

2024-2025
Elementary School
Registration Packet



Memorial Baptist School & ELC

Head of Schools: E. Jerry Riggs

5701 Veterans Blvd. Metairie, LA 70003

School: (504) 887-0533

ELC: (504) 455-7635

www.mbsmetairie.org

MBS Mission Statement

The mission of Memorial Baptist School is to provide a high quality, comprehensive academic program in a loving Christian environment. The school is dedicated to the belief that young people need both strong educational and spiritual guidance to grow into adults who will be the next generation of leaders in our community.

Memorial Baptist School does not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its educational policies or programs.

Pre-K 4 Tuition

A **\$250 nonrefundable registration fee** is paid for each student.

Tuition for the school year is \$5,750 which is paid directly to Memorial Baptist School. Tuition may be paid in 10 monthly installments of \$575.00 beginning August 1, 2024 and ending May 1, 2025.

Pre-K 4 Curriculum

- *A Beka (phonics, numbers & handwriting)*
- *Bible*
- *Counting 1—100*
- *Reading Groups 3 days per week*
- *Arts & Crafts*
- *Number concepts and recognition 1—20*
- *Science: solar system, weather and more*
- *Weekly Themes*
- *Math Concepts*
- *Writing words*
- *Weekly Music class*
- *PE -3 days per week*

Lunch Program

Students may bring a home lunch to school or we offer a hot lunch program through Piccadilly. Lunches must be purchased in advance, lunch payments may be taken through the school office or online. We will advise parents when their child is low on lunches through a note home and/or email. If your child will be tardy but will still be eating a school hot lunch, we ask parents to contact our office no later than 9:00 a.m.

Before & After Care

Before and After care is offered to parents for all students currently enrolled at MBS. The cost is \$3.00 per half hour and balances will be sent home weekly. (Younger siblings receive half price, \$1.50 per half hour).

Before care begins at 7 am—school begins at 8:30 am

School dismisses at 3:15pm. After care begins at 3:30 pm and is offered until 6:00 pm



Kindergarten—5th Grade Tuition



A **\$250 nonrefundable registration fee** is paid for each student (new or returning).

Tuition for the school year is \$6,500 which is paid directly to Memorial Baptist School.

Payments may be paid in 10 monthly installments of \$650.00 beginning August 5th 2023 and ending May 5th of 2024.

Dress Code

Elementary School polos are royal blue and spirit shirts are available.

A small amount of shirts are kept in inventory during the school year. A start of the school year shirt order is placed over the summer and is available for the new school year on August 1st.

A School Uniform polo is to be worn Monday—Thursday; School Spirit T-shirts may be worn on Fridays.

During cold weather months, a solid long sleeve shirt is acceptable under school polos. School fleece jackets are the only acceptable jacket to be worn with MBS uniform.

School fleece uniform jackets are available for order from the front office. They are royal blue, zip-up fleece jackets, with student's name (first initial, last name) embroidered in white.

Every student regardless of grade must be in school uniform each day for school.

GIRLS	BOYS
Khaki jumper (a plain white shirt may be worn underneath jumpers)	Khaki shorts or pants
Khaki shorts, pants, skort, skirt	
Shirts may be worn tucked in or out. If tucked in, a black or brown belt should be worn.	Shirts may be worn tucked in or out. If tucked in, a black or brown belt should be worn.
Jewelry: 1 pair of stud earrings & 1 watch- no smart watches	Jewelry: 1 watch— no smart watches
Solid color tennis shoes-no lights	Solid color tennis shoes-no lights
Hair: Natural Colors only	Hair: may not be longer than collar or in eyes. No uneven shaved cuts. Natural colors only

Specialty Classes

Chapel

The chapel program is designed to help each student experience a meaningful worship relationship with Jesus Christ. Prayer, singing, Bible teaching, Scripture recitation and presentations are just some of the elements included in our chapel program.

Physical Education

One of the objectives of our educational program at MBS is to help develop our students both mentally and physically through wholesome physical activities and recreation. Consequently, we require all students to participate in our organized P.E. program here at MBS. Students do not dress out for PE.

Curriculum & Books

A combination of curriculum programs are reviewed by and chosen for the school year by MBS Teachers and Principal Riggs. State core standards are incorporated into teachers' lesson plans in order to ensure students are ready for standardized testing in the Spring.

Textbooks are issued to the students in August once classes have begun, some are consumable items which can only be used during one school year. Students are also issued hardback books which are the property of the school and must be turned in at the end of the school year.

Supply lists will be available at the beginning of the school year. Supplies may be brought in on "Meet the Teacher" Day prior to the first day of school through the end of the first week of school.

