



Enrollment and Registration Information 2019-2020 School Year

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***"Our Mission is to empower students to reach their full potential,
walk in faith and serve others."***

Holy Cross Lutheran Christian Day School

*Learning with **HIS** Love and Care*

MISSION STATEMENT:

Our mission is to assist students in reaching their full potential, to walk in faith and to serve others.

VISION STATEMENT:

Holy Cross will serve as an example of exemplary Christian education, meeting the needs of all learners.

MOTTO:

“Learning in **HIS** Love and Care”

WE STRIVE TO:

- Bring each child to know and love Jesus Christ as Lord and Savior through religious instruction and an atmosphere of Christian discipline and love.
- Provide a high quality, total education for God’s children by meeting their academic, spiritual, intellectual, physical, emotional, and social needs.
- Maintain close contact with parents/guardians in respect to student progress and behavior.
- Encourage parents/guardians to develop a closer relationship in their families with their Lord and Savior and to develop strong parenting skills.
- Provide a well-trained faculty and staff that teach all basic curriculum areas while maintaining high standards of student achievement and quality of instruction.
- Encourage students to become creative and innovative problem- solvers in preparing them to deal with everyday life.
- Encourage students to love, care for and respect the rights, diversity, individuality and uniqueness of others and work effectively with them.

NON- DISCRIMINATION POLICY

Holy Cross Lutheran Christian Day School admits and does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs. The education program shall foster knowledge of, and respect and appreciation for the historical, contemporary, and Christian contributions to society of diverse cultural groups. It shall provide equal education opportunity to both sexes. Holy Cross Lutheran Christian Day School offers equal opportunities in its co-curricular and extra-curricular activities.

GENERAL FINANCIAL INFORMATION

TUITION PAYMENTS

- Tuition is an annual contracted amount but may be paid in monthly installments. Tuition is due on the **1st day** of each month.
- For those who are enrolled with VPK, SUFS, AAA, School Readiness or the McKay Scholarship program, parents are responsible for the difference between the scholarship and actual tuition, as well as other fees.

PAYMENTS AND RETURNED PAYMENTS

- A late fee of **\$40.00** will be automatically assessed on the 11th day of each month on all delinquent accounts (tuition and fees including OOS)
- If a payment is returned, the unresolved payment is due immediately in the business office by cash, money order or cashier's check. An administrative surcharge will be charged to the account as per Florida Statutes and must be paid in cash.

PAST DUE ACCOUNTS (Tuition and All Fees including OOS charges)

- Failure to respond immediately to requests for outstanding payment and/or returned payments may lead to your child's dismissal from class until the account is current. It is the **responsibility of the parents** to maintain proper communication with the business office if the account is not in good standing.

CONTRACT INFORMATION

- Upon signing the enrollment contract and/or tuition plan, the parent is committing to the obligation of paying all tuition and fees for the entire school year.
- Registration fees are **non-refundable**. After August 1st, no portion of tuition fees paid or outstanding will be refunded or cancelled in the event of a student's absence, withdrawal or dismissal from school.

WITHDRAWAL FROM SCHOOL / RELEASE FROM CONTRACT

- After August 1st, if a student is withdrawn for any reason and a release from contract is granted per the procedures in the school handbook, parents are responsible for all months in attendance and a \$500.00 withdrawal fee. If a student is expelled from school, parents are responsible for all months in attendance and a \$500 expulsion fee.

BILLING QUESTIONS AND DISPUTES

- It is the responsibility of the parent to review the monthly statement (tuition, OOS, fees) and bring any dispute to the attention of the business office **within 30 days** for review. After 30 days, all charges are considered to be valid.

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CHRISTIAN CODE OF CONDUCT

Holy Cross Lutheran School has a Christian Code of Conduct that is grounded in the **Statement of Belief** of Holy Cross Lutheran Church, and establishes parameters for acceptable behavior for students and staff of the Congregation and School. Detailed information on the school disciplinary plan can be found in the Parent-Student Handbook.

The following behaviors are in accordance with Holy Cross's Statement of Belief:

- Dressing in conformance with one's biological sex
- Using the restrooms, locker rooms, and changing facilities conforming with one's biological sex
- Abstaining from sexual conduct outside the marital union of one man and one woman.
- There is no place here for negative actions such as cheating, stealing, aggressive behavior, disruptive behavior or lack of respect for authority.

Holy Cross Lutheran Church and School has the right to discipline in Christian love or to request that a student be withdrawn, if that action would best serve the school community.

