

# Timothy Lutheran School Ministry

**K – 8**

301 SW Wyatt Road  
Blue Springs, MO 64014  
816-228-5300, Extension 8015

February 2010

Greetings to you in the name of Christ, our Risen Savior.

Throughout the Bible, families are directed to bring up their children in the way of the Lord. "Train a child in the way he should go, and even when he is old he will not turn away from it." Proverbs 22:6. Growing in God's Word is a lifelong faith journey. The members of Timothy Lutheran Church are committed to assisting and equipping the family in the faith journey of their children. Because of this commitment, Timothy Church owns and operates a Christian preschool and elementary school. Sending your child(ren) to Timothy Lutheran School Ministries will assist him/her in developing a mature Christian faith that is meaningful, satisfying, and eternally significant. Relationships between students, families, and faculty are loving and caring.

Jesus-centered teaching is rooted in God's Word. Jesus is at the heart of our teaching in Timothy Lutheran School. We teach children that absolute truth exists and comes only from God. They are taught the difference between right and wrong as determined by the unchanging law of God. Timothy teaches that eternal life and forgiveness comes freely to them through the life, suffering, death, resurrection and victory of Jesus Christ.

Attached is the enrollment packet for classes at Timothy Lutheran School, grades K-8. We hope this information will answer many of your questions about our program. If you need further information, please feel free to call us at 228-5300, extension 8015. We would love the opportunity to furnish you with a tour of our school at a time convenient for you.

To enroll your child, return the attached enrollment forms with the enrollment fee. Lois Warren, our administrative assistant, will review the paperwork with you as you enroll your child. For ***new*** students or ***returning*** students with changes in health conditions in the last 12 months, the medical form needs to be *signed by your doctor* and returned by August 1, 2010, for the fall 2010 school year or within the first 30 days of attendance if enrolling any other time.

Timothy Lutheran Ministries began offering preschool in 1976 and has shared Jesus with many children and their families. The church has purchased 68 acres of land on South 7 Highway and opened a new elementary school. We love to share the love of Jesus with children, and we look forward to your family joining the Timothy Lutheran School family. The staff at Timothy Lutheran School is diligent about preparing and teaching lessons that are developmentally appropriate and challenging. Timothy Lutheran School is accredited by the National Lutheran Schools Association and the State of Missouri. Our purpose is to Touch Lives for Christ.

Serving the Master Teacher,

Edwin F. Kuerschner  
Administrator of School Ministry

## **To parents of prospective Kindergarten students:**

Timothy Lutheran School will offer a free Kindergarten screening in March (dates to be announced). Please watch for details. During the screening your child could be enrolled in Timothy Lutheran. We feel very strongly that the information gained will be helpful for our teachers and will help to develop the best plan for your child. Should you need help in this situation, please feel free to call us.

### **Elementary curriculum**

**Voyages** (religion, published by Concordia Publishing House)

**Houghton-Mifflin** (reading and language,  
focus both on literature and phonics)

**Harcourt and Glencoe** (science)

**Harcourt and Glencoe** (math, pre-algebra and algebra)

**Scholastic News** (current events)

**McGraw Hill** (Spanish)

**MacMillan/McGraw-Hill** (music)

**MacMillan/McGraw-Hill, Nystrom, and Clairmont Press** (social studies)

**McGraw-Hill and Glencoe** (American History and Geography)

## **A GLIMPSE OF TIMOTHY LUTHERAN SCHOOL BLUE SPRINGS, MO**

- Timothy Lutheran Church began offering preschool in 1976.  
“Touching Lives for Christ”
- Currently offers part-time and full-time preschool for ages 2 through Pre-K and elementary for Kindergarten (full day) through Grade 8.
- Elementary offers Spanish, physical education program, music, and computer training.
- Elementary also offers resource education activities, such as, Mad Science, D.A.R.E. program, athletics, drama, and more.
- Monthly Chapel for preschool—families invited.
- Wednesday Chapel in elementary—families invited.
- Hot lunch for full-time preschool and elementary classes.
- Competitive sports program for grades 4 and up.
- National achievement tests given annually for grades 3 and up.
- Active Parent Teacher League.
- Elementary is fully accredited through the National Lutheran School Accreditation and the State of Missouri.
- Timothy Lutheran Church has purchased 68 acres of land on South 7 Highway and has constructed a new elementary school and worship facility.

