



PHILOSOPHY

Gloria Dei Lutheran School is a concentrated response to Christ's Word, "Suffer the little children to come unto me.." and "As you have done it to the least of these, you have done it unto me..." This school's ministry is both an expression of God's loving care and an example of how education and child care are best implemented. We as Christians are Christ's hands, minds, voices, and hearts in the world. Children come to Gloria Dei Lutheran School as a sacred trust. Parents place the lives of their children directly into our care, trusting that we will demonstrate in deed who we say we are—the people of God—sensitively aware, lovingly caring, and creatively positive, all with the consistency of faithfulness.

The guiding philosophy of Gloria Dei Lutheran School is to build on the natural excitement for learning that a child normally demonstrates. This school believes that the child's progress of educational, physical, emotional, social, and religious growth can best be met by providing a Christian learning environment through teachers who have the capacity for loving and learning with their children. Our teachers are called upon to identify the child's "growing edges" and to stimulate, but not force, the student's growth. We want each of our children to be positively reinforced in his process of becoming the best he can be. This goal can be met by providing an educational environment and educational materials that surpass what is generally offered elsewhere, and one that is grounded in the pursuit of excellence.

The New Testament uses the Greek word "Diakonia" to express the mission of the church in terms of service. By cradling clearly defined goals and objectives and proven learning programs and materials in an environment of Christian love and acceptance, this school is an example of meeting the call to service in God's world.

“In the Pursuit of Excellence”



GLORIA DEI LUTHERAN SCHOOL REGISTRATION INFORMATION

Enclosed you will find a registration form for the 2026-2027 school year and also a registration form for summer childcare.

Below you will find guidelines for registering for the 2026-2027 school year. For ease in the registration process, we encourage you to follow these guidelines:

*** You must register your child(ren) each year. Children returning to Gloria Dei for the 2026-2027 school year are not assured a place in school without a new registration. For some programs and grade levels space is limited and classes may fill.**

*** Registration will begin in-house on Monday, March 16, 2026. Registration forms, with the registration fee attached, must be turned in to an office staff member on either campus, during normal drop-off hours.** Credit card payments must be made on the Fox Hill Campus only. Registration will be accepted in the Atrium, main entrance near the church, on the Fox Hill Campus, Monday thru Friday, 9:00 a.m. – 2:00 p.m.

*** Registration will open to the public on Monday, March 23, 2026.** New student registration forms will be accepted in the Atrium, the main entrance near the church, on the Fox Hill Campus only, Monday thru Friday, 9:00 a.m.-2:00 p.m.

* Registration Fee for all **new** students
\$115.00

Students re-enrolling:

March 16 – March 27\$75.00

*Registration Fee for Gloria Dei Alumni
is waived if registered by March 27.

March 30 – July 1\$100.00

After July 1\$110.00

* Physical forms and additional registration forms for fall and summer are available in both school offices.

* **Birth Certificates** are required for all **new** students. Virginia state law requires that a member of our office staff see a certified copy of the birth certificate, hospital record, or passport to verify identity. Please be advised that the law requires Gloria Dei to obtain this proof of identity. This document **must** be submitted at time of enrollment. Should you have any questions, please contact Mrs. Dadez, Principal, prior to registration.

* **Physical forms and immunization records:** **All new** students to Gloria Dei Lutheran School **must** have a current physical form and immunization record on file. Both documents **must** be stamped and signed by a licensed physician. These documents are required to submit with registration forms at time of enrollment. All students entering kindergarten **must** have an updated immunization record on file before the first day of school.

* To **expedite accurate processing of the application**, please be sure that **both sides of the application are filled out completely**. If a question doesn't apply to you, do not leave it blank please write **"N/A"**.

* If your child lives with both parents/ guardians, **both parents'/guardians' signatures are required** on the Registration Contract at the designated spots.

* The summer childcare registration form should be returned prior to May 1. Please return completed form to the front desk on the Fox Hill campus or school office on the Willow Oaks campus.

Please do not send the summer childcare form in your child's folder.