STATEMENT OF BELIEF

Holy Cross Lutheran School is ministry of Holy Cross Lutheran Church. As such, we adhere to the beliefs of Holy Cross Lutheran Church and teach our students according to these beliefs. By enrolling your child, you are acknowledging that your understanding and acceptance of this. Please read the complete Statement of Belief.

Steps for Completing Registration

Complete registration form ONLINE on Renweb(FACTS). You must have a Renweb account set up to do this. If you need assistance in completing this, kindly make an appointment with the business office.

Visit www.renweb.com (Please be advised that Renweb is transitioning to FACTS, so you may see these terms used interchangeably). Login to your child's Renweb page and click on **APPLY/ENROLL** then click on **Enrollment/Re-enrollment**.

1. Complete all fields. Do not leave any required fields blank or the registration will not be complete.
2. You must **complete the FACTS payment area**. You will select either the yearly, semi-annual, quarterly or monthly payment plan for your tuition. There is a yearly fee per family. The amount of the fee depends on the plan that you select. Fees range from \$20 to \$50 per year.
3. It is extremely important that you **take great care** when inputting information regarding your family, emergency contacts and individuals authorized to pick up your child from school. The information that you include will be used to generate emergency contact lists and authorized pick up lists. If the parent's names are not included under authorized pickup list, they will not generate on the list that is distributed to teachers and there will be delay at the beginning of the year as your child's new teacher is still learning about his/her students.
 - Include information on both parents, if applicable.
 - **List parents** also under emergency contacts
 - **List parents** also under those authorized for pick-up
 - If there are **special custody circumstances** it needs to be noted in the child's records and documentation may be requested.
4. Under student information, include information for "student mobile number" if the student actually has a mobile number. If the student **does not** have a mobile phone, **leave this field blank**.
5. **For middle school students only:** If you wish for your child to be able to leave school grounds on foot to walk home, please fill out the appropriate section, understanding that Holy Cross cannot accept responsibility for any student who leaves school property without adult supervision.
6. Be sure to fill out each section **completely** including Dr's. Name, insurance company, insurance company phone and policy #, etc. If your child does not have insurance, please type in "no insurance". **Do not leave any sections blank**. If there is a question that does not apply to your child, type in N/A.
7. It is very important that you give very **accurate and complete** information regarding **medical conditions, allergies and medications taken regularly**.
8. The registration fee must be paid in full at the time of registration via RENWEB (FACTS). You may use a credit card, debit card or bank account information to pay this fee at the time that you complete the registration. You will not be able to complete the registration until you pay the registration fee on Renweb(FACTS)
9. Come to the business office to sign a tuition plan agreement and submit other documents in the business office.

All steps must be completed for registration to be finalized.

TUITION SCHEDULE 2019-2020

PK2	2 by Sept. 1 st , not required to be toilet trained	Full day, 3PM pickup \$6000 yearly \$600 monthly	Extended Day, up to 6PM. \$6800 yearly, \$680 monthly
PK3	3 by Sept. 1 st , required to be toilet trained	Full day, 3PM pickup \$5900 yearly \$590 monthly	Extended Day, up to 6PM \$6700 yearly \$670 monthly
VPK ½ day Morning Only	Must be four by September 1st and present VPK Certificate of Eligibility	11:30AM Dismissal No Charge unless child is picked up late.	Students may stay until Noon and eat lunch at school for a nominal fee of \$20 per week.
VPK Full Day	Must be four by September 1st and present VPK Certificate of Eligibility	2:45PM Pickup \$5,800 yearly \$580 per month	VPK payment is subtracted from the total tuition.
K-8th	Must be 5 by September 1st to enter K5. Must be 6 by September 1st to enter 1st grade and have completed K5.	\$7200.00 yearly \$720 monthly	K5 Dismissal 2:45 1st-4th Dismissal 3:00PM 5th-8th Dismissal 3:15PM

Available Tuition Discounts:

Discounts may not exceed the actual cost of tuition and fees and will be adjusted accordingly.

Two students in the same family (must reside in the same home and be on one account)	5% off of the total tuition
Three or more students in the same family (must reside in the same home and be on one account)	10% off of the total tuition
For those without outside scholarships - Annual Payment (July) Semi-Annual Payment (July, December)	10% off the total tuition, Annual 5% off total tuition, Semi-annual
Annual Payment (July) For those with outside scholarships	5% off of the total tuition
Church Membership Discount	This discount is available for active church members of Holy Cross Lutheran Church . Active church membership requires at least 50% attendance in worship, participation in the life of the church and regular giving.
Financial Assistance	Limited financial assistance is available for families without other assistance such as SUFS. Must meet criteria (be a student in good standing for at least one year, K-8, and qualify financially). Financial

assistance is awarded based on availability, need and order of application. Please inquire in office.

