-1811 if you think you may need help, have questions, want to review bible study lessons, academic curriculum materials, or if you simply want to visit. We are here to serve!

God Bless,

Mike Shembarger, Principal / Daycare Supervisor
Trinity Lutheran School
Berrien Springs

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(269) 473-1811

Fees & Tuition 2021-2022

Registration Fee (per student) <small>(due by June 15th for current families)</small>	\$225	
Late Registration Fee <small>(will be applied after June 15th for current families)</small>	\$100 per student	
Classroom Activity Fee (per student) <small>(Due at Fall orientation)</small>	\$25	
Technology Fee <small>(Due at Fall orientation)</small>	\$100 (K-4 th grade)	\$125 (5 th -8 th grade)
Sports Fee (per family) <small>(Due prior to participation)</small>	\$30	

<i>Kindergarten/Early 5's* Tuition:</i>	<u>Members</u>	<u>Community Members</u>
Half-day	\$2,175/\$1,350/\$1,000 <small>1st child/2nd child/3rd+ child</small>	\$2,808/\$2,016/\$1,000 <small>1st child/2nd child/3rd+ child</small>
Tuition per month <small>(Paid over 12 months/July – June)</small>	\$181.25/\$112.50/\$83.34	\$234/\$168/\$83.34
Full-day	\$2,400/\$1,575/\$1,000 <small>1st child/2nd child/3rd+ child</small>	\$3,096/\$2,304/\$1,000 <small>1st child/2nd child/3rd+ child</small>
Tuition per month <small>(Paid over 12 months/July – June)</small>	\$200/\$131.25/\$83.34	\$258/\$192/\$83.34

****Must be 5 by December 1, 2021***

<i>Grades 1-8 Tuition:</i>	<u>Members</u>	<u>Community Members</u>
Tuition per year	\$2,400/\$1,575/\$1,000 <small>1st child/2nd child/3rd+ child</small>	\$3,888/\$2,664/\$2,160/\$1,000 <small>1st child/2nd child/3rd child/4th+ child</small>
Tuition per month <small>(Paid over 12 months/July – June)</small>	\$200/\$131.25/\$83.34	\$324/\$222/\$180/\$83.34

Please note that the oldest child will be considered as the first child.

5% discount off tuition if paid in full by 1st day of school (K-8).

Before & After School Care – Included with the cost of tuition with a one-time annual participation fee of \$225 for one child, \$400 for two children, \$500 for three children and \$125 per each additional child.

Please see back page for payment schedule



Payment Due Dates 2021-2022

July 2021	Monday, July 5 th
August 2021	Monday, August 2 nd
September 2021	Tuesday, September 7 th
October 2021	Monday, October 4 th
November 2021	Monday, November 1 st
December 2021	Monday, December 6 th
January 2022	Monday, January 3 rd
February 2022	Monday, February 7 th
March 2022	Monday, March 7 th
April 2022	Monday, April 4 th
May 2022	Monday, May 2 nd
June 2022	Monday, June 6 th

*****Payment Policy*****

Please note that monthly payments are due on the first Monday school day of each month. A late fee will be assessed after the due date.

Late fee \$10 (per student) \$25 (per family)

**If you have any issues paying tuition on time please call the office to speak with Ms. Sara Jasper BEFORE the due date. Thank you!



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Before/After School Care Registration

Tuition for those attending in grades K-8 includes before/after school care built into your tuition payments. This means that families whose kids attend here will NOT be charged extra for those services. The following criteria will apply to this program for the 2021-22 school year:

1. This system will apply only for the regularly scheduled school days on the school calendar.
2. On half days of school, students will be charged a fee to cover costs from 12:00-3:30pm but will not be charged for the time from 3:30-6:00pm (already built into your tuition).
3. All eligible students must preregister and pay a one-time annual participation fee to receive services for the year.
4. We are required to have registration paperwork filled out for every child enrolled in our Before & After School Care program. If you participated in this program last year you will find a registration packet in your folder. If you did not participate last year but would like to enroll your child for next school year, please see the school office to register for this program.
5. To allow for proper staffing we need parents to communicate a schedule for their child(ren) as far in advance as possible.

