

2018-2019 REGISTRATION CHECKLIST



FAMILY NAME _____

All new and returning Pre-K families must complete and return all applicable forms. Please use the Registration Checklist below:

FORM/FEE	DETAILS /DEADLINE	
FAMILY REGISTRATION FORM	You only need to complete one form per family. Return this form with your registration fee ASAP to secure your spot for 2018-19. Returning/new families may complete this form online through their EduConnect account. New Family Code is stj152.	<input type="checkbox"/>
STUDENT ENROLLMENT FORM	Complete one form for each student you wish to register. Return this form ASAP to secure your spot for 2018-19. Returning/new families may complete this form online through their EduConnect account. New Family Code is stj152.	<input type="checkbox"/>
\$75 PER FAMILY REGISTRATION FEE	The registration fee for both new and returning families for 2018-19 is \$75 per family if paid no later than February 6, 2018. On February 7, the fee increases to \$150 per family. The registration fee is non-refundable. Please note: the late fee does not apply to new families.	<input type="checkbox"/>
FAITH IN EDUCATION PARTNERSHIP AGREEMENT	A signed copy of this form must accompany your registration papers and registration fee.	<input type="checkbox"/>
PRELIMINARY SCHEDULING FORM	Please complete and return this form ASAP. Complete one form for each student you wish to register. This form must be returned by July 1, 2018.	<input type="checkbox"/>
ACTIVITY AGREEMENT FORM	A signed copy of this form must accompany your registration papers and registration fee.	<input type="checkbox"/>
MEET WITH PASTOR/ BOOKKEEPER	If you are a new family, your registration will not be accepted until you meet with the Pastor or Bookkeeper, and financial obligations are discussed.	<input type="checkbox"/>
BIRTH AND BAPTISMAL CERTIFICATE	If you are a new family, please include a copy of your child's birth and baptismal certificate.	<input type="checkbox"/>

SCHOOL YEAR _____
 FAMILY LAST NAME _____
 RELIGIOUS AFFILIATION (required) _____
 PARISH (required) _____
 NEW FAMILY RETURNING FAMILY

FAMILY REGISTRATION FORM



HOME INFORMATION

PARENTAL STATUS

- Married Separated Divorced
 Remarried Single Widow/Widower
 Other

STUDENTS LIVE WITH

- Both Parents/Guardian Mother Father
 Mother/Stepfather Father/Stepmother
 Grandparent Other

LANGUAGE SPOKEN AT HOME

- English Spanish Other

ADDRESS WHERE STUDENTS LIVES

Address _____
 City _____
 State _____ Zip _____
 Email Address _____
 Primary Phone _____ Silent number
 Other Phone _____
 Exclude family from school directory
 Exclude email from school directory
 Exclude address from school directory

MOTHER

Name _____
 Occupation _____
 Employer _____
 Bus. Phone _____
 Cell Phone _____
 Email _____
 Religion _____
 Maiden Name _____

FATHER

Name _____
 Occupation _____
 Employer _____
 Bus. Phone _____
 Cell Phone _____
 Email _____
 Religion _____

OTHER ADULTS LIVING AT THIS HOME

LIST ANYONE ELSE WHO MAY PICK UP YOUR STUDENTS(S).

EMERGENCY/MEDICAL INFORMATION

List a person who can be contacted in case of an emergency if Parent/Guardian is not available.

Name _____
Phone _____

Doctor _____ Phone _____
 Dentist _____ Phone _____
 Hospital _____

If a second family member should receive information from the school, enter that information below.

Name _____
 Relationship to Student(s) _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____

COMMENTS

Enter any additional comments about your family you feel the school should have.

SCHOOL YEAR _____
GRADE IN WHICH TO ENROLL _____
 NEW STUDENT CURRENT STUDENT

STUDENT ENROLLMENT FORM



STUDENT INFORMATION

First Name _____ MI _____
Last Name _____
Preferred First Name _____
Family Last Name _____
 Male Female Birth Date _____
Social Security # _____
City & State of Birth _____
CATHOLIC
 Yes No
LIVES WITH
 Both Parents Mother Father
 Mother/Stepfather Father/Stepmother
 Grandparents Other _____

Federal guidelines require us to record the Race/Ethnicity of every child. You must answer the following question and then indicate your race. Hispanic is considered an ethnicity and not a racial group. If you are of Hispanic ethnicity, you must also select a racial group.

ARE YOU HISPANIC/LATINO OR OF SPANISH ORIGIN?

Yes No

SELECT ONE OR MORE

- American Indian/Alaska Native Asian
 Black/African American White
 Native Hawaiian/Pacific Islander

Previous School Attended _____

Public School & District _____

MEDICAL INFORMATION

Medications _____

Health Problems _____

Allergies _____
Any additional comments about this student _____

IF THE STUDENT IS CATHOLIC

Enter the following information if not previously submitted.

BAPTISM*

Date _____

Parish & Location _____

FIRST RECONCILIATION

Date _____

Parish & Location _____

FIRST COMMUNION

Date _____

Parish & Location _____

CONFIRMATION

Date _____

Parish & Location _____

*Required for new families: Please include a copy of your child's baptismal certificate.

