

St. Mary's Catholic School Registration

1101 E. 5th Street, Natchitoches, LA 71457
 School: 318-352-8394 • Fax: 318-352-5798
www.smstigers.com



St. Mary's School is a ministry of Immaculate Conception Church of Natchitoches. The school admits all qualified students regardless of race, sex, color, national, or ethnic origin. The school is limited with respect to physical capacity and accordingly, in the number of students which may be adequately accommodated.

St. Mary's School admits students of any sex, race, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic or religious basis in administration of the school's educational policies, scholarship and financial aid programs, athletics or any school-administered activities.

Age Requirements

Students entering Pre-kindergarten must be 3 or 4-years of age on or before September 30, 2012. Students entering Kindergarten must be 5-years of age on or before September 30, 2012. Students entering first grade must be 6-years of age on or before September 30, 2012.

Admissions Priority

- First: Children of St. Mary's School Employees
- Second: Presently enrolled students in good standing academically and financially
- Third: Siblings of enrolled students in good standing academically and financially
- Fourth: Catholic parishioners
- Fifth: Students of other denominations

ALL PRIOR FINANCIAL RESPONSIBILITY MUST BE CORRECTED PRIOR TO RE-ENROLLMENT

CHECKLIST FOR PRESENTLY ENROLLED STUDENTS MUST BE RETURNED BY FEBRUARY 29 th	DOCUMENTS FOR NEW FAMILIES REGISTERING PLEASE REGISTRATION BEGINS FEBRUARY 6
<input type="checkbox"/> Registration fee of \$150 (or \$250 after 2/29)	<input type="checkbox"/> Registration fee of \$250
<input type="checkbox"/> Student information form (for each student)	<input type="checkbox"/> Student information form (for each student)
<input type="checkbox"/> Family Registration form (one per family)	<input type="checkbox"/> Family Registration form (one per family)
<input type="checkbox"/> Signed Catholic Parish Verification from from church parish (if Catholic)	<input type="checkbox"/> Signed Catholic Parish Verification from from church parish (if Catholic)
<input type="checkbox"/> Pre-Paid Tuition Agreement	<input type="checkbox"/> Pre-Paid Tuition Agreement
<input type="checkbox"/> Any missing information (previously) required – will be notified by office	<input type="checkbox"/> Evaluation from previous school (obtain from office)
<input type="checkbox"/> Copy of student's up-to-date immunization record	<input type="checkbox"/> Copy of student's birth certificate
	<input type="checkbox"/> Copy of student's baptismal certificate (if Catholic)
	<input type="checkbox"/> Copy of student's social security card
	<input type="checkbox"/> Copy of student's up-to-date immunization record

PRESENTLY ENROLLED STUDENTS:

Registration packets **MUST BE RETURNED BY February 29TH**. *Enrollment will be confirmed by e-mail once registration fees are paid in full and all records, immunizations, and pertinent registration information is completed.*

Registration fee for presently enrolled students received by February 29 th	Registration fee for presently enrolled students received AFTER February 29 th
\$150	\$250
Registration fees are non-refundable.	

NOTE: Present or prior enrollment at St. Mary's does not automatically guarantee continued attendance. Admission may be denied to applicants if their needs cannot be properly served at St. Mary's School. This may occur when class size does not allow for proper placement of a student, when there is a need for highly specialized counseling or treatment, or when a student's discipline record indicates a disruptive pattern.

2012-2013 REGISTRATION

Previously or presently enrolled students, missing pertinent and required information in their permanent school folder (birth certificate, immunization records, etc.) will be notified through email what specific information is absent. Students will not be accepted for the following year's attendance until all required information is provided by February 29th, 2012. After all documentation is provided and verified, the student's information is reviewed by the school's admission staff to be considered for continued enrollment. Parents will receive an email message confirming re-admittance or denial of re-entry.

NEW-TO-ST.MARY'S STUDENTS

Open registration begins February 6th for all families not currently enrolled. New students' registration fee of \$250 is due per student. **Registration fees are non-refundable.**

Each student requesting admission must be in good standing academically and behaviorally at the previous school, to be approved. Any new student may be required to:

- Take an admission test
- Submit evaluation, completed by a teacher, administrator, or counselor from the previous school (obtained from school office).
- Be interviewed by the administrator or the school's Student Advocate Team.

No student will be allowed to enroll until all documents have been received by the school

2012/2013 TUITION AND FEES

TUITION

Catholic Students- As documented by signed Catholic Parish Verification Form

	<u>P3 – P4</u>	<u>Kindergarten – 12th grade</u>
1st child	\$4,300	\$4,500
2nd child	\$4,300	\$4,000
3rd and more	\$4,300	\$3,500

Non-Catholic Students

	<u>P3 – P4</u>	<u>Kindergarten – 12th grade</u>
1st child	\$4,800	\$5,000
2nd child	\$4,800	\$4,500
3rd and more	\$4,800	\$4,000

FEES

Registration Fee:

- \$150 – before 2/29/12 (presently enrolled students)
- \$250 – after 2/29/12 (presently enrolled students)
- \$250 – new students

Maintenance/Yearbook Fee:

- \$500 per family (if using loan option this amount may be added to the loan total) this may be used as a tax deduction for all families.
- \$40 per family for one yearbook

School Supplies:

- All families are responsible for individual school supplies. These lists will be available on the school's website, www.smstigers.com.