* A reprint from the Parents' Handbook is provided as a reminder of the "Pupil Placement and Teacher Assignment" policy of the school:

"Placement of pupils and assignment to a particular classroom teacher is the responsibility of the Head of School. A variety of testing and evaluative procedures are used to assure objectivity and the best interest of the pupil in the admission and assignment decision. An effort is made to balance each class within a grade level as to the number of boys and girls in a balanced academic grouping."

We have implicit confidence in the personal integrity and professional capability of each faculty member. Several grades and preschool levels have more than one class; thus, more than one faculty member teaching at that level. Each teacher is thoroughly competent. The same curriculum will be followed. These and other factors insure a similarity of high-quality teaching/learning environment for pupil and teacher.

Gloria Dei Lutheran School is an auxiliary ministry of Gloria Dei Lutheran Church and operates as a non-profit, parochial educational facility.

Gloria Dei Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Birthday Eligibility for Kindergarten

The official cut-off date and age requirement for entrance into the kindergarten program at Gloria Dei Lutheran School is September 30 – five years of age. The cut-off date has been extended for students with October and November birthdates who pass the entrance evaluation. Students with a December or later birth month **will not be accepted** into the kindergarten program.

Birthday Eligibility for Prekindergarten

- Must be 4 years old by November 30, 2026.

Birthday Eligibility for Preschool (3-Year-Old Program)

- Students need to be potty-trained.

- Must be 3 years old by November 30, 2026

Birthday Eligibility for 16-Month thru Two-Year-Old Program

- Students do not need to be potty-trained.

- Must be at least 16 months old on first day of entrance.

GLORIA DEI LUTHERAN SCHOOL

FINANCIAL PROCEDURES

The following information is provided to help you in understanding our financial procedures, the method of payment, and other applicable information.

MONTHLY PAYMENTS: All monthly fees (including tuition, transportation, childcare, and school lunches) are due by the 15th of each month and are considered delinquent if not received by 5:00 p.m. on the 20th **or the last working day prior to the 20th.** Checks should be mailed or brought directly to the Receptionist or the School Offices. In order to credit your account accurately, please write the child's first and last name in the memo section of your check.

ACCOUNT INFORMATION: Tuition, transportation, and full-time childcare amounts are consistent every month and are due by the 15th of each month. School lunches, hourly childcare, and charges for incidental transportation usage will be maintained throughout the month on a charge basis. A monthly statement will be sent home with your child no later than the 10th of the following month showing all charges. Please note: incidental charges are posted on your statement the Friday of the week they are incurred or the last day of the month. Payment may be made for the combined total. Payments received after noon on the last working day of the month will not be reflected on the statement. **A written request to change your regular charges for bus and/or child care must be given to our Student Billing Bookkeeper, at least two weeks prior to the change becoming effective.** If you have questions concerning your account, please contact our Student Billing Bookkeeper between 9:00 a.m. and 4:00 p.m.

GENERAL: Payments may be made by check, money order, or credit card. Cash is not accepted. Your canceled check will serve as the receipt. All payments will be reflected on the next monthly statement. **Please retain your monthly statements. These are needed for filing the childcare tax credit with the I.R.S. and/or employer reimbursement of childcare costs.** A copying charge of \$5.00 will be assessed for recap statements.

CREDIT CARD USAGE: Payments may be made by credit card by seeing Mrs. Phillips, Student Billing Bookkeeper, for the initial set-up. There is a 4% processing fee added to the amount of payment being made. Once initial set-up is done, payments can be made at the front desk or the school office on either campus. Payments can only be taken over the phone by speaking with Mrs. Phillips during the hours of 9 a.m. - 4:00 p.m.

A \$10.00 late fee per child will be assessed on all past due accounts paid after the 20th of the month (or the last working day prior to the 20th) unless prior arrangements have been made. This includes past due tuition, lunches, transportation, and child care charges. Returned checks will be assessed a \$35.00 service charge.