**Please note:**

We are asking parents to consider paying tuition through an automatic deduction from their checking or savings account. To do simply complete the attached paperwork, indicating the day of the month you wish your tuition payment to be automatically deducted. Payments deducted between the 1<sup>st</sup> and 14<sup>th</sup> day of the month will be considered a payment for the current month. Payments deducted between the 15<sup>th</sup> day and the last day of the month will be considered a payment for the following month. ***If you choose not to pay your tuition through an automatic deduction, there will be a \$100.00 tuition management fee per family assessed to you at the time of enrollment. If you choose to pay the annual tuition in full by September 5<sup>th</sup>, there will be no management fee due.*** This does not affect the payment of childcare fees (for Before/After Care and/or school holidays) or lunch money—those payments will continue to be paid by personal check. *Childcare fees will be due on Monday of each week for the fees you incurred the previous week.* Also, on days when school is not in session but childcare is available, the fee for the day will be \$20.00 per day. Timothy does not accept credit cards.

We do not want tuition to become a negative issue in not sending your child. Please call the school office for more information.



## EARLY ENROLLMENT DISCOUNT

Enroll your child(ren) in K – 8<sup>th</sup> grade  
before March 12 and take \$100 off the  
enrollment fee for each child.

This coupon is only valid  
for use in the Timothy  
Lutheran Elementary  
School Program.

**\$100 off**

# TIMOTHY LUTHERAN SCHOOL ENROLLMENT FORM

301 SW Wyatt Road  
Blue Springs, MO 64014

816-228-5300  
816-874-4025 (fax)

FOR OFFICE USE ONLY	
Date rec'd:	_____
Enroll. Fee:	_____
Immunization:	_____
Medical:	_____
Class:	_____
Time of class:	_____
Teacher:	_____
Admission date:	_____
Discharge date:	_____

STUDENT'S NAME	SEX	BIRTHDATE
ADDRESS	CITY	STATE ZIP CODE
		HOME TELEPHONE NUMBER ( )
PUBLIC SCHOOL <b>DISTRICT</b> WHERE STUDENT LIVES:		
MARITAL STATUS OF PARENTS: SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED _____ WIDOW _____		
STUDENT LIVES WITH:		
<b>MOTHER'S NAME</b>	E-MAIL ADDRESS	HOME TELEPHONE NUMBER ( )
ADDRESS	CITY	STATE ZIP CODE
		CELL PHONE ( )
EMPLOYED BY (OR SCHOOL ATTENDS)		BUSINESS TELEPHONE NUMBER ( )
ADDRESS	CITY	STATE ZIP CODE
		HOURS OF EMPLOYMENT FROM TO
<b>FATHER'S NAME</b>	E-MAIL ADDRESS	HOME TELEPHONE NUMBER ( )
ADDRESS	CITY	STATE ZIP CODE
		CELL PHONE ( )
EMPLOYED BY (OR SCHOOL ATTENDS)		BUSINESS TELEPHONE NUMBER ( )
ADDRESS	CITY	STATE ZIP CODE
		HOURS OF EMPLOYMENT FROM TO
<b>STEPMOTHER'S NAME</b> (if applicable)		
<b>STEPFATHER'S NAME</b> (if applicable)		
<b>NAMES AND AGES OF BROTHERS AND SISTERS</b>		
_____		

**EMERGENCY CONTACT(S) OTHER THAN PARENT OR DOCTOR**

NAME				RELATIONSHIP
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (     )
NAME				RELATIONSHIP
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (     )

**PERSON(S) AUTHORIZED TO TAKE STUDENT FROM SCHOOL OTHER THAN PARENTS**

NAME	NAME
------	------

**AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

I understand that I will be notified at once in case of accident or illness to my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice. If I cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, I hereby authorize Timothy Lutheran School to contact the following:

DOCTOR/CLINIC	TELEPHONE (     )		
ADDRESS	CITY	STATE	ZIP CODE

**FOR EMERGENCY MEDICAL TREATMENT OF MY CHILD, MY PREFERRED HOSPITAL IS**

NAME	TELEPHONE (     )		
ADDRESS	CITY	STATE	ZIP CODE
PRIMARY INSURANCE CARRIER	POLICY #		

**PERMISSION**

I do \_\_\_\_\_ do not \_\_\_\_\_ give consent for my child to take part in field trips or excursions with Timothy Lutheran School under proper supervision.

I do \_\_\_\_\_ do not \_\_\_\_\_ give consent for our phone number and address to be included in a school directory.

I do \_\_\_\_\_ do not \_\_\_\_\_ give consent for my child to be photographed for any pictures that may be used for publicity, church, and/or school activities.