PAYMENT OPTIONS

Option 1 - Payment in full by check or money order:

- *For returning students paying total tuition without a loan:*
Tuition in full is due by June 15. After this date a \$250 penalty fee will apply.
- *For new to St. Mary's School students paying total tuition without a loan:*
Tuition is due by August 6th.

Option 2 - Loans

If a loan is the preferred method of payment, the school will forward all documentation to Exchange Bank and Trust of Natchitoches. Exchange Bank provides a rate of 4.99% for St. Mary's families. Loan processing requires a \$25

documentation fee. St. Mary's does not collect this fee as it becomes a part of the total loan amount that is configured by the bank. Loans have a 10-month term with the first payment due July 15th. The last payment will be April 15th.

Failure to pay tuition, or to sign the pre-arranged installment loan program papers by June 15th, will result in a penalty of \$250 per returning student. Families must also understand that signing the loan agreement with Exchange Bank ensures that even if the student drops out of St. Mary's, the family will continue to make the loan payments until the debt is paid in full.

Option 3 - Combination loan/check or money order

Partial check payments must be submitted to the school finance office by May 25, 2012. Loan information will then be forwarded to Exchange Bank.

Financial Assistance

Financial assistance, in the form of grants, may be available for St. Mary's students. Grants will be awarded on the basis of information from the family's previous year's 1040 tax forms. Funds for this assistance is limited, therefore, all applications must be in no later than May 1, of each year. Applications may be obtained by contacting the office. Reapplication is necessary each year. Financial assistance is not available for P3 & P4 classes.

Any past due accounts of any option selected may result in a student's grades being held or may prevent participation in any sport or auxiliary sport activity.

TUITION REFUND POLICY

The budget of SMS is based on full tuition of all enrolled students. However, if a student must withdraw during the year, a refund of 50% will be returned if the student withdraws during the 1st nine weeks of school. *No* refund is available if the student withdraws after the 1st nine weeks.

Family Service Hours

In addition, each family agrees to perform at least eight (8) service hours at St. Mary's during the school year. All families must also participate in the school's major fundraisers, Spring Fling Fashion Follies/Drawdown. *Any family not participating in this all school fundraiser may be assessed a \$200 fee.* Families are asked to indicate on the registration form which areas are of interest. Families are also encouraged to call the school office to volunteer for any school program or event.

LUNCH PROGRAM

MONTH	AVERAGE # OF DAYS	PK-6 @ \$2.50	7-12 @ \$2.75	ALL REDUCED .40
August	13	\$32.50	\$35.75	\$5.20
September	20	\$50.00	\$55.00	\$8.00
October	21	\$52.50	\$57.75	\$8.40
November	16	\$40.00	\$44.00	\$6.40
December	14	\$35.00	\$38.50	\$5.60
January	19	\$47.50	\$52.25	47.60
February	19	\$47.50	\$52.25	\$7.60
March	22	\$55.00	\$60.50	\$8.80
April	16	\$40.00	\$44.00	\$6.40
May	20	\$50.00	\$55.00	\$8.00
TOTALS	180	\$450.00	\$495.00	\$72.00

Lunch fees are set by the Diocese of Alexandria Child Nutrition Program and are subject to change. To bring lunch from home a doctor's excuse must be provided for students P3 to 5th grade. Middle and high school students may bring lunch from home without a doctor's excuse.

2012-2013 REGISTRATION

AFTER-SCHOOL CARE

St. Mary's Catholic School offers an after-school-care program for parents in need of a place for children to stay from 3:15 – 5:15 P.M. Students are supervised in one room in the main building. Students may study or do homework. They are also provided a snack. Arrangements may be made for this service to be provided daily, or any combination of days in the week. Drop-ins are welcome and will be charged the same hourly fee. Please note that duty ends and students are no longer supervised after 3:15 P.M. each day. Students not involved in an after school activity (athletic practice, dance line or cheerleader practice, quiz bowl, etc.) must report to After School Care if not picked up by 3:15. This applies to students of all ages and grade levels. Any questions regarding this program should be addressed to the office. Hourly charge for this service is: \$3.50. Parents will be billed at the end of each month.

UNIFORM REQUIREMENTS

For complete uniform requirements please visit www.smstigers.com.



