

Registration 2018



2018/2019 School Year
NEW STUDENTS

ST. PHILOMENE SCHOOL

Registration Checklist 2018-2019

New and/or Returning Family

Last Name _____ First Name _____ Grade _____

Last Name _____ First Name _____ Grade _____

Last Name _____ First Name _____ Grade _____

Last Name _____ First Name _____ Grade _____

Parent/Guardian Last Name _____

How did you hear about St. Philomene School? ___ Magazine, if so which one? _____

___ Banners outside of school ___ Church bulletin, if so which one? _____

___ Other, please list _____

Registration Fee _____ (\$300 per child) Technology Fee _____ (\$150 per child)
(Grades K-8)

Tuition Contract _____

Extended Day Contract _____

Emergency Form _____

Registration Pamphlet _____

Family Service Agreement _____

Title I Survey _____

Counselor Permission Form _____

Parent Club Sign Up _____

In addition to the above, **New Families** must also submit the following:

Shot Record _____

Birth Certificate _____

Baptismal, Confirmation, First Eucharist Certificates _____ Catholic/Non-Catholic

Previous School's Name and Address _____

Enrollment / Tuition Information for the 2018-2019 Academic School Year
2018-2019 TUITION FEES
Transitional Kindergarten/Kindergarten – Eighth Grade

| | <u>Catholic</u> | <u>Non-Catholic</u> |
|----------------|-----------------|---------------------|
| One Child | \$4345.00 | \$4675.00 |
| Two Children | \$8030.00 | \$8635.00 |
| Three Children | \$10395.00 | \$11000.00 |

Registration; **\$300.00** /student (TK/K-8); Technology Fees **\$150**/student (K-8)
All registration payments are non-refundable

Registration for new/returning families

All families are encouraged to return their registration packets and enrollment fees by April 1, 2018. Registration fess will increase by \$25 per child for registration turned in after April 30, 2018.

Financial Aid

Financial Aid awards will be offered on a first come first served basis. When the allotted funds for this are gone, we will no longer be able to award funds. So, please be sure to apply early. To be considered for financial aid, family must apply online at: <https://online.factsmgmt.com/signin/3CR0G>. Financial contracts, tuition assistance online application and all supporting tax documents must be submitted to FACTS by March 15, 2018. This date is especially important, as funds will be available on a first come first serve basis.

Tuition Payments

Tuition payments will be paid through FACTS. All families will be required to sign up with FACTS for their payment plans for the 2018-19 school year. Those families who paid in the office will choose an “invoice” plan in FACTS, which will not require them to register a bank account. Families will not be charged a fee for use of FACTS. Families will sign up with FACTS and choose their payment plan once they have completed registration forms and paid registration fees. Tuition charges will be added to FACTS accounts following the choice of payment plans by our families. Please log on to: <https://online.factsmgmt.com/signin/3CR0G> to set up an account for your 2018/19 tuition payments. (A 3% surcharge will be added for credit card payments through FACTS.)

Parent Service Hours / Fundraising

All parents are expected to complete 30 hours of service to our school community. \$300 will be charge for non-completion. Each family is responsible to raise \$400 through fundraising or pay the portion not raised. Please fill out the Family Service Agreement Form.

Returned Payment Fee

FACTS will charge a \$30.00 fee for each returned check or ACH withdrawal. This amount will be paid directly to FACTS. The office will not accept payments for tuition by check, but checks can be mailed to FACTS to pay for tuition.

Financial Obligation

Failure to meet the financial obligation may prevent your child/children from attending school and/or participating in graduation ceremonies.

Notification for Withdrawal

We require a 14-day written notification for withdrawal. Families understand that they are obligated to pay any current and past due fees at the time of withdrawal notification.