**AGREEMENTS**

Timothy Lutheran School and I have agreed on a plan for continuing communication regarding my child's development, behavior, etc.

When my child is ill, it is understood and agreed that he/she may not attend school.

I have received a copy of the school's policies pertaining to the admission, care, education, and discharge of children.

**NON-DISCRIMINATORY POLICY**

Timothy Lutheran School admits students of any race, color, national, or ethnic origin to all 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, or ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

PARENT/LEGAL GUARDIAN SIGNATURE	DATE
---------------------------------	------

# **TIMOTHY LUTHERAN SCHOOL**

Elementary Class/Tuition Agreement

School Hours: 8:30 AM – 3:30 PM

Before & After School Care Hours: 6:30 AM – 6:00 PM

Student's Name \_\_\_\_\_

- \_\_\_ Kindergarten - must be 5-years-old by July 31, 2010
- \_\_\_ 1<sup>st</sup> Grade - must have successfully completed Kindergarten
- \_\_\_ 2<sup>nd</sup> Grade - must have successfully completed 1<sup>st</sup> Grade
- \_\_\_ 3<sup>rd</sup> Grade - must have successfully completed 2<sup>nd</sup> Grade
- \_\_\_ 4<sup>th</sup> Grade - must have successfully completed 3<sup>rd</sup> Grade
- \_\_\_ 5<sup>th</sup> Grade - must have successfully completed 4<sup>th</sup> Grade
- \_\_\_ 6<sup>th</sup> Grade - must have successfully completed 5<sup>th</sup> Grade
- \_\_\_ 7<sup>th</sup> Grade - must have successfully completed 6<sup>th</sup> Grade
- \_\_\_ 8<sup>th</sup> Grade - must have successfully completed 7<sup>th</sup> Grade

## ***SCHOOL TUITION FOR 2010-2011***

\$3,942.40 per year for Kindergarten through 8<sup>th</sup> Grade

A non-refundable enrollment fee of \$200.00 is assessed at enrollment.

A \$100 per family tuition management fee is assessed if not paying tuition through automatic deductions from a checking or savings account.

## ***PAYMENT PREFERENCE***

- \_\_\_ 1 payment due September 5, 2010 (\$3,745.28 with 5% discount for oldest child)
- \_\_\_ 9 payments due each month beginning in September and concluding in May (\$438.04)
- \_\_\_ 10 payments due each month beginning in August and concluding in May (\$394.24)
- \_\_\_ 11 payments due each month beginning in July and concluding in May (\$358.40)
- \_\_\_ 12 payments due each month beginning in June and concluding in May (\$328.53)
- \_\_\_ weekly payments due Monday of each week beginning August 23<sup>rd</sup> and concluding May 16<sup>th</sup>. No payment for weeks of December 27<sup>th</sup>. (\$103.75)

**CHILD CARE** (due on Monday of each week for care the previous week)

<b>INDICATE DAYS CARE IS NEEDED</b>	<b>M</b>	<b>TU</b>	<b>W</b>	<b>TH</b>	<b>F</b>
Before school \$8.50/day \$42.50/week	___	___	___	___	___
After school \$9.50/day \$47.50/week	___	___	___	___	___
School Holidays--\$20 per day					

Parent signature \_\_\_\_\_ Date \_\_\_\_\_ Phone number \_\_\_\_\_

Please keep one copy of form and return the other with enrollment papers.

**TIMOTHY LUTHERAN SCHOOL  
STUDENT INFORMATION SHEET**

Student's name \_\_\_\_\_

Sitter's name (if applicable) \_\_\_\_\_ Phone: \_\_\_\_\_

Sitter's address \_\_\_\_\_

Church membership: Timothy    No church    Other specify) \_\_\_\_\_

Pastor's name \_\_\_\_\_

Has student been baptized? \_\_\_\_ If so, when \_\_\_\_\_

How did you hear about our program? \_\_\_\_\_

Has student attended another school? \_\_\_\_ If so, where \_\_\_\_\_

Name of your subdivision (if in Blue Springs) \_\_\_\_\_

Student has received or been evaluated for the following:

\_\_\_\_ speech                      \_\_\_\_ hearing                      \_\_\_\_ vision  
\_\_\_\_ behavior                      \_\_\_\_ physical

Please explain \_\_\_\_\_

\_\_\_\_\_

Is student involved in any after-school activities? \_\_\_\_ If so, please list them. \_\_\_\_\_

\_\_\_\_\_

Are there any family concerns we should be aware of, such as, a new baby, a death in the family, or a divorce? \_\_\_\_\_