REGISTRATION AND FEE SCHEDULE 2019-2020

New Student Application and Testing Fee

(K5 – 8th Grade) \$70.00 (testing and new set-up fee for Renweb)

Registration and Book Fees (inclusive):

Includes use of hardcover textbooks, one copy each of consumable textbooks, family membership in the PTL, one yearbook, one assignment pad (1st -8th), art class supplies (1st -8th), one Spirit Shirt.

Early Registration Fees: Registration must be completed by May 1st to qualify

PK 2 and PK 3	VPK Full Day	K5	1 st through 8 th
\$240.00	\$340.00	\$355.00	\$395.00

Regular Fees: After May 1

PK 2 and PK 3	VPK Full Day	K5	1 st through 8 th
\$340.00	\$440.00	\$455.00	\$495.00

Other Fees:

PK / K4 snack Fee	\$175, two installments Billed in Sept. and Jan.	Graduation Fee K5 Graduation Fee K4	\$75 billed May 1st \$30 billed May 1st
Technology Fee K4/K5	\$75, Billed in Oct.	Graduation Fee 8th	\$150 billed May 1 st
Technology Fee 1st- 5th	\$150, two installments Billed in Oct. and Feb.	Athletic Team Fee	\$50 per sport, payable in advance (\$35 for those enrolled in full time OOS)
Technology Fee 6th – 8th	\$280, two installments Billed in Oct. and Feb.	Late Payment fee	\$40 per month, billed on the 11 th of the month
This includes the rental and license fee of a Chromebook for the school year and accidental damage insurance.	These devices will be signed out to the student and parent at the beginning of the school year and will travel back and forth from home to school with the student. Parents are financially responsible for lost Chromebooks and will be	Returned Payment Fee	\$50.00 or less \$25 per Check \$50.01 to \$300.00: \$30.00 per Check \$300.01 or More: \$40.00 per Check Or an amount equal to 5% on the face Value of the Check, whichever is greater.

	billed for replacement cost.		
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Out of School Fees and Information (Before and After School Childcare) K4 through 8th Grade

Yearly Registration \$20 per student	This is charged the first time that a student attends OOS	
Early Drop-off Fee (Before 7:20AM) Beginning at 7AM.	\$1.00 per day	\$5.00 per week
After-care Childcare Until 6:00PM	This fee applies to any student who is not picked up after school and is signed in to after-school care (OOS) who HAS NOT been registered for the Full-time OOS program subsidized by The Children's Trust	\$50 per week or \$15 per day or any portion of the day (This includes PK2 and PK3 students who are registered for 3PM pickup but are picked up after 3:00PM)
Full-time Out of School Program Must be registered in The Children's Trust subsidized program and adhere to all requirements Until 6PM	\$100 per month** Must adhere to attendance requirements or regular rates will be charged	Must adhere to attendance requirements or regular rates will be charged
Teacher's Work Day or School Holidays (Drop-in)	\$30 full day for those not enrolled in OOS	No charge for those enrolled in Full Time OOS program and full-time PK
Early Dismissal	\$15 until 3PM for those not enrolled in full-time OOS program	\$25 until 6PM for those not enrolled in the full-time OOS program
Late Pick-up	OOS closes promptly at 6PM.	There is a \$20 flat fee plus \$1 per minute fee that will be charged for late pick-up.

The Out of School Program offered by Holy Cross Lutheran School is subsidized by the Children's Trust. Priority enrollment in OOS activities is given to students who are enrolled in the full-time OOS program. To be eligible for the full-time program, parents must complete the OOS form and ensure that their children are in the program for a minimum of 4 days per week until 5PM. If students do not meet attendance requirements, regular rates will apply.

Holy Cross Lutheran School adheres to all of the requirements of the Children's Trust including programming, documentation, record-keeping and attendance as it applies to our OOS program.



