



Throughout our history at St. John's Lutheran School, over 90% of students annually re-enroll for the following school year. As you know, our administrative team works hard to make the re-enrollment process as simple as possible every year. While it has worked well in recent years, we want to streamline this process even more to utilize our resources more effectively, and we want to make things even easier for our St. John's families. We are working to save you

time, and we want to count you in as a valued member of the St. John's family. That's why we are launching Continuous Enrollment.

Q: What is Continuous Enrollment?

A: Continuous Enrollment is a more efficient way to conduct the re-enrollment process for current students. Essentially, your child will be automatically enrolled each year at St. John's through 8th grade graduation. It affirms our partnership between home and school for years to come.

In past years, re-enrollment has been an opt-IN process. Annually, we asked every family, "Are you coming back?" Parents were expected to complete the TADS enrollment module and then complete their tuition agreement if they were planning to re-enroll their child for the next school year. By switching to Continuous Enrollment, you will be flipping that script. Rather than an opt-IN program each year, we are launching our opt-OUT Continuous Enrollment process. We automatically re-enroll your child until you tell us you are not returning.

Q: Why change to Continuous Enrollment?

A: For planning and budgeting purposes, we need to know how many students to plan for on the first day of school next year. Our school leaders plan diligently to ensure that we're prepared to fulfill our mission with excellence every year. Did you know that some of our classes are at or near capacity? Until our St. John's families "sign on the line" that they're coming back each year, we can't make solid plans for staffing, programs, materials, curriculum and facility usage. We take the stewardship of tuition dollars entrusted to us very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for St. John's students.

Q: When will this take place?

A: All current students in Preschool-7th Grade will be automatically enrolled for the next school year in TADS on March 1 which places your child in priority status over any new families applying for admissions. Your TADS account will automatically be billed for your next school year enrollment fee in two installments (PS) or three installments (K-8) due on your normal billing cycle for March, April, and May. Just let us know if you are not planning to return next year by February 28 to avoid this billing:

		March	April	May	TOTAL
Enrollment Fee	Grades K-8 (per child)	\$100.00	\$75.00	\$75.00	\$250.00
	Preschool (per child)	\$50.00	\$50.00		\$100.00
	3rd Child (PS-8)		\$50.00		\$50.00

For our families who are returning next year, all you will need to do is sign your tuition agreement (and select your billing choices) in May or June, and you will be set to go!

With Continuous Enrollment, you will have the same access as always to make any changes and updates to your child's enrollment and demographics information. All billing information, including the

number of installments, payment method and date of payment can continue into the new school year. You will be part of our school family until you tell us otherwise.

We look forward to serving our St. John's families in this way and making this process easier and more convenient!

Q: What will the Continuous Enrollment process look like?

A: Moving forward, our re-enrollment season (January – February) will simply be a communication reminder from the St. John's about the Continuous Enrollment opt-OUT process. If you want to withdraw your child for the next school year, you must notify the school no later than February 28 to avoid penalty.

Q: What is the penalty if I break the Continuous Enrollment contract?

A: Families that notify St. John's by February 28 may withdraw their child for the next school year without penalty; no enrollment fee will be added to your TADS account. Our school families that withdraw their child for the next school year after February 28 will be assessed the full enrollment fee; families may request a refund minus a \$50 processing fee.

NOTE: Families that withdraw their child for the next school year after April 30 will be assessed the full enrollment fee and are not eligible for a refund.

Your early commitment to us for your child to remain at St. John's is a tremendous help in our planning and preparation in order to effectively continue the mission of our school.

Q: If we decide to withdraw our child from St. John's for the next school year, how should we notify the school?

A: Please send an email to the school office stating that your child will no longer be enrolled at St. John's for the next school year.

Q: But what about unique circumstances? I'm planning on keeping my kids at St. John's through 8th grade graduation. What if God has other plans for my family?

A: We built flexibility into the Continuous Enrollment process. For major life changes and unique circumstances, we understand that St. John's may no longer meet your child's educational needs, and if so, you can request a refund of the enrollment fee minus a \$50 processing fee.

Q: How do I benefit from Continuous Enrollment?

A: Simplicity.

Guaranteed placement. In some years, we have waitlists for selected grades. With the strategic planning goal of increasing student enrollment, we see this becoming a trend. By opting into Continuous Enrollment, you will be securing your child's class placement until graduation.

For questions about Continuous Enrollment, current families can contact our school office at 636-464-7303 or via email: school@sjlarnold.org.