

# WELCOME TO REGISTRATION 2010-2011

Your packet contains the following (*Italic items MUST be returned to the office to complete registration*):

1. Letter from the principal's office
2. *Enrollment forms (new student form also if new to the school)*
  - a. Returning parents, your enrollment form should reflect the information currently in our system. **PLEASE USE NON BLACK INK** to make any additions and corrections.
3. *Parent Commitment to MLCS*
4. *Parent Consent Form*
5. *Textbook Loan Form (K & up)*
6. *Pre-School Program selection slip (Preschoolers only)*
7. *Before and After Care Program full week discounted sign-up (K & up)*
8. Tuition Service information
9. *Transportation form*
  - a. **PLEASE attach note as to YOUR public school district, so the office can mail them to the correct office e.g. Camden City, Camden County, Philadelphia, ...**
10. Letter from Financial Representative
11. Policy on payment of fees
12. Tuition and Fee Schedule
13. Supply List (available outside office – please take one for appropriate class(es) – or online)
14. Calendar
15. After hour childcare phone number (for your refrigerator)
16. *Physical and Immunization forms (Preschool, Kindergarten, 6<sup>th</sup> grade, ALL new students)*
17. Medication Administration form
  - a. Necessary for administering ANY medication during the school day
  - b. Doctor's signature required
18. Emergency Injury Plan
19. HANDBOOK
  - a. Make sure to keep this book as it will not be reissued every year.
  - b. This is for your reference for pertinent school information and policies (dress code, hours, pick-up, ...)
  - c. This will be reissued in mass if changes are made by the Board of Christian Education.

**NEW STUDENTS MUST ALSO PROVIDE A COPY OF THEIR BIRTH CERTIFICATE.**