St. Philomene School
Tuition and Registration Contract for 2018-2019
Please fill out completely and submit to school office no later than April 1, 2018

Family Information:

Parent 1: _____
(First) (Middle) (Last)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone Numbers: _____ / _____ / _____
(Home) (Work) (Cell)

Employer/Occupation: _____

Parent 2: _____
(First) (Middle) (Last)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone Numbers: _____ / _____ / _____
(Home) (Work) (Cell)

Employer/Occupation: _____

As a registered family of St. Philomene School, we agree to the following:
(Please READ and INITIAL each item)

1. _____ We understand that a non-refundable registration fee of \$450 (first child), \$450 (additional children) is due at the time of registration. Children will not be re-enrolled if all accounts are not current or if the registration fee is not paid in full.
2. _____ We understand that upon dismissal or withdrawal of the student for any reason, there will be a pro-rated refund of tuition paid in full.
3. _____ We understand that failure to make tuition payments will result in St. Philomene School declaring all unpaid tuition/fees due and payable. St. Philomene School reserves the right to turn over any unpaid accounts to collections, and continued enrollment may be terminated.
4. _____ We individually understand that we are jointly liable for payment of the entire tuition for our child/children. If one of us fails to pay his/her portion of the tuition, the other agrees to pay the entire tuition for our child/children.

Individual party responsible for our child's/children's tuition other than parents

Name: _____
(First) (Middle) (Last) (SSN)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone Numbers: _____ / _____ / _____
(Home) (Work) (Cell)

| Child's Full Name | Grade in Fall 2018 | Tuition | * 8 th grade graduation | Total: |
|-------------------|--------------------|--|------------------------------------|--------|
| 1. | | <input type="checkbox"/> Catholic: \$4345 <input type="checkbox"/> Non-Catholic: \$4675 | <input type="checkbox"/> 85.00 | \$ |
| 2. | | <input type="checkbox"/> Catholic: \$3685 <input type="checkbox"/> Non-Catholic: \$3960 | <input type="checkbox"/> 85.00 | \$ |
| 3. | | <input type="checkbox"/> Catholic: \$2365 <input type="checkbox"/> Non-Catholic: \$2365 | <input type="checkbox"/> 85.00 | \$ |
| | | | | |

Total of All Children \$ _____

Registration for 18-19 School Year is paid in full at the time this registration form is accepted at the school office. The cost of registration is:

| Child's Name | Registration Fee | Total Due |
|--------------------------------|------------------|-----------------------|
| 1. | \$450 | |
| 2. | \$450 | |
| 3. | \$450 | |
| | | |
| Total Registration Paid | | |
| Date Paid | Paid with | Cash Receipt # |
| | | Check # |

I/We agree to the above terms and conditions for the tuition at St. Philomene School.

Signature: _____ / _____
Parent/Responsible Party #1 Date

Signature _____ / _____
Parent/Responsible Party #12 Date

Signature: _____ / _____
School Principal Date

*Add (optional): I ask that the following be added to my account:
 _____ Eighth Grade – Graduation Fees (Graduation Cap & Gown): \$85 (per student)

St. Philomene School

Extended Day Program Contract for 2018-2019

Family Information:

Parent 1: _____
(First) (Middle) (Last)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone Numbers: _____ / _____ / _____
(Home) (Work) (Cell)

Employer/Occupation: _____

Parent 2: _____
(First) (Middle) (Last)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone Numbers: _____ / _____ / _____
(Home) (Work) (Cell)

Employer/Occupation: _____

2018-2019 Extended Day Program fees (yearly rates): **Yearly fees will be added to your FACTS accounts**

Registration fee: **\$40.00/ per student (Due at the time of Registration)**

Full Time (Mornings & Afternoons): \$1,850 (1 student), \$3,700 (2 students), \$5,550 (3 students), \$7,400 (4+)

Part Time (Afternoons Only): \$1,500 (1 student), \$3,000 (2 students), \$4,500 (3 students), \$6,000 (4+)

Part Time (Mornings Only): \$750 (1 student), \$1,500 (2 students), \$2,250 (3 students), \$3,000 (4+)

Drop-in use will be invoiced at the end of each month: \$5.00 per hour for registered
 \$10.00 per hour for non-registered

| Child's Name | Extended Day Registration | Extended Day Full Time (AM & PM) | Extended Day Part Time (PM only) | Extended Day Part Time (AM only) | Total: |
|-----------------------------------|-------------------------------|----------------------------------|----------------------------------|----------------------------------|--------|
| 1. | <input type="checkbox"/> \$40 | <input type="checkbox"/> \$1,850 | <input type="checkbox"/> \$1,500 | <input type="checkbox"/> \$750 | \$ |
| 2. | <input type="checkbox"/> \$40 | <input type="checkbox"/> \$1,850 | <input type="checkbox"/> \$1,500 | <input type="checkbox"/> \$750 | \$ |
| 3. | <input type="checkbox"/> \$40 | <input type="checkbox"/> \$1,850 | <input type="checkbox"/> \$1,500 | <input type="checkbox"/> \$750 | \$ |
| 4. | <input type="checkbox"/> \$40 | <input type="checkbox"/> \$1,850 | <input type="checkbox"/> \$1,500 | <input type="checkbox"/> \$750 | \$ |
| Extended Day Program Fee – Total: | | | | | \$ |