2018 - 2019 FAITH IN EDUCATION PARTNERSHIP AGREEMENT- GRADES K-8



PHILOSOPHY OF ST. JAMES THE GREATER SCHOOL

St. James the Greater School has been providing excellence in Catholic education since 1902. Our entire school community seeks to develop the spiritual, academic, and social needs of our students in an atmosphere characterized by mutual love and respect. We welcome children of all faiths and everyone to become part of our school family.

I. TUITION AND FEES FOR THE 2018-19 SCHOOL YEAR

The term "Tuition and Fees" includes tuition for one or two children enrolled in Pre-K and these associated fees: (tuition and fees paid for aftercare, pre-k, and kindergarten MAY be considered for income tax deductions. Please consult with your tax preparer to ensure accuracy and eligibility).

"Tuition and Fees" does not, however, include the Registration Fee. The Registration Fee for both new and returning families for 2018-19 is \$75 per family if paid no later than February 6, 2018. On February 7, the fee increases to \$150 per family. The registration fee is non-refundable. Please note: the late fee does not apply to new families.

The Activity Fee is refundable. If the obligations associated with the fee is fulfilled, the fee will be credited toward tuition balance due. Please see the Activity Agreement for more information.

TUITION FOR NEW AND RETURNING FAMILIES (Price reflects the addition of \$55 Activity Fee):

WEEKLY SCHEDULE	ONE CHILD/YEAR	TWO CHILDREN/YEAR*
5 Extended Days (7:50am - 6:00pm)	\$5,872	\$10,234
3 Extended Days (7:50am - 6:00pm)	\$4,362	\$7,593
5 School Days (7:50am - 2:50pm)	\$4,764	\$8,496
3 School Days (7:50am - 2:50pm)	\$3,106	\$5,394
5 Half Days (7:50am - 11:15am)	\$2,663	\$4,618
3 Half Days (7:50am - 11:15am)	\$1,744	\$3,011

*this price reflects the 25% Sibling Discount applied to the second child when two children are enrolled in the Carlson's Kids Program at the same time.

- Fees are based on a yearly tuition rate. To calculate your monthly tuition rate, divide the applicable yearly fee by 10.
- If you would like to make monthly payments, you will need to enroll in the FACTS Tuition Management Program.
- For families enrolled in the FACTS program, payments are expected each month for the 10 month period starting in August 2018 and ending in May 2019. (10 monthly payments total).
- Please see the following page for any additional tuition assistance and discounts.

2018 - 2019 FAITH IN EDUCATION PARTNERSHIP AGREEMENT – Pre-K (CONTINUED)

II. PAYMENT OF TUITION

Please note, any credit card charge, no matter the size, will result in a 2.2% fee.

ANNUAL PAYMENT (ONE PAYMENT):

There is a discount of **\$100.00 per child** for using the annual payment option. See the appropriate tuition & fee schedule for your total cost. Subtract the correct amount from this total cost. The annual payment is due by **July 1st, 2018**.

SEMI-ANNUAL PAYMENT (TWO PAYMENTS):

See the appropriate tuition & fee schedule for your total cost. Divide this cost in two. Two equal payments are due by **July 1st, 2018** and **December 1st, 2018**.

MONTHLY PAYMENTS:

If you do not choose either the annual or semi-annual payment option, you **MUST** enroll in the monthly payment program, known as FACTS. Enrolling in the FACTS Tuition Management Program allows you to make your tuition payments by automatic withdrawal from a bank account, or with a monthly credit card payment. If you are enrolled in the FACTS Tuition Management Program, tuition will be collected during 10 months, from August through May each year. There is no cost for you to enroll in this program. If you choose this option, you can sign up online at <https://online.factsmgt.com/signin/42ZLL>. You will need to complete this form and supply the appropriate banking or credit card information. The responsible party must contact the Parish Office if there are any changes to the banking or credit card information throughout the year. For returning families already enrolled in FACTS, you will automatically be re-enrolled for 2018-19.

If you would like to make your monthly payment lower, you can pre-pay any amount you choose. Pre-payments must be made before August 1st, 2018. To make pre-payments, please call the Parish Office at (314) 645-0167.

Periodically throughout the school year, the Parish Office will review whether any tuition payments are past due and send a delinquency notice to those families. However, **it is the responsibility of each family to know whether they are behind on tuition and to contact the Parish Office to work out a solution.** If a family is delinquent and has not made arrangements with the Parish Office, the following penalties may be imposed:

- Registration for the next school year will not be accepted.
- Entry into school the following semester will not be permitted.

If the Parish Office's repeated attempts to rectify any tuition-related situation are met with inaction on the part of the school family, then entry into school may be denied at any point during the school year.

New families who enter school during the school year must pay full registration and activity fees regardless of when they register. Tuition for partial year students will be charged on a pro-rata basis.