SAINT MARY'S SCHOOL



1101 EAST FIFTH STREET
NATCHITOCHE, LA. 71457

FAMILY REGISTRATION FORM

Please complete one per family

FAMILY NAME _____

Parent's names

STREET ADDRESS _____

MAILING ADDRESS _____

CITY, STATE AND ZIP _____

PHONE NUMBERS:

Home: _____ Work: _____

Cell: _____

Cell provider (ATT, Verizon, etc.): _____

PARENTS' e-mail address

Mother _____

Father _____

List each child in family
& the grade for the
upcoming school year.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please check one:

CATHOLIC _____

Catholic Baptismal Certificate required

& Catholic Parish Verification form **completed & signed by Pastor**

NON-CATHOLIC _____

Person responsible for tuition payment: _____

Address and phone # _____

For Office Use: Registration fee: \$ _____ Date pd: _____ Check # _____

2012-2013 REGISTRATION

DEVELOPMENT OFFICE INFORMATION FORM

Please complete one per family

FAMILY NAME _____

Parent's names

STREET ADDRESS _____

MAILING ADDRESS _____

CITY, STATE AND ZIP _____

TELEPHONE TO BE USED FOR AUTOMATED PHONE MESSAGES: (If cell phone, please indicate carrier)

Phone: _____

Cell provider (ATT, Verizon, etc.): _____

PARENTS' e-mail addresses
E-mail Address for use by
Ren Web, Fundraiser
Events and the Friday
Flyer _____

Please provide grandparents names and addresses:

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Please indicate in which areas your family might be interested in volunteering for your 8 required service hours: (please check all that apply)

_____ Steak Supper

_____ Basketball Concessions

_____ Football Concessions

_____ Baseball Concessions

_____ Fashion Follies

_____ Draw Down



STUDENT INFORMATION

Please complete one form for each child (if multiple children please copy or ask for additional copies from office) Please fill in COMPLETELY. This may seem repetitious, but it is extremely helpful in checking and updating your child’s database information. If your information changes at any time, please call the office @ 318- 352-8394.

STUDENT NAME: _____
Last First Middle “Nickname”

Grade Level: _____ Date of Birth: _____ Social Security #: _____

Home Phone: _____ Mom Cell # _____ Dad Cell# _____

Mailing Address: _____

Physical Address: _____

Ethnicity: _____ White _____ American Indian _____ Black _____ Asian
_____ Hispanic _____ Pacific Islander

Gender: _____ Female _____ Male RELIGION: _____

SCHOOL LAST ATTENDED: If other than SMS, furnish COMPLETE ADDRESS:

Child lives with: _____ Both Parents _____ Mother _____ Father _____ other
If other please explain: _____

MOTHER/GUARDIAN INFORMATION:

Mother/Guardian (circle one): _____
Last First Maiden

Occupation: _____

Place of Employment: _____
Business Name Address Phone Number

Religion: _____

FATHER/GUARDIAN INFORMATION:

Father/Guardian (circle one): _____
Last First Middle

Occupation: _____

Place of Employment: _____
Business Name Address Phone Number

Religion: _____

Important medical information for the school (allergies, behavioral, physical, medication)

PREPAID TUITION AGREEMENT

Name of Student (s): _____

PAYMENT OPTIONS

_____ Option 1 - Payment in full by check or money order Amount: \$ _____

+++++

_____ Option 2 – Loan (Exchange Bank) Loan Amount: \$ _____

Term: _____

+++++

_____ Option 3 – Combination loan/check or money order Loan Amount: \$ _____

Term: _____

Cash amount: \$ _____

My intent is confirmed above by Option selection and signature below:

Person Responsible for Tuition – signature Date

If LOAN option selected parent/guardian please complete:

➤ \$250 per student penalty charged on unpaid tuition or unsigned loans after June 15.

Name: _____

(One name only and this parent must sign loan papers)

Parent/Guardian SSN: _____ Parent/Guardian DOB: _____

Mailing Address: _____

Physical Address: (if different from mailing address) _____

Drivers License #: _____ State: _____ Issue Date: _____ Expiration Date: _____

Mother's Maiden Name: _____

Your e-mail address for bank's use: _____

Phone #s, Home _____ Work _____ Cell _____

If you have an account with Exchange Bank, please indicate if you would like to use automatic draft: Yes No
Account # _____ **This service is only available for Exchange Bank Customers.**

For Office Use only: Date Paid _____ Amount \$ _____ Ck # _____

CATHOLIC PARISH VERIFICATION FORM

The following family has applied for admissions to St. Mary's Catholic School:



Parents Name: LAST FIRST MIDDLE NICKNAME

Mailing Address: STREET CITY STATE ZIP

Phone: HOME WORK CELL

FATHER/GUARDIAN'S RELIGION MOTHER/GUARDIAN'S RELIGION

Children: NAME GRADE APPLYING FOR
NAME GRADE APPLYING FOR
NAME GRADE APPLYING FOR
NAME GRADE APPLYING FOR

+++++

I verify that I (and my family) am an active member of the Catholic Church.

Parishioner's Signature Date

To my pastor:
Please verify my active membership in the parish by signing this form:

VERIFICATION SIGNATURE

PASTOR'S SIGNATURE DATE

CHURCH PARISH