There will be **no pro-rating** of childcare or school tuition due to sickness, holidays, vacations, absences, and withdrawals, closings due to inclement weather, or unprecedented events that result in school closure. Parents and/or guardians will be billed either the full-time monthly rate or hourly rate for childcare expenses. Childcare ends at 6:00 p.m. each day. If a child is picked up at 6:01 p.m. from childcare, the student's account will be charged an automatic \$15.00 late fee and then \$10 for each 5 minutes thereafter. (Ex: 6:01p.m. = \$25 late fee)

The Gloria Dei registration agreement advises, *"Fees are considered delinquent on the 20th of the month... Payments not received by the end of the month may result in your child not being able to return to school until the account is current."*

In the event that some difficulty arises, please contact our Student Billing Bookkeeper, so that mutually agreed upon arrangements for payment can be made.

Gloria Dei Lutheran School admits students of any race, color, and national or ethnic origin.

OFFICE USE:

Entrance Date _____
Child Cr FT ____ Hr ____ No ____
Transportation: Yes ____ No ____
Birth Cert ____ Physical ____
Immunization ____
Interview: ____ W/D: ____



OFFICE USE:

Registration Fee _____
Testing Fee _____
Activity/Books/Materials _____
Tuition _____
Transportation _____
Child Care _____

**GLORIA DEI LUTHERAN SCHOOL
2026-2027 SCHOOL REGISTRATION CONTRACT**

FILL OUT FORM COMPLETELY AND WRITE "N/A" IF NOT APPLICABLE

Grade Level Placement _____

***Child's Name** _____ **Male** _____ **Female** _____
last first middle

Child's Home Address: _____
and street name city state zip

Primary Phone Number _____ **Birth Date:** Month: _____ Day: _____ Year: _____

School Attended 25/26 _____

Parent/Guardian's Name: _____ Relationship to Child _____
Last First

Parent/Guardian's Home Address: _____
and street name city state zip

Parent/Guardian's Place of Employment: _____

Parent/Guardian's Work Address: _____
and street name city state zip

Social Security Number: XXX - XX - _____ Occupation: _____

E-mail: _____ Primary Contact

Home Phone _____ **Cell Phone** _____ **Work Phone** _____

***Please circle primary phone number**

Parent/Guardian's Name: _____ Relationship to Child _____
Last First

Parent/Guardian's Home Address: _____
and street name city state zip

Parent/Guardian's Place of Employment: _____

Parent/Guardian's Work Address: _____
and street name city state zip

Social Security Number: XXX - XX - _____ Occupation: _____

E-mail: _____ Primary Contact

Home Phone _____ **Cell Phone** _____ **Work Phone** _____

***Please circle primary phone number**

Please circle one: 1) Married 2) Divorced 3) Separated 4) Single 5) Widow(er)

Parent/Guardian with Legal Custody _____

Church/Denominational Preference _____ Church Membership _____

Ages of Brothers _____ Ages of Sisters _____

FEES

- I hereby make application for the attendance of my child in Gloria Dei Lutheran School. I understand that the Registration Fee is to accompany this application and is **not refundable**.
- The Activity/Book Rental and Materials Fee is due **June 1, 2026**, and is also **not refundable**.
- Child care ends at 6:00 p.m. If a child is picked up at 6:01 p.m. from child care, the student’s account will be charged an automatic \$15.00 late fee and then \$10 for each 5 minutes thereafter. (Ex: 6:10p.m. = \$35.00). Late fees will also apply for early closing.

PAYMENTS

- I have read and understand the fee payment schedule. I realize that upon registration of my child, **I am obligated to pay full tuition and fees from the date of admission to the end of the school year** unless the school elects to release me from such obligation. Proof of civilian or military transfer will constitute a release of this obligation.
- Tuition fees are due by the **15th of each month** and are considered delinquent if not received by 5:00 p.m. on the 20th of each month or the last working day prior to the 20th. A \$10.00 late fee per child will be assessed on payments received after the 20th of the month. Payments not received by the end of the month will result in my child not being able to return to school until the account is current.
- **Payments may be made by check, cashier’s check, money order or credit card. (NO CASH). Please note a processing fee will apply to all credit card transactions**
- I understand that Gloria Dei Lutheran School will assess a \$35.00 service charge on all returned checks. Accounts turned over for collection will be assessed legal fees and interest per state law.
- There will be no pro-rating of child care or school tuition due to sickness, holidays, vacations, absences, withdrawals, or inclement weather.

