



## 2018-2019 ENROLLMENT PACKET

DEAR FAMILY,

PLEASE MAKE SURE THE FOLLOWING ENROLLMENT PAPERWORK IS SUBMITTED WITH THESE FORMS.

- \_\_\_\_\_ BIRTH CERTIFICATE
- \_\_\_\_\_ SHOT RECORDS UPDATED
- \_\_\_\_\_ BAPTISMAL RECORD
- \_\_\_\_\_ REGISTRATION FORM
- \_\_\_\_\_ TUITION AGREEMENT SIGNED
- \_\_\_\_\_ ENROLLMENT FEE \$50



# ENROLLMENT 2018-2019

## PARENT INFORMATION

Father's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, Zip \_\_\_\_\_  
 Cell Telephone \_\_\_\_\_  
 Home Telephone \_\_\_\_\_  
 Work Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

Stepfather's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, Zip \_\_\_\_\_  
 Cell Telephone \_\_\_\_\_  
 Home Telephone \_\_\_\_\_  
 Work Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

Mother's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, Zip \_\_\_\_\_  
 Cell Telephone \_\_\_\_\_  
 Home Telephone \_\_\_\_\_  
 Work Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

Stepmother's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, Zip \_\_\_\_\_  
 Cell Telephone \_\_\_\_\_  
 Home Telephone \_\_\_\_\_  
 Work Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

## STUDENT INFORMATION

### Student #1

### Student #2

### Student #3

First Name	_____	_____	_____
Middle Name	_____	_____	_____
Last Name	_____	_____	_____
Previous School (if new)	_____	_____	_____
Grade (2018-2019)	_____	_____	_____
Date of Birth	_____	_____	_____
Gender	_____	_____	_____
Hispanic	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
*Race (see below)	_____	_____	_____
Allergies/Medications	_____	_____	_____
1 <sup>st</sup> Reconciliation	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
1 <sup>st</sup> Communion	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
Student has Internet access?	Yes _____ No _____		

\*Race: For State reporting purposes only, please choose from the following: Multiracial, White/Caucasian, Asian/Pacific Islander, Native American, Black/African American.

Religion \_\_\_\_\_ If Catholic, name of parish you attend \_\_\_\_\_

Are you registered? \_\_\_\_\_ Envelope # \_\_\_\_\_ Mass time usually attend \_\_\_\_\_

Check as applicable: Parents separated \_\_\_\_\_ Mother remarried \_\_\_\_\_ Mother deceased \_\_\_\_\_

Parents divorced \_\_\_\_\_ Father remarried \_\_\_\_\_ Father deceased \_\_\_\_\_

Child lives with: Both parents \_\_\_\_\_ Mother only \_\_\_\_\_ Father only \_\_\_\_\_

Mother & stepfather \_\_\_\_\_ Father & stepmother \_\_\_\_\_ Other \_\_\_\_\_

### EMERGENCY CONTACT/PICK UP INFORMATION

\_\_\_\_\_  
Name Phone Number(s) Relationship

\_\_\_\_\_  
Name Phone Number(s) Relationship

\_\_\_\_\_  
Name Phone Number(s) Relationship

### HANDBOOK & INTERNET

        
**(Initial)** We agree to abide by the policies and procedures as stated in the Parent/Student Handbook. A copy is available at [www.stspeterandpaul.org](http://www.stspeterandpaul.org) or a paper copy may be requested from the school office.

        
**(Initial)** We agree to abide by the school's Technology Agreement as stated in the Parent/Student Handbook. We understand that even with a web-filtering device in use, it is not possible for the school to guarantee that inappropriate materials may not be viewed by students.

#### AUTHORIZATIONS (*Initial* each statement you authorize.)

\_\_\_\_\_  
I give permission for SPPCS to use my child(ren)'s picture on the school website and social media accounts such as Facebook (no names will be used to identify photos).

\_\_\_\_\_  
I give permission for SPPCS to use my child(ren)'s picture in print media such as newspapers, magazines, and school marketing materials.

I would like to apply for Catholic Schools Scholarship Fund, Inc. Scholarship



# Sts Peter and Paul Catholic School

## Tuition and Fees 2018-2019

Book Fees and Tuition are part of your financial obligation to this school.

Tuition and Book fees are as follows and can be paid in full when enrolling by semester, or by the month. All families must enroll in Smart Tuition™, which is the only tuition collection program for the school.

Students of Sts. Peter and Paul (Grades Pre-3 - 6th)

### TUITION:

**If you pay monthly, it is for 10 months starting September 2018 and ending June 2019**

Kindergarten thru 6<sup>th</sup> Grade \$190/Monthly or \$1900.00 per student - per year

\*\*\*Kindergarten tuition is FREE if your child attended Pre-3 & Pre-K at Sts. Peter & Paul\*\*\*

### Pre-School Fees:

3 Y/O Preschool **without older sibling** enrolled including Lunch & Extended Care: Monthly = \$450.00

4 Y/O Preschool **without older sibling** enrolled including Lunch & Extended Care: Monthly = \$430.00

3 Y/O Preschool with older sibling enrolled including Lunch & Extended Care: Monthly = \$300.00

4 Y/O Preschool with older sibling enrolled including Lunch & Extended Care: Monthly = \$280.00

3 Y/O Preschool **without older sibling** enrolled without Lunch & Extended Care: Monthly = \$350.00

4 Y/O Preschool **without older sibling** enrolled without Lunch & Extended Care: Monthly = \$330.00

3 Y/O Preschool with older sibling enrolled without Lunch & Extended Care: Monthly = \$225.50

4 Y/O Preschool with older sibling enrolled without Lunch & Extended Care: Monthly = \$225.50

Mother's Day Out (2 & 3 yrs. old) 2 days weekly: Tuesdays and Thursdays from 7:45am-3:15pm