\_\_\_\_\_

Are there any sensitive issues we should be aware of? Is student self-conscious about his/her appearance, is he/she shy, stutters, or afraid of something in particular? Any allergies? \_\_\_\_\_

\_\_\_\_\_

What are student's hobbies and interests? \_\_\_\_\_

Describe student's temperament and any methods you have in dealing with less-than-ideal behavior. \_\_\_\_\_

\_\_\_\_\_

Timothy Lutheran School  
Medical Information

(For all new students or returning students with changes  
in health conditions in the last 12 months)

Student's name \_\_\_\_\_ Birthdate \_\_\_\_\_

Immunization History

List all allergies:

Special medical/mental health conditions:

List all special medication:

List all restrictions/limitations:

This certifies that this child is, to my knowledge, in good health and free of conditions that would endanger him/her or other children in a Timothy School program.

\_\_\_\_\_  
Signature of physician or health care facility

\_\_\_\_\_  
Date

# INDIVIDUALIZED CARE PLAN

To be completed by M.D., Therapist, Nurse, etc.

**(For all new students with special health care needs and all returning students with changes in special health care needs in the last 12 months.)**

Note to parent: Missouri State Rules regulating licensed and license-exempt schools and child care centers require that an Individualized Care Plan be on file for children who may have special health care needs. This plan gives the school staff information on the condition and how to respond in an emergency and about any limitations that the child may have. Examples of conditions are ADD, ADHD, asthma, diabetes, severe allergies, heart issues, birth defects, etc. The information shared is confidential and is only shared with staff directly caring for your child or emergency medical personnel. ***This plan must be completed by a physician or another professionally qualified individual such as a nurse or therapist.***

\_\_\_\_\_ has been diagnosed as having the following health condition:  
(child's name)

---

---

Is medication required for this condition? NO \_\_\_\_ YES \_\_\_\_

If yes, please complete the following:

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_

Does medication need to be administered while at school? NO \_\_\_\_ YES \_\_\_\_

Could the child have a negative reaction to the medicine? NO \_\_\_\_ YES \_\_\_\_

If yes, please explain and what action should the school staff take.

---

---

---

Can the child participate in regular school activities? NO \_\_\_\_ YES \_\_\_\_

Please explain:

---

---

---

Does the child's health condition require any specialized care by the school staff?

NO \_\_\_\_ YES \_\_\_\_

Please explain:

---

---

---

In the case of a medical emergency due to the child's health condition, the school staff should do the following:

---

---

---

---

---

Signature of M.D., therapist, nurse, etc.

---

Affiliation with group practice or clinic

---

Address

---

Telephone number

---

Date

## **Parental Responsibility Agreement/Release Form**

*Please read carefully, sign on back, return one copy, keep one copy.*

Timothy Lutheran School is owned and operated by Timothy Lutheran Ministries. Timothy Lutheran School follows regulations set by state and local governments. Inspection records are filed in the school office and may be reviewed at any time.

Elementary classes are license exempt and follow the License-Exempt Rules and Regulations. Total number of enrolled children is approximately 85.

### **STAFF/CHILD RATIOS:**

Childcare for ages 5-14            1:16  
Elementary Classroom            1:15 (Exceptions to this number will be the responsibility of the School Administrator)

### **STAFF/VOLUNTEERS:**

Background checks are conducted on all staff and volunteers and include such things as a child abuse and neglect screen, a criminal record review, etc.

### **EDUCATIONAL PHILOSOPHY:**

“Touching Lives for Christ” is the mission of Timothy Lutheran Ministries. Our ministry is founded on the Great Commission which Jesus gave His church – to make disciples of all people (Matt. 28:18-20). As disciples of Jesus, we are committed to:

- Gathering** for worship and fellowship in Christ.
- Growing** in Christ-like living through God’s Word.
- Going** as a witness to all that Jesus is Lord and Savior.
- Giving** joyfully in service to God and His people.

### **Gathering:**

We believe that Timothy Lutheran School should be a place where students

1. Gather together for worship, learning, and play.
2. Learn to serve as useful and active citizens in the community.

### **Growing:**

We believe that administration, faculty, and students at Timothy Lutheran School, by the power of the Holy Spirit, will grow spiritually, physically, socially, emotionally, intellectually, and aesthetically.

### **Going:**

We believe that Timothy Lutheran School is a place where

1. Evangelism is always present for and through the students.
2. Children learn from the teachers to develop the desire to bear witness to each other and to their community.
3. Children develop the desire to lead others to their Savior.
4. Worship services and special events are publicized to students and their families as outreach opportunities.