Annual Participation Fees

One student	\$225
Two students	\$400
Three students	\$500

(\$125 per each additional child over three)

We are excited to offer this opportunity to you and your family. We hope this allows our families a chance to better manage their tuition payments and will increase the number of families who consider attending Trinity Lutheran School because of the additional benefits.

Respectfully,

Mike Shembarger, Principal

DAY SCHOOL ENROLLMENT FORM

Enter Grade _____

Full Day or Half Day Kindergarten _____

Child's Legal Name _____
(Last) (First) (Middle)

Mailing Address _____
(No.) (Street) (City, State & Zip)

Phone Number (____) _____ Confidential: Y or N

Father's cell # _____ Mother's cell # _____

Father's e-mail _____ Mother's e-mail _____

Birthdate _____ Adopted? Yes ____ No ____
(Mo-Day-Yr) (City) (State or Country)

School District _____ Township _____ or City _____
 (of residence)

_____ I request that my child's teacher visit us during the summer.

This child has my permission to participate in interscholastic sports. Y or N

The signature of the parent or guardian implies consent for this pupil to take FIELD TRIPS that are prescribed by the school.

 (Signature of Parent or Guardian) (Date)

	FATHER	MOTHER
Full Name		
Address (if different)		
Occupation		
Church Affiliation		
Marital Status		

Has this child been baptized? Y or N Date _____ Where _____

IF YOUR STUDENT IS NEW THIS YEAR:

School last attended _____ Grade _____

School address _____
(No.) (Street) (City, State & Zip)

Reason for leaving _____

Please see other side

OTHER CHILDREN IN THE FAMILY

Full Name	Birthdate	Full Name	Birthdate

We believe that Trinity Lutheran School exists to offer Christ centered education to our children. This is the reason we are enrolling this child.

We believe that Christ is also the central part of our family. We will make this evident in our family lives in the following ways:

- ...We plan to attend church services on a weekly basis, unless health or emergencies do not permit;*
- ...We ask God's help also in our prayers and devotions in our home;*
- ...We will pray regularly for our school, its pupils, faculty and staff;*
- ...We will give sacrificially of our resources for the support of the church and the school.*

This pledge of our concerns and commitment we make joyfully, voluntarily and sincerely.

*I understand in signing this registration form that students who demonstrate behavior that consistently interferes with the educational environment are subject to expulsion as defined by the Trinity Lutheran School Handbook. I also understand that the Trinity Lutheran Christian School Board reserves the right to remove any student from continued attendance.

(Father's Signature)

(Mother's Signature)

NOTE: A child is not enrolled until we receive this form, fully completed, and the non-refundable registration fee.

EMERGENCY INFORMATION

Father's Employer _____ Work Shift _____

Mother's Employer _____ Work Shift _____

Father's Work Number (____) _____ Mother's Work Number (____) _____

IF YOUR CHILD HAS A DAY CARE PROVIDER:

Name _____ Phone Number (____) _____

In the event of an **illness/emergency**, please list an emergency contact(s) other than parents' home or work number: _____

Doctor _____ Phone Number (____) _____

Special Health Concerns or Instructions _____

Trinity Lutheran School Tuition Assistance Program

1. Tuition assistance is granted on a yearly basis.
2. Maximum tuition assistance will be 50% for members and 25% for non-members.
3. The Trinity Lutheran School Board of Christian Education or a subcommittee appointed by the Board of Christian Education will have complete jurisdiction in deciding who receives tuition assistance and the amount of tuition assistance.
4. The amount of tuition assistance will be dependent on the amount of funds available.
5. Applications for tuition assistance must be returned to the school office.
6. Completed applications along with a copy of the prior year Federal and State income tax forms and a copy of a current year pay stub **must be** submitted in a sealed envelope to the Chairman of the Board of Christian Education. A home church acknowledgement indicating the support expected must also be included with this application.
7. The information on the application and attachments will be used solely for the purpose of granting tuition assistance and will be kept in strict confidence by the evaluation committee. The application and attachments will be destroyed when the process is completed.
8. Dispersement of available funds will be prioritized as follows:
 - 1) Members
 - 2) Previously enrolled students who are members of other LCMS congregations
 - 3) Non-members, prior students
 - 4) Non-members, new students

Home Church Acknowledgment

Date _____

Dear _____,

We wish to send our child, _____ to a Christian elementary school and have chosen to enroll them at Trinity Lutheran School in Berrien Springs. We are currently requesting tuition assistance from Trinity Lutheran Church. However, as part of the application process, we are required to contact our home church to determine if they acknowledge the value of a Christian education and to allow them the opportunity to offer monetary assistance as well. Would you please fill out the bottom portion of this form and return it to me as soon as possible so that I might get the tuition assistance process underway for the upcoming school year? Thank you in advance for your support.