Signing up for the yearly extension fees will be added to your monthly FACTS account invoice.
 Drop in will be invoiced monthly

EMERGENCY INFORMATION 2018-2019

PLEASE PRINT IN INK

Child's Last Name _____ First Name _____ Middle _____

Child's Address _____ City _____ Zip _____

Date of Birth ____/____/____ Child's Religion _____ Parish _____

Child Resides With _____ Relationship _____

IF PARENTS ARE DIVORCED OR SEPARATED, To Whom Has Physical Custody Been Granted?

Are Legal Documents On File In The School Office? _____

Please Indicate Name Of Parent/Guardian To Contact First In Event Of Illness Or Emergency

PARENT/GUARDIAN INFORMATION

Father/Guardian

Name _____

Natural ____ Step ____ Other _____

Home Phone Number _____

Employer _____

Work Phone Number _____ Ext. _____

(Page/Cell) _____

E-mail Address _____

Mother/Guardian

Name _____

Natural ____ Step ____ Other _____

Home Phone Number _____

Employer _____

Work Phone Number _____ Ext. _____

(Page/Cell) _____

E-mail Address _____

STUDENT'S MEDICAL INFORMATION

Chronic Illnesses _____

Disabilities _____

Allergies _____

Other _____

Family Doctor _____

Phone _____

Family Dentist _____

Phone _____

Insurance Carrier _____

Phone _____

Medical Card Number _____

Hospital Preference _____

Does child have a condition that requires medication on a regular basis? _____

Is the authorization form on file in the school office? _____ Medication _____

Does child have a physical condition that limits participation in:

___ Classroom

___ Physical Education

Please explain: _____



EMERGENCY INFORMATION

In the event of illness or accident, when I cannot be reached, I wish one of the following be notified. They are authorized to act in my absence and may release my child from school:

(LOCAL NUMBERS ONLY)

Alternate Emergency Name _____ Phone _____

Relationship To Child _____

Alternate Emergency Name _____ Phone _____

Relationship To Child _____

Please select desired emergency care:

___1.) In the event of an emergency when a parent or guardian cannot be reached I authorize school personnel or one of its representatives to act on my behalf and make arrangements for my child to receive medical/hospital care, including necessary transportation, in accordance with their best judgment. I authorize the physician named to undertake such care and treatment as is considered necessary. In the event the physician is unavailable, I authorize such care treatment to be performed by a licensed physician or surgeon. I agree to pay all costs incurred as a result of the foregoing.

___2.) I do not choose the above statement and desire the following action in the event of an emergency:

SIGNATURE _____

DATE _____



NEW STUDENT INFORMATION

REGISTRATION STATUS:
 CATHOLIC
 NON-CATHOLIC

GRADE APPLYING TO: (Circle) TK K 1 2 3 4 5 6 7 8

STUDENT INFORMATION

Child's Last Name _____ First Name _____ Middle _____ Social Security Number _____

Child's Address _____ City/Zip _____ Home Phone Number _____

Date of Birth ___/___/___ Sex: (circle one) Male Female Child's Religion _____

Student's first language: _____ Language spoken at home: _____

Last school attended (New students only): _____

Address (including city/zip): _____ Phone: _____

Has child ever received resource services? No Yes (please specify)
 RSP Chapter 1 Speech & Language ESL or Bilingual
 SDC (Special Day Class) GATE (Gifted & Talented)
 Does your child have a current IEP (Individualized Educational Program)? Yes No

SIBLINGS ATTENDING ST. PHILOMENE SCHOOL

Name Grade Name Grade

Name Grade Name Grade

CHILD'S ETHNIC BACKGROUND

___ Black ___ Hispanic ___ Asian ___ Pacific Islander
___ Native American ___ Caucasian ___ Mixed Ethnicity

PARENT/GUARDIAN INFORMATION

Child lives with: Parents (both) Mother Father Shared Custody

Other legal guardian; relationship _____

IF PARENTS ARE DIVORCED, what are the custodial arrangements?