SCHOOL NUTRITION PROGRAM

- Holy Cross is a voluntary participant in the CEP program. This allows us to be able to offer a free breakfast and lunch program to our students. No student is charged for lunch or for optional breakfast.
- All lunches meet the nutritional requirements of the National School Lunch Program. Students have the choice of a hot meal, the sandwich of the day or a SBJ sandwich (Sunbutter and Jelly)
- All students will be given milk to drink. This is a requirement of the NSLP. Milk allergies must be medically documented.
- Students may eat the school lunch or bring lunch from home. All students must eat lunch.
- Lunches brought from home must be nutritional in nature and may not include soda or candy. A sandwich or other main course must be provided. Glass containers may not be used. A microwave is not available. Lunches from home must be brought in the morning. Fast food is not permitted. Students may not bring hot chips or hot fries to school.
- Lunches must be eaten in the cafeteria or other areas designated by the school. Lunches may not be taken off school grounds. Thus, on early release days, students may eat lunch but they must finish eating the lunch entirely at school. If they are with their parents, then they must be under the supervision of their parents or they will be considered to be in OOS and be charged accordingly. Students must come in with their class to receive lunch.
- HOLY CROSS IS A PEANUT SENSITIVE SCHOOL. Due to the potential of significant allergic reactions by students who are allergic to peanuts, we do not serve food containing peanuts or peanut butter at school. Please do not send your child to school with peanut products in interest of the safety of others.
- Breakfast is served from 7:20AM until 7:50AM. Students must be in the cafeteria by 7:50AM to eat breakfast. They need 10 minutes to eat before they are dismissed to their classes at 8:00AM. If you cannot make it by that time, please provide breakfast at home.
- Breakfast typically consists of options such as cereal, milk, fruit, bagels and cream cheese, granola bars and juice. Once a week a hot breakfast is served.
- Students must sit in an assigned area and exhibit appropriate behavior in the cafeteria during breakfast.
- After-school snack is provided by NSLP and is for consumption by students who are enrolled in and are attending the OOS program only.
- Birthday parties: If you are planning a class party, please provide juice and dessert (cake, cupcakes, etc.) to be eaten after lunch and please plan with the teacher in advance. If you wish to provide lunch for the students please note that it must be a **full lunch**. Pizza and cake is not a full lunch.

- **Please do not send in any food items containing peanuts or peanut-butter** to class parties due to possibility of allergic reactions by students with allergies. Check the ingredients.



PARENT TESTIMONIALS

As an educator, I am very concerned with the quality of education my son receives not only academically but socially and emotionally. I found all three of these in abundance at Holy Cross Lutheran School. My colleagues consistently remark about his intelligence and where he attends school. But even more importantly, my son receives love and concern on a daily basis. The teachers at Holy Cross keep in mind that school is more than just book learning. They truly are examples of Jesus love in the flesh. I have numerous options for my son but my choice is Holy Cross and always will be. J.N; Parent of 1 st Grade Student

“Holy Cross to me is one of the best schools, not just in education but also in staff. They are dedicated and passionate in their jobs. Dropping my daughter off in the morning, I am at ease knowing she isn’t just in school but with family.” C.V; Parent of 1 st Grade student

“Holy Cross has been a fundamental part of my children’s upbringing. As a working mother with five children, it is imperative to me that when I drop my children off at school, I can rest assured that they are not only receiving a great education and being taught values, but that they are safe. Holy Cross has far exceeded all of these expectations. The school is a community base for us and the staff is like a second family. They promote each child’s strengths and never give up on any one child, no matter what challenges they face. My son, now a junior in high school and a fine young man, said just a few days ago that now he can see that he is positively different than a lot of his peers because of the foundation that he received as a student at Holy Cross. Every day as I leave through the doors at Holy Cross, I thank God for that piece of mind.” S.L Parent of students in PK, K5, 4 th and 7 th as well as a graduate

“Holy Cross Lutheran School of North Miami provides a safe and loving environment for our sons to learn, grow, and let their personalities shine. My husband and I are grateful to the administration, faculty, and staff who welcomed our children with open arms, minds, and unconditional love. We find solace in knowing that our sons are shown patience, kindness, and understanding by instructors who are creating a solid foundation for them to learn, explore, and become loving Christians”. K. C; Parent of students in K5 and PK

“We feel blessed to have our children attend this school. Not only is it a good, Christian environment but it is also a very safe place. The staff is very friendly and my children are doing well academically. I hope they will be able to continue through high school”. SP and RP; Parents of students in K5 and 3 rd grade

“Holy Cross is not just a school but it is a family to us. The teachers and staff are extra special in that they go more than the extra mile for all of their students. Thank you Holy Cross for taking excellent care of our son during school and after care hours.” JB and EB, Parents of student in 3 rd Grade

“Holy Cross gives my husband and I a sense of security when it comes to our children’s education and especially their safety. Holy Cross strives for excellence and allows our children to thrive in a fun environment”. #iloveholycross CD; Parent of students in PK, K4 and 2nd Grade

I feel extremely blessed to be able to send my two children to Holy Cross School of North Miami. Not only do they receive a quality education, they are taught values, respect for one another, and are genuinely loved by all the staff. The school also offers sports and other enrichment programs my children thoroughly enjoy. Holy Cross is an environment my children really thrive in. G.K; Parent of K5 and 5 th Grade student

Holy Cross where education is a priority and excellence is forever M.P; Parent of 3 rd Grade Student

STATEMENT OF FAITH Holy Cross Lutheran Church and Christian Day School

Jesus said, "Let the little children to come unto me and forbid them not, for of such is the Kingdom of Heaven."

