

Notre Dame Catholic School
REGISTRATION INSTRUCTIONS FOR GRADES EC3-8
2008-2009

Please remember completed forms and registration fees
are due upon registration.

Only completed forms, accompanied by fees will be processed
**NO STUDENTS WILL BE PERMITTED TO BEGIN CLASS UNTIL ALL RECORDS,
FORMS, FEES, EMERGENCY CARDS AND IMMUNIZATIONS ARE IN ORDER.**

EARLY CHILDHOOD, KINDERGARTEN AND NEW FAMILIES

1. By Florida state law, Early Childhood Children must be 3 or 4 years of age on or before September 1 of the school year.
2. By Florida state law, Kindergarten Children must be 5 years of age on or before September 1 of the school year.
3. First grade students must be 6 years of age on or before September 1 of the school year and have completed an approved kindergarten program.
4. Health records are required by Florida state law before a child can be admitted to class, i.e.: current physical, complete immunization record. All pertinent health and medications information must be submitted.
5. A second MMR and the Varicella vaccine and the initial immunization in the HepB series is required for children entering kindergarten-completed blue immunization card.
6. **The original birth certificate**, baptismal certificate and social security number must be submitted with the registration packet - we will make a copy for our files.
7. All records, as applicable, i.e.: original custodial decree, divorce decree, ESE test Results, IEP.

**RETURNING AND NEW FAMILIES, A COMPLETE REGISTRATION OR
RE-REGISTRATION PACKET INCLUDES:**

1. **All payments and fees must be current before re-registration is accepted.**
2. Completed registration form with signatures of both parents in ink.
3. Parish subsidy form completed by parents, if applicable
4. Original of changes in status, as applicable, i.e.: custodial paperwork, divorce decree. Address changes or new phone number
5. Registration fee payment (non-refundable)
6. Hepatitis B / Tetanus / second MMR / Varicella for those entering Kindergarten
Hepatitis B / Tetanus / Diphtheria / Varicella for those entering Grade 7
7. Extended Day registration form completed
8. Tuition Payment Preference Form completed along with FACTS form and voided check
9. Parent Agreement form completed with parent signatures.
10. Fee payment form completed and signed along with separate FACTS form and voided check if applicable.

THANK YOU FOR YOUR COOPERATION

Notre Dame Catholic School

FEE SCHEDULE

2008-2009

Re-Registration Fee Per Student	Registration fee is non-refundable and applies to all grades/ages.	\$200.00
New Registration Fee Per Student	Registration fee is non-refundable and applies to all grades/ages.	\$225.00
Book Fee Early Childhood – 5th	Book fee is non-refundable after students first day of school. DUE Upon Registration	\$200.00
Book Fee 6th-8th	Book fee is non-refundable after students first day of school. DUE Upon Registration	\$225.00
Educational Investment	One-time fee applