



Immanuel Lutheran Church and School
Early Childhood Education
1440 Cortlandt Street
Houston, Texas 77008
713-861-8787

2023-2024 OPEN REGISTRATION

February 10, 2023

To the Parent(s) of Prospective Immanuel Students:

Thank you for your interest in our Early Childhood Education program. Our church has been an integral part of the Heights community since 1919. Immanuel Lutheran Church is a member of the Lutheran Church – Missouri Synod. It has been part of our mission to provide quality Christian education to the community for almost a century. It would be our pleasure to schedule a tour of our facilities for you and your child if you have not already taken one.

Our open registration will begin on Thursday, February 16, 2023, at 12:00 p.m. Noon for the 2023-2024 school year. Since you expressed interest in our school, we are sending an Application for Admission, Program Selection Form, Tuition and Fee Schedule, and a Credit Card Authorization Form to be used only for the registration fee. Other forms of acceptable payment are cash and checks (made payable to Immanuel Lutheran School). Your child's place is not secured until you have been accepted and the registration fee paid. The only fee due with your application is the registration fee.

Once your child's place has been secured, you will receive an Enrollment Packet during the first week of July. After you return the Enrollment Packet, you will receive a school supply list and letter from your child's teacher. Your child will not be able to attend school until all fees and paperwork have been turned in.

You can return by e-mail, ecese secretary@immanuelhouston.org, or drop off at the Immanuel Office. Please see the last page of this packet for Office Hours for Registration. It is always advisable to call the office to confirm that we are open before dropping off because there are several holidays in March and April. We will confirm receipt of all applications

If you have any questions, please call the School Office or email ecese secretary@immanuelhouston.org

Peace in Christ,

Cathy Swanstrom
Early Childhood Director

CS/wmc

IMMANUEL LUTHERAN SCHOOL

Application For Enrollment

STUDENT INFORMATION

Student's Full Name: _____
First Middle Last

Date of Birth: _____ Sex: Male Female
dd/mm/yyyy

Address: _____ City: _____ State: _____ Zip: _____

PARENT(S) OR LEGAL GUARDIAN INFORMATION

Father's Full Name: _____

Father's Cell: _____ Work Ph: _____ E-mail: _____

Occupation: _____

Employer Name: _____

Mother's Full Name: _____

Mother's Cell: _____ Work Ph: _____ E-mail: _____

Occupation: _____

Employer Name: _____

Sibling(s) Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

If there are Custodial Court Orders in place, Immanuel Lutheran School must be given a copy with this application.

GENERAL INFORMATION

Does your child have any physical limitations or special health conditions that we need to be aware of? (ie. EpiPen) Yes No

If so, please explain:

Has your child been tested/ evaluated or diagnosed with any learning difficulties/ disabilities? Yes No

If so, please explain:

Has your child ever been suspended or asked to leave any school? Yes No Not Applicable

If so, please explain:

Is your child eligible to return to all previously attended schools? Yes No Not Applicable

Name of last school attended: _____

How did you learn about our school? _____

If referred through a friend, what is their name? _____

RELIGIOUS INFORMATION

Are you (the family) active members of a local church? Yes No

If so, which Church? _____ Denomination: _____

Is the student baptized? Yes No When: _____ Where: _____

Would you like to learn more about Immanuel Lutheran Church? Yes No

2023-2024 TUITION and FEE SCHEDULE

PROGRAMS	Yearly Tuition August through May	Ten Monthly Installments Starting August 1, 2023
5 Day - Half Day 8:00 a.m. – 11:30 a.m.	\$7,220.00	\$722.00
5 Day - School Day 8:00 a.m. – 3:00 p.m.	\$10,080.00	\$1,008.00
5 Day - All Day 6:30 a.m. – 6:00 p.m.	\$11,990.00	\$1,199.00
5 Day-Half Day Pre-K 8:00 a.m. – 11:30 a.m.	\$7,370.00	\$737.00
5 Day-School Day Pre-K 8:00 a.m. – 3:00 p.m.	\$10,230.00	\$1,023.00
5 Day - All Day Pre-K 6:30 a.m. – 6:00 p.m.	\$12,100.00	\$1,210.00
Toddlers and Two Year Olds Mother's Day Out 2 Day T/TH 8:00 a.m. – 11:30 a.m.	\$3,600.00	\$360.00
Two Year Olds Only Mother's Day Out 2 Day T/TH Extended 8:00 a.m. – 3:00 p.m.	\$5,780.00	\$578.00
Toddlers, Two and Three Year Olds Mother's Day Out 3 Day M/W/F 8:00 a.m. – 11:30 a.m.	\$4,980.00	\$498.00
Two and Three Year Olds Mother's Day Out 3 Day M/W/F Extended 8:00 a.m. – 3:00 p.m.	\$8,280.00	\$828.00