### **Giving:**

We believe that Timothy Lutheran School is a place where students

1. Share God’s love through mission opportunities.
2. Develop an understanding of the Christian’s obligation and responsibility to make full and wise use of his/her God-given talents, time, and treasures.
3. Develop Christian citizenship grounded in obedience to God and His Word.

**DISCIPLINE PHILOSOPHY:**

The school views discipline as a learning experience. The children are taught proper behaviors through example, re-direction and, when necessary, time-out. Discipline is taught in a positive and forgiving manner, and parents/families are included in the process. Corporal punishment is not used, we use the concept of "Love & Logic".

**PARENT HANDBOOK:**

A Parent Handbook is updated every summer and given to all families when their child begins class. The Handbook contains enrollment, medical, financial, and operating policies for the school. Please read it!

**TUITION AGREEMENT:**

Timothy Lutheran School will provide \_\_\_\_\_ for \_\_\_\_\_.  
(class) (student)

The tuition rate for my child is: (Please see the weekly/monthly tuition fees listed by class on the sheet entitled "Program Preferences".)

\_\_\_\_\_ enrollment fee

\_\_\_\_\_ tuition management fee

\_\_\_\_\_ weekly

\_\_\_\_\_ monthly

\_\_\_\_\_ 10% discount for multiple children in the family

\_\_\_\_\_ 5% discount for paying yearly tuition in full by September 5, 2010 (oldest child only)

Timothy does not want tuition to be the factor that does not allow your child to be a part of Timothy. It is for that reason Timothy has monies to use as tuition support for needy and qualifying families. Please check with the school office for more information.

Elementary tuition is calculated on a yearly basis and divided into equal monthly payments for your convenience. Therefore, no reduction in tuition is made for scheduled holidays, conference days, "snow days", or absences.

Weekly tuition and Childcare fees are due on Monday and an additional \$15.00 is assessed if paid after Wednesday. Monthly tuition not paid through an automatic deduction from a checking or savings account is due on the 1<sup>st</sup> and an additional \$15.00 is assessed if paid after the 5<sup>th</sup>. If a check or automatic deduction is returned to Timothy unpaid, there will be a \$12.00 charge to the writer of the check/automatic deduction. After 2 returned and unpaid checks are received, all future payments must be paid in cash or money order.

*All payments should be made by check or money order only (no cash will be accepted).*

**I have read, understand, and agree with all of the above items. I accept full responsibility for the payment of all fees.**

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep one copy of form and return the other with enrollment papers.

2010-2011 Timothy Lutheran School  
Commitment Form

As a parent, grandparent, or guardian of a student at Timothy Lutheran School, I pledge to help in any way I can by checking one or more items from the list below. I realize I will be contacted throughout the year as needed in the area(s) I have agreed to donate my time, talent, money, prayers, supplies, etc.

This form should be submitted by the first week of school. It will then be distributed to the PTL, teachers, and/or school board as a reference tool throughout the '10-'11 school year. Thank you for continuing to make Timothy Lutheran School a wonderful environment for a Christian education.

- Helping with fundraising projects
- Serving as room parent for my child's classroom
- Shelving Library books
- Helping with Teacher Appreciation Week
- Helping in the Lunchroom
- Driving for Field Trips
- Helping with Christmas Service
- Reading with children in the classroom
- Helping with the Fall Fun Fest Parade float
- Donating craft and party supplies

Other ways I can help \_\_\_\_\_  
\_\_\_\_\_

Parent's name(s) \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address \_\_\_\_\_ Best time to call \_\_\_\_\_

## Enrollment Checklist

To complete your child's enrollment in Timothy Lutheran School, the following must be completed and submitted:

\_\_\_ Enrollment Form

\_\_\_ Student Information Sheet

\_\_\_ Medical Information (all new students or returning students with changes in health conditions in the last 12 months)—due by August 1<sup>st</sup>

\_\_\_ Individualized Care Plan (for all new students with special health care needs and all returning students with changes in special health care needs in the last 12 months)—due by August 1<sup>st</sup>

\_\_\_ White copy of the Parental Responsibility Agreement/Release Form

\_\_\_ White copy of the Elementary Class/Tuition Agreement Form

\_\_\_ Copy of student's birth certificate (all new students)

\_\_\_ Record Transfer Request form if student has attended another elementary school

\_\_\_ Payment of enrollment fee

\_\_\_ Automatic deduction of tuition enrollment form ***or*** payment of \$100 tuition management fee

\_\_\_ Commitment Form