Enrollment Fee (supplies/snacks) \$50.00

Fees for 2 days a week \$200.00 a Month or \$2,000 per year (Does not include lunch)

### Extended Care:

Enrollment fee: \$15.00

5 days a week from 3:00-5:30 p.m. \$4.00 an hour \$1.00 a minute after 5:30.

## **Sts. Peter and Paul Catholic School** 2018-2019 Tuition Agreement

The operation of Sts. Peter and Paul Catholic School is a major ministry of Sts. Peter and Paul Parish. Since the parish can only provide partial funding for the school, it is crucial that parents meet their financial obligations for the school to operate successfully. We believe that not only are tuition payments an investment in your child's education, but also an investment in our school to continue its over 100 year tradition of faith-based education. The tuition and fees for Sts. Peter and Paul Catholic School are approved annually by our School Advisory Council, Principal, and Pastor. The following policies are in effect for tuition and fees:

### **Tuition Payment**

There are several basic payment options to make tuition payments. All tuition payments are received and processed through Smart Tuition. Smart Tuition is the contracted provider by Sts. Peter and Paul Catholic School for administering our tuition program. Only new families need to register with Smart Tuition, unless a change of payment plan is intended. All other families will simply be rolled into the next year with the same payment plan. Please talk to the School Secretary for further information. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire Tuition is due on or before August 10<sup>th</sup>.
2. Bi-Annual Payments (2 Payments) – Half of Tuition is due on before August 10<sup>th</sup> and December 20<sup>th</sup>.
3. Quarterly Payments (4 Payments) – Payments are due on or before the 20<sup>th</sup> for the following months: August, October, January, and March.
4. Monthly Payments (10 Payments) – Monthly payments are due on or before the 20<sup>th</sup> for the months: September through June.

### **Smart Tuition Financial Service Overview**

- There is an annual non-refundable \$45 administrative fee for enrollment in the Smart Tuition program per family. This fee will be added to your tuition collected by Smart Tuition—please do not make this payment to the school.
- Smart Tuition provides a variety of payment options

### **Late Payments**

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Sts. Peter and Paul Catholic School on a timely basis. **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the Principal so that special arrangements and adjustments to your agreement can be made in writing.** This payment plan must be agreed upon by all parties.

### **Tuition Delinquency**

Any family whose tuition account falls two months in arrears and **has not made alternative arrangements with the Principal in writing** will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. class trips, sports, or any club activities). If tuition falls three months in arrears, the student will be un-enrolled. No official school records will be released for any student until all financial obligations are completed.

Any eight grade student with outstanding tuition or fees and **has not made alternative arrangements with the Principal in writing** will not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met.

In the event that there is any outstanding tuition due by a family after June 20<sup>th</sup>, unless alternative arrangements have been made in writing and approved by the Principal of Sts. Peter and Paul Catholic School, the family will not be enrolled for the following school year. The family will be allowed to re-enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. In addition, the family will be required to use the Direct Debit or Credit Card option on Smart Tuition to avoid similar circumstances in the future.

- Your enrollment form to Smart Tuition must be returned at enrollment.

**Enrollment and School Fees**

Both new and returning students are required to pay a **non-refundable** registration fee of \$50. This student fee should be submitted to the school office with your registration form. If fee is paid before March 31<sup>st</sup>, a 15% discount is applied to the student’s tuition. Returning students must complete and return all Tuition/Enrollment forms to the school office along with all **fees** to hold or reserve his/her spot for the following year. **In addition, the school needs to have all Fee payments in by June 20<sup>th</sup>.** After June 20<sup>th</sup>, a family will be allowed to enroll after they submit all registration forms and all fees. However, the student’s ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. Parents, guardians, or persons responsible for the payment of tuition are required to sign and return all registration forms, this Tuition Policy, and pay all the required fees. **ALL FEES ARE NON-REFUNDABLE.**

**Late Enrollment**

Families registering after August 20<sup>th</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be attending according to a formula established by the Principal.

**Refund Policy**

For students who withdraw from Sts. Peter and Paul Catholic School, tuition refunds will be issued on a monthly basis.

- If a registered student withdraws prior to the first day of school, the family is responsible for 1/3 of the full tuition amount.
- If a registered student withdraws between first day of school and December 15<sup>th</sup>, the family is responsible for ½ of full tuition.
- If a registered student withdraws after December 15<sup>th</sup>, the family is responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding financial obligations including but not limited to: tuition, lunch/milk charges, and book fees.

**Regardless of the number of days a student is in attendance, tuition is required for every month the student is enrolled.**

I/We have read this agreement and expressly acknowledge Sts. Peter and Paul Catholic School Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Agreement Confirmed:

Parent/Guardian

X \_\_\_\_\_

Date \_\_\_\_\_

X \_\_\_\_\_

Date \_\_\_\_\_