***Any restraining orders must be on file in the school office.**



PARENT/GUARDIAN INFORMATION

Primary Relations

| FATHER | MOTHER |
|--|--|
| <input type="checkbox"/> Natural <input type="checkbox"/> Step-father <input type="checkbox"/> | <input type="checkbox"/> Natural <input type="checkbox"/> Step-mother <input type="checkbox"/> |
| Other | Other |
| Name | Name |
| Social Security Number | Social Security Number |
| Address | Address |
| Home Phone | Home Phone |
| Cell Phone | Cell Phone |
| Work Phone | Work Phone |
| E-mail Address | E-mail Address |
| Employer | Employer |
| Occupation | Occupation |
| Religion | Religion |
| Special talent(s) you may offer to school (i.e. web design, art, construction) | Special talent(s) you may offer to school (i.e. web design, art, construction) |

Child(ren) lives with: Parents (both) Mother Father Shared Custody

Other legal guardian; relationship _____

IF PARENTS ARE DIVORCED, what are the custodial arrangements? _____

Any restraining orders must be on file in the school office.



Secondary Relations (If Applicable)

| | |
|---|---|
| Name | Name |
| Relationship to child | Relationship to child |
| Social Security Number | Social Security Number |
| Address | Address |
| Home Phone | Home Phone |
| Cell Phone | Cell Phone |
| Work Phone | Work Phone |
| E-mail Address | E-mail Address |
| Employer | Employer |
| Occupation | Occupation |
| Religion | Religion |
| Special talent(s) you may offer to school (i.e. web design, art, construction) | Special talent(s) you may offer to school (i.e. web design, art, construction) |

The school provides, upon request, student addresses in the form of a birthday list. Unless indicated your address will be included.

_____ I do not wish to have my address published. I understand that my child may not receive birthday invitations, as passing them out at school is not allowed.

FATHER'S SIGNATURE

DATE

MOTHER'S SIGNATURE

DATE



Family Service Agreement 2018-2019

Student(s) name and grade:

- 1) _____ **Grade** _____
- 2) _____ **Grade** _____
- 3) _____ **Grade** _____

Parent/Guardian name: _____ Phone: _____

E-mail address: _____

Parent participation is a key ingredient in the educational success of the student and of the school. Children take pride in their parent’s service to the school. Parental participation is an essential example for children learning to serve their family, school and community. Each family is expected to commit themselves to volunteer time and participate in fundraising events in addition to paying their child’s tuition.

Each family is required to complete ALL 30 service hours by February 1, 2019. Families that do not complete this requirement must pay a fee if not re-enrolling or higher registration fee if re-enrolling. If there are any hours owed, the fee is \$300.00. If you have completed your 30 hours, there is **no** fee. For those parents who do not wish to participate in volunteering, the option of paying the amount of \$450.00 is available.

Each family is also required to raise \$400.00 through several qualifying school fundraising events by April 30, 2019 or pay the portion not raised by May 07, 2019. For those parents who do not wish to participate in fundraising, the option of paying the entire \$400.00 is also available.

Extra curricular programs, such as sports and field trips, are not funded through the school budget. These programs are self-supporting through other fundraising events, such as the pizza and cookie dough sale. Participation through these events and programs such as Box Tops For Education do not count toward the \$400 commitment.

During the school year there are numerous ways for parents to complete their service hours. Some examples are: classroom assistance, room parents, School Advisory Committee, Parent and Patron Club, event coordinators, athletics coach, referee, event coordinator, or snack bar sales, and baking. Further opportunities are listed in the school Newslines. When the following items are donated, parents may claim the hours noted.

Homemade Items

- Brownies 1 hour per batch
- Cookies 2 hours per 3 dozen
- Desserts 2 hours per dessert

Items purchased for school events:

1 hour per \$20 spent on goods

Parents are responsible for reporting their service hours. Completed forms can be placed in the drop box that is located in the school office.

___ I/We choose **not** to participate in fundraising and pay \$400.00 now.

___ I/We choose **not** to do service hours and pay \$450.00 now.

Parent/Guardian Signature: _____ Date: _____



Dear Parent/Guardian:

The US congress passed the No Child Left Behind Act of 2001 (NCLB), which took effect January 8, 2002. Title I, Part A, of the NCLB provides supplemental educational services for eligible public and private school students. The purpose of the Act is to provide additional help for children so that they can acquire the knowledge and skills necessary to meet the challenging student performance standards that all children are expected to meet.