III. I HAVE READ AND UNDERSTAND THE FAITH IN EDUCATION PARTNERSHIP AGREEMENT FOR 2018-19

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Please list all students who will attend St. James the Greater School in 2018-19 (First & Last Name):

Name _____ Grade _____ Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

PRELIMINARY SCHEDULING FORM FOR THE 2018-19 SCHOOL YEAR



Student First Name: _____

Student Last Name: _____

Student Birth Date (mm/dd/yyyy): _____

Please check one:

<input type="checkbox"/> PK3	<input type="checkbox"/> PK4
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Anticipated Weekly Attendance:

Please check one of the following:

_____ 5 Extended Days*/week _____ 5 School Days*/week _____ 5 Half Days*/week

_____ 3 Extended Days*/week _____ 3 School Days*/week _____ 3 Half Days*/week

(* **Extended Day** = 7:50am – 6:00pm / **School Day** = 7:50am – 3:00pm / **Half Day** = 7:50am – 11:15am)

If you choose any of the 3-Day options:

Please indicate which days of the week your child will attend Carlson's Kids (check 3):

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Registration Fee:

Please check one:

_____ I have already paid the \$75.00 Registration Fee

_____ I have enclosed my \$75.00 check made payable to St. James the Greater

ACTIVITY AGREEMENT – Pre-K



FAMILY PARTICIPATION GUIDELINES

Family and community volunteers are an important component of St. James the Greater, and we offer many opportunities to become involved. Our volunteer events provide a wonderful way to get to know other families within our school and build community. Time given to fundraising events also provides money towards our budgetary expenses and helps to keep the cost of tuition within manageable levels.

Each family is expected to give 5 hours of service to the school during the year. The burden of support becomes very easy and effective when everyone contributes in this way. A database of volunteer hours is kept in order to help St. James the Greater prioritize their efforts. All families will be charged a \$55 Activity Fee. If the family fulfills their 5 hours of service, the fee will be credited toward tuition balance due.

As part of your service hours agreement, you must choose to support 1 out of 3 of our Greater Events which include Homecoming, St. Patrick's Day, or the Annual Decades of Dreams Auction, and 2 of our other Events which include Halfway to the Day 5K, Mission Carnival, Book Fair, Christmas House, Fish Fries, and Field Day. Three of your volunteer hours must be toward the Greater Events.

Volunteer hours will be tracked and recorded during the school year. We keep track of your volunteer hours by recording the information you submit on a special service-hour registry called HelpCounter. This online website allows parents to see what opportunities are available for the school year and lets them express interest in select opportunities, as well as, see how many volunteer hours they have received.

On the attached list you will find many opportunities to become involved in your child's school. Please complete the Agreement and return it with your registration papers. When we organize the events you listed for participation, the name of the person leading the event will be listed on the weekly newsletter, as well as volunteer opportunities. Please be sure to reach out to the parent volunteer coordinating those events.

FREQUENTLY ASKED QUESTIONS

- 1. What if I have more than one child?**
You are only required to donate 5 hours per family.
- 2. Who is considered family?**
Any relative or friend of Saint James the Greater may donate time on behalf of your family.
- 3. What if more than one family member volunteers for an event?**
Each family member will accumulate hours toward the family commitment.
- 4. How do my hours get recorded?**
Each event organizer will have you sign in at the event.
- 5. What if we do not reach our 5 hour commitment or do not wish to volunteer?**
Each family who does not reach the 5 hour commitment will not get a tuition credit of \$55.

For any activities which occur at school during the school day or at any time which involves children, Diocesan background checks/approval and the completion of Protecting God's Children is required.

ACTIVITY AGREEMENT – Pre-K (CONTINUED)

At Saint James the Greater, parents are an important and integral part of the school atmosphere. As our partners in education, parents/guardians are required to provide a minimum of 5 service hours per year towards the development of our children and our school. Each family is charged a \$55 Activity Fee. If the family fulfills their 5 hours of service, the fee will be credited toward tuition balance due.

FAMILY NAME _____

NAMES/GRADES OF STUDENTS _____

PLEASE CHOOSE ONE OF THE FOLLOWING:

I understand as a parent or guardian that my commitment to Saint James the Greater includes 5 hours, at least three of which must be toward the greater fundraising events which include Homecoming, St. Patrick's Day, and the Annual Auction.

I prefer to opt out of volunteering. I understand that if I choose this option, and do not fulfill my service hours, I will not receive the Activity Agreement credit.

Signature _____ Date _____

Signature _____ Date _____

Please use the information below to select your preferred volunteer opportunities.

FAMILY PARTICIPATION VOLUNTEER OPPORTUNITIES

The following fundraising events are the only approved events to earn fundraising hours. At least one of the Greater Opportunities must be chosen:

GREATER EVENTS	CHAIR/CO-CHAIR/COMMITTEE	VOLUNTEER Y/N
Homecoming (September)		
St. Patrick's Day (March)		
Dinner Auction (February)		

OTHER EVENTS	CHAIR/CO-CHAIR/COMMITTEE	VOLUNTEER Y/N
Halfway to the Day 5K (September)		
Mission Carnival (October)		
Book Fair (October)		
Christmas House (December)		
Fish Fries (Feb-March)		
Field Day Carnival (May)		

**Please return this form with your registration packet.*