Parent/Guardian

Date

Parent/Guardian

Date

- **RECORD REQUIREMENTS:** All students of Gloria Dei Lutheran School **MUST** have a ***birth certificate, updated immunization record, and physical*** at the time of registration.
- An original birth certificate must be presented to complete the Identity Verification Form.
- Documented proof of immunization and physical examination must be provided at time of enrollment. The physical must be completed within 12 months of the first day of school and signed or stamped by a licensed physician.
- Students entering **kindergarten** **MUST** have an updated immunization report on file no later than the first day of school.

MEDICAL INFORMATION:

Gloria Dei Lutheran School agrees to notify the parent/guardian in the event of illness or emergency, and the parent/guardian agrees to pick up this child as soon as it is feasible. The parent/guardian authorizes Gloria Dei Lutheran School to obtain immediate medical care if an emergency occurs and he/she cannot be located immediately. **The parents agree to notify our facility within 24 hours if their child or a family member contracts a communicable disease.**

In the event of a minor injury to your child, you will be notified in writing, by a note placed in your child's bookbag.

IN CASE OF ILLNESS AND WE CANNOT REACH YOU, THE FOLLOWING WILL ASSUME RESPONSIBILITY: (two contacts are required, each with complete address [city, state, zip, and phone number])	
NAME:	PHONE NUMBER:
ADDRESS	RELATIONSHIP:
Street Address	City State Zip
NAME:	PHONE NUMBER:
ADDRESS	RELATIONSHIP:
Street Address	City State Zip
THE FOLLOWING PERSONS ARE AUTHORIZED TO PICK UP MY CHILD	
MOTHER:	FATHER:
OTHER NAMES:	
THE FOLLOWING PERSONS <u>NOT AUTHORIZED</u> TO VISIT OR PICK UP CHILD:	

NOTE: If you have legal custody of this child, a copy of the Court Order **must be filed in the child's school record** to protect the school when refusing to release the child to a parent.

<u>Does your child have any of the following? If so, please list or write "N/A"</u>
Pre-existing medical conditions:
Food Allergies (specific):
Environmental Allergies:
Medication:
Actions to take in an emergency

ADDITIONAL INFORMATION

FIELD TRIP CONSENT

We require that you give your consent for your child to accompany his/her class on all field trips during the school year. Detailed information regarding each outing will be sent home with your child prior to every field trip. We reserve the right to limit and withdraw field trip privileges if a child is having behavior or discipline problems.

STUDENT DIRECTORY

Gloria Dei Lutheran School will compile a class roster, which may be helpful to you during the year. Are you willing for the following to be included on the roster, which will be sent home with your child's classmates?

Address: Yes _____ No _____ Telephone Number: Yes _____ No _____

STUDENT MEDIA INCLUSION

In an effort to promote Gloria Dei Lutheran School, its students and its programs, student photos, class photos, candid shots, video, and the like, may appear on the school's official Web Site, Social Media - Facebook, Twitter, etc., the individual teacher's web page link, and/or school brochures, post cards, etc. This will be done with the review of the School's Principal

WITHDRAWALS:

The parent must notify Gloria Dei Lutheran School, in writing, if their child will be withdrawn from the school program.

Gloria Dei Lutheran School and Child Care reserves the right to withdraw any child from the program if it is deemed necessary for the welfare of the child or the program.

Parent/Guardian	Date	Parent/Guardian	Date
Signature of Administrator			Rev. 2/26

A copy of the completed registration is available upon request.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or **fax:**(833) 256-1665; (202) 690-7442; or **email:**Program.Intake@usda.gov