Memorial Baptist School Registration & Tuition Schedule 2024-25

Grade	Amount	Due Date
PK4—5th grade	\$250 Registration (Nonrefundable)	Due with Registration packet (spots may be limited)
All students receive a school supply list from their child's teacher mid-July	Varies	School supplies may be brought in during "Meet the Teacher" night before school begins (mid August)
PK4	\$5,750 (\$575 per month)	Beginning August 1st, ending May 1st (10)
Kindergarten—5th grade	\$6,500 (\$650 per month)	Beginning August 1st, ending May 1st (10)

*Younger siblings receive a **10%** discount. Payments received after the **5th** will be assessed a **\$50** late fee.



Application for Admission 2024-2025 School Year

Please check grade student will be entering:

- Pre-K 4 K 1 2 3 4 5

Last Name	First Name	Middle Initial
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Home Address: Number & Street _____

City: _____ State: _____ Zip Code: _____

Date of Birth (MM/DD/YYYY) _____ Gender: Male Female

Current Grade: _____ Current School: _____

(The following information is required by state of LA)

- Ethnicity: Non Hispanic/Latino Race: American Indian or Alaska Native Asian
 Hispanic/Latino Black or African American Hawaiian or Pacific Islander
 Multiracial White

Preferred method of communication: Letter Email
 Text *(please provide phone carrier)* _____

Child Lives with: Both Parents Mother Father Other

Father or Legal Guardian's Name: _____

Address: _____ Phone# _____

Mother or Legal Guardian's Name: _____

Address: _____ Phone# _____

Name of Church Family Attends: (if none, state none) _____

Are you church members there? Yes No

Names and Grades of siblings who attend Memorial Baptist School:

Name: _____ Grade: _____

Name: _____ Grade: _____

Complete Application must include copies of the following: Student's Immunization Record

- Student's Birth Certificate Student's Social Security Card Standardized Test Scores Report Cards

<i>For School Office use only:</i>		
Date Application Received:	Tuition Adjustments:	Registration Payment (non-refundable):

People authorized to pick up my child and notify in case parent or legal guardian cannot be reached:

Name: _____	Relationship: _____	Contact # _____
Name: _____	Relationship: _____	Contact # _____
Name: _____	Relationship: _____	Contact # _____

Physician's Name: _____ Phone # _____

Does your child require Medication? Yes No If so, please list medication: _____

Does your child have any Allergies? Yes No If so, please list allergies: _____

Please list any other medical information you feel the school should have to better serve your child:

Authorization to take child to East Jefferson General Hospital Emergency Room for treatment in the event parents, guardians, or emergency contacts cannot be reached:

Yes _____ (initial) No _____ (initial)

I do hereby grant to Memorial Baptist School permission for my child to be photographed, audio/video and/or filmed while participating in Memorial Baptist school activities. I fully understand that the film or photographs can be shown on the church's website or Facebook page, published in the local newspaper (The Times Picayune) and/or other gatherings which concern the education of our children.

Yes _____ (initial) No _____ (initial)

Please submit applications in person at the school office.

For additional information, please contact: jangle@mbsmetairie.org

The person completing this application must be the students' parent or legal guardian. If parents are legally separated, divorced, or otherwise not married it must be the custodial parent who fills out this application. Signing the application indicates acceptance for the responsibility of school payments. Statements and other communications will be sent to this responsible party.

Printed Name: _____

Date: _____

Signature: _____

MBS Financial Agreement 2024-2025

I (we) understand that by registering my (our) child, a space will be reserved for my (our) child.

I (we) understand that MBS is providing my child with a challenging academic program in a nurturing Christian environment. My child's admission into this program is contingent on paying the costs of tuition, fees, and any additional charges when due.

Tuition is due on the 1st of each month beginning in AUGUST and ending in MAY. Tuition is considered LATE after the 5th of the month, a \$50 late fee will be charged. If tuition is not paid by the 15th, an additional \$50 late fee will be charged. A 3% convenience fee will be charged on credit card and debit card transactions. Payments made through personal checks or eChecks on Sycamore that come back as Non Sufficient Funds (NSF) will be charged \$25.

Failure to keep your account current on a monthly basis will result in your child not being able to return to school the following month.

Person(s) financially responsible for student:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Contact #: _____

Contact #: _____

Email: _____

Email: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Jerry Riggs, Head of Schools

5701 Veterans Blvd Metairie, LA 70003

504-887-0533 fax: 504-887-0610

Email: jriggs@mbsmetairie.org

Previous School: _____

Address: _____

City/State/Zip Code _____

Attention: Student Record Clerk

The student/s listed below has/have recently enrolled at Memorial Baptist School.

Name	Present Grade
_____	_____
_____	_____

Please forward the following information:

Cumulative Transcript

Withdrawal Grades

Report Cards

Immunization Records

Copies of Birth Certificate

School Attendance Summary

We appreciate your immediate attention to this request. Thank You.