



**2019-2020**

## **REGISTRATION PROCEDURES and INFORMATION**

**Our Mission:** Providing a quality, early childhood education, through a developmentally appropriate and Christ-centered curriculum, in an atmosphere of Christian love and grace.

*Thank you for your interest in Day One Christian Academy at Gloria Dei Lutheran Church. Please read the guidelines and follow the information sheet carefully. If you have any further questions, visit our website at [www.dayonechristianacademy.org](http://www.dayonechristianacademy.org).*

### **REGISTRATION PROCEDURES**

**First:** Complete **ALL** blank spots in the Registration Packet.

**Second:** Re-enrolling Students

- Completed Registration Form
- Copy of Insurance
- Current Immunization Form
- Volunteer Form

New Enrolling Students

- Completed Registration Form
- Copy of Insurance
- Current Immunization Form (birth through present age)
- Volunteer Form
- Copy of Birth Certificate
- Health Statement
- ImmTrac Consent Form

Submit **ALL** required documents with annual non-refundable \$75 Application Fee. Applications for enrollment are considered in the order received.

**Third:** A Letter of Acceptance will be emailed indicating a date to secure your child(ren)'s enrollment with an annual non-refundable \$225 Enrollment Fee. Failure to remit fees will result in forfeiture of your child's enrollment guarantee and automatically place your application into the waiting pool.

### **REGISTRATION INFORMATION**

Classroom placements reflect availability and ratios set forth by the National Lutheran School Association and the Department of Texas Child Care Licensing.

If your child has been diagnosed with a food allergy, an Emergency Care Plan must be completed.

Concerns regarding any special needs are required to be in writing and submitted with the registration packet.

Application and Enrollment Fees are not applied towards your child's tuition.

**Please detach this form and retain it for your personal records**