Please take the time to complete the enclosed Family Survey. This information is very important. It will help us continue our participation in Title I educational programs, such as reading and math programs that help our students. All you need to do is mark YES or NO after each question. Your answer will be strictly CONFIDENTIAL.

Please return your Family Survey with your registration packet.. Remember that this information is CONFIDENTIAL. I will be the only one to read it, and will share only the data portion without names with the public school district liaison.

If you have any questions please call me at the school office at 489-1506.

Thank you for all that you do for our children and our school.

Sincerely,

Mrs. Kerri Bray-Smith
Principal



Parent Volunteer Sign Up Form (2018-19)
You must sign up for at least 3 of the following events:

- St. Philomene Parish Festival (Fall - October)
- Harvest Dinner (Fall - November)
- Crab Feed Dinner Dance Auction (Spring - Jan/Feb)

You must sign up for at least 3 of the following:

- | | |
|---|--|
| <input type="checkbox"/> Parent Club Lead | <input type="checkbox"/> Pancake Breakfast (Catholic Schools Week) |
| <input type="checkbox"/> Booster Club | <input type="checkbox"/> Walk-a-thon (Spring) |
| <input type="checkbox"/> Room Parent | <input type="checkbox"/> Scholastic Book Fair |
| <input type="checkbox"/> Picture Day | <input type="checkbox"/> Yard Duty (before school or lunch) |
| <input type="checkbox"/> Science Fair (March) | <input type="checkbox"/> Halloween Carnival (on Halloween) |
| <input type="checkbox"/> Campus Maintenance (Yard work, painting, campus cleanup) | <input type="checkbox"/> Christmas Program |
| <input type="checkbox"/> Scrip Coordinator | <input type="checkbox"/> Office Help |
| <input type="checkbox"/> Baked Goods for events | <input type="checkbox"/> Box Top Coordinator |
| <input type="checkbox"/> Teacher Appreciation Luncheon (In the Spring) | <input type="checkbox"/> Helping in the classroom |
| <input type="checkbox"/> Coaching: volleyball basketball little dribblers track golf (Circle the sports you would like to coach) | |

Name of volunteer: _____ Email: _____

Phone number: _____

Please return this sign-up sheet with your registration packet.

Please Note: If you sign up for an event and or fundraiser, you will be contacted directly to participate in this event and or fundraiser at the time indicated above. It is crucial that you are available during these times if you choose to participate.



**Non-Public Schools (NPS) Title I Family Survey
2018-19**

Please provide the following information. Only your principal and the NPS Title I Coordinator will see your responses, and will keep all data strictly confidential.

Parent/Guardian and Address Information

Parent/Guardian Name _____ Phone _____

Address _____ City _____ Zip _____

Public School District in which you live (Sacramento City, San Juan, etc.) _____

Neighborhood public school your student(s) would attend (if known) _____

Student Information

Only list students attending **THIS** private school.

Name of This Private School: _____

Student Name #1 _____ Grade _____

Student Name #2 _____ Grade _____

Student Name #3 _____ Grade _____

Family and Income Information

Find your family size (all adults and children in the home) on the chart. Then, compare your gross income to the figures in the corresponding row.

| Family Size | Weekly | Monthly | Yearly |
|---|---------|---------|----------|
| 1 | \$430 | \$1,860 | \$22,311 |
| 2 | \$578 | \$2,504 | \$30,044 |
| 3 | \$727 | \$3,149 | \$37,777 |
| 4 | \$876 | \$3,793 | \$45,510 |
| 5 | \$1,024 | \$4,437 | \$53,243 |
| 6 | \$1,173 | \$5,082 | \$60,976 |
| 7 | \$1,322 | \$5,726 | \$68,709 |
| 8 | \$1,471 | \$6,371 | \$76,442 |
| Each additional member, add: +\$149 +\$645 +\$7,733 | | | |

Is your income (for your family's size) less than the amount on the chart? ___ yes ___ no

Does your family receive assistance under Cal Works? ___ yes ___ no

Are any of your children eligible for Medicaid? ___ yes ___ no

Does your family participate in the food stamp program? ___ yes ___ no

Please return this form to your principal with your registration packet.