(see exception below)

Sincerely,

The approximate cost to send a child for one year at Trinity Lutheran School is \$3,800.

Our church does not sponsor students to attend private schools. I am declining to fill out the top portion. _____
(name of church)

Yes, our congregation _____ will support your child's tuition in the amount of \$ _____/year.

No, our congregation _____ is unable to support your child in a monetary way this year. We will continue to keep your child and Trinity Lutheran School in our prayers.

Pastor or Congregational Leader

Date

Trinity Member Tuition Policy

Trinity is thankful that member families of the church have realized the advantages of a loving, Christian education and have chosen to enroll their child(ren) at our school. To enhance the Christian education received and to further enrich each child's spiritual nurturing, it is expected that family church attendance be regular.

To be eligible for member tuition rates, families must be members of Trinity Lutheran Church, Berrien Springs.

- ❖ Regular attendance at worship services and Bible Class/Sunday School is encouraged. Attendance at worship services is measured by parishioners signing the friendship pads.
- ❖ Attendance at special worship services including Advent and Lent gives families a special time to ponder on the gift of their Savior, Jesus and His death on the cross for the forgiveness of sins.
- ❖ Attendance is measured quarterly.
- ❖ Attending worship services on a regular basis as a family sets a good role model for students.
- ❖ Statistics prove that parents' – especially the father's – worship attendance has a profound effect on the future attendance of the child(ren).
- ❖ A Commendable Church Attendance Award will be issued in June at the awards assembly to all students attending 90% of worship services during the school year. This award will be based on teacher records for the school year.

Once again the purpose of this policy is to promote and enhance the full Christian experience through our school and church. Our children are one of our greatest assets and they deserve and need our commitment on many levels.

Financial Commitment Form

- WHEREAS. . . upon enrolling our student(s) for the 2021-2022 school year registration and tuition costs were explained and are fully detailed in the Parent Handbook.
- WHEREAS. . . the registration and tuition costs are well below the actual cost per student (approximately \$6,400).
- WHEREAS. . . Trinity Lutheran School, through families paying tuition and the church's support, provides funding for its Christian-based academic education.
- WHEREAS. . . the funding is used to purchase curriculum materials, pay utility bills, provide for upkeep of the school facilities, and pay teachers' salaries. Also, realizing that if funds are not paid to the school on a timely basis the academic education offered to TLS students may suffer.
- WHEREAS. . . the Board of Education takes seriously its obligation to provide this Christian-based education to all families despite financial resources. Also, realizing that the Board will work with families to resolve extenuating financial circumstances through the Tuition Assistance Committee, a Scholarship program, and flexible payment schedules.
- WHEREAS. . . a late fee of \$25 per month shall be added to all delinquent accounts on the 10th day of each month that payment is not received unless payment arrangements have been made.
- WHEREAS. . . accounts that are past due by 90 days will result in the student not being allowed to attend class until the past due balance on the account is paid in full unless arrangements have been made prior to the account being delinquent.
- WHEREAS. . . accounts paid in full before the start of school will receive a 5% discount.
- WHEREAS. . . Trinity Lutheran School believes church attendance is an important part of Christian education, all students are encouraged to attend weekly church services. Also, realizing that Trinity Lutheran Church member families fall under the Trinity Member Tuition Policy (attached if applicable).
- WHEREAS. . . Students who withdraw after a semester starts will still be expected to continue to pay the remaining tuition costs through the end of the current school year. (exception requests must be submitted to the board of education.)
- THEREFORE by my signature I understand my financial obligation to Trinity Lutheran School.

(signature)

(date)