Holy Cross Lutheran School is a ministry of Holy Cross Lutheran Church, where we help our children grow in faith and love in Jesus. Our School is known for academic quality and for our ability to aid our student in sound Christian moral development serving the people of our community. As a Christian school, our curriculum includes in class daily teachings from God's Holy Word. We integrate our Christian beliefs into everything we teach. Many parents wonder, "What will they teach my child about religion at Holy Cross Lutheran School?" Simply stated, Holy Cross Lutheran School exists to help ground our students in the living Christian faith as taught by our Lord and Savior, Jesus Christ. We teach about the Bible, faith, and Salvation.

We believe that:

- The Bible is the source and basis for all our beliefs. (2 Tim. 3:15-17)
- All people and all faiths are to be shown respect. (Matthew 22:39)
- Only through faith in Jesus Christ can people be saved. (John 3:16)

We teach about God. We believe that:

- God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
- God is one God, but three equal persons (Triune). He is God the Father, God the Son (Jesus), and God the Holy Spirit – not three Gods but one God. (Matthew 28:19)
- God is the Judge before whom all people will give an account for the lives they lead. (2 Cor. 5:10)
- God is a Savior (Jesus) who died for our sins and arose from the dead. (Acts 4:11-12)
- God is the Author of the Bible who, through the Holy Spirit, inspired men to write what He wanted to communicate to humankind – especially who He is, His truths, and how He has come to the rescue of humankind through the work of Jesus Christ. (2 Timothy 3:16)
- God is Love. He loves all people perfectly and completely. (1 John 4:9-10)

We teach about people. We believe that:

- People are created individually and specially by God. (Psalm 139:13-16)
- People are loved always and completely by God. (John 3:16)
- People are expected by God to live lives of holiness and perfection. (Matthew 5:48)
- People are unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
- People are forgiven their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
- People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9) People, sadly, will be condemned to eternal suffering if they do not have faith in Christ. (Matthew 13:49-50 and John 14:6)

We teach about relationships. We believe that:

- People should submit to one another out of reverence for Christ. (Ephesians 5:21)
- People should tell their friends how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)

- Marriage is a holy union, created by God, and is intended to be between one man and one women. (Genesis 2:24, Mark 10:7, Ephesians 5:31, Corinthians 7:2)

*“For God so loved the world that He gave His only Son, that whoever believes in Him shall not perish but have eternal life.”
John 3:16 By enrolling your child, you are acknowledging that you received a copy of our Statement of Faith and you understand that we will be teaching your children) in accordance with our faith and practice as Holy Cross Lutheran School.*

HOLY CROSS LUTHERAN SCHOOL 2019-2020 Registration Checklist

Student’s Name: _____

Incoming Grade: _____

Registration Documentation:

- ___ Registration form completed in full online via Renweb.
- ___ Tuition plan and other documents completed, signed and dated in the business office
- ___ Facts Tuition Payment Plan completed, Facts Enrollment Fee paid online.
- ___ Annual Registration Fee paid online at the time of Renweb Registration.
- ___ Current Student Health Examination Form DH 3040 (Valid for two years from date of)
- ___ Current Florida Certificate of Immunization Form DH 680
 - ** (Health forms must be submitted to school by August 1st) **
- ___ Received school handbook (on school website or a printed copy can be requested).

New Students Only:

- ___ Complete the New Student Application / Testing Form
- ___ Submit previous school records and recommendation forms (Incoming K thru 8th grade)
- ___ Schedule and complete an admission test and Meet with the Principal or representative (K thru 8th grade)

PK and K4 Students Only:

- ___ FL. Dept. of Children and Family forms
- ___ “Ages and Stages” Developmental Screening Authorization
- ___ VPK CERTIFICATE OF ELIGIBILITY
- ___ VPK addendum (VPK students only)
- ___ VPK Enrollment Form (VPK only)