FEES:

REGISTRATION FEE: \$325.00 PER CHILD
 ACTIVITIES FEE: \$175.00 PER CHILD
 SECURITY FOB FEE: \$ 15.00 PER FOB
 ALL FEES ARE NON-REFUNDABLE.

PAYMENT OF FEES and TUITION:

REGISTRATION FEE IS DUE at the time of registration for new students and no later than February 14, 2023, at 4:00 p.m. for priority re-enrolling students.

ACTIVITY FEE, SECURITY FOB FEE, and FIRST MONTH'S TUITION must be paid in August before the first day of school (August 16, 2023).

REQUIRED REGISTRATION PAPERWORK:

Annual required enrollment paperwork will be sent to you the first week of July. Immanuel will begin accepting completed paperwork on August 1, 2023. All enrollment paperwork and required documents must be completed in full and submitted before your child can begin school.

MULTIPLE CHILDREN ENROLLED:

Families with more than one child (all siblings enrolled in 5-DAY PROGRAMS) may be eligible for a tuition discount. Please inquire.

YEARLY TUITION PAID IN ADVANCE:

A five percent discount is available for yearly tuition paid in full between August 1 and the first day of school. NON-REFUNDABLE. (May not be combined with any other discount.)

PROGRAM INFORMATION:

Toddlers Mother's Day Out (M/W/F and T/TH):
 Mornings Only (8:00 – 11:30 a.m.) (No Extended)

Pre-School Mother's Day Out: M/W/F only.

Pre-K (4's) Mother's Day Out: M-F only.

Summer: Available in June and July to students who attended Immanuel during the school year.

IMMANUEL LUTHERAN SCHOOL

Program Selection Form for the 2023-2024 Academic Year

STUDENT'S NAME: _____

STUDENT'S DOB: ____/____/____
mm dd yyyy

PROGRAM SELECTION *(Refer to Tuition and Fees Document)*

TODDLER

5 Day – Half Day 5 Day – School Day 5 Day – All Day

TWO-YEAR-OLD

5 Day – Half Day 5 Day – School Day 5 Day – All Day

PRE-SCHOOL (THREE-YEAR-OLD)

5 Day – Half Day 5 Day – School Day 5 Day – All Day

PRE-K

5 Day – Half Day 5 Day – School Day 5 Day – All Day

MOTHER'S DAY OUT (TODDLER)

2 Day (T, TH) 3 Day (M, W, F)

MOTHER'S DAY OUT (TWO-YEAR-OLD)

2 Day (T, TH) 2 Day (T, TH) Extended

3 Day (M, W, F) 3 Day (M, W, F) Extended

MOTHER'S DAY OUT (THREE-YEAR-OLD)

3 Day (M, W, F) 3 Day (M, W, F) Extended

PARENT / GUARDIAN INFORMATION

Name (Printed): _____

Signature: _____ Date: _____

*Registration Fee: \$325

Payments Accepted: Cash, Check, or **Credit

**Your child's place is not secured until both the registration fee and this form are submitted to the office.*

***Please see the Credit Card Authorization Form for more information.*

IMMANUEL LUTHERAN SCHOOL

2023-2024 Credit Card Authorization Form

(For Registration Fee Only)

STUDENT'S NAME: _____

E-MAIL ADDRESS: _____

CREDIT CARD INFORMATION

Name as it appears on Card: _____

Card Type: Discover Visa Master Card

Credit Card Number: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Expiration Date: ____/____ Security Code: ____ ____ ____ Billing Zip: _____

AMOUNT TO BE CHARGED

Sub Total: \$ _____

+ 2% Processing Fee \$ _____

= Total Amount \$ _____

Signature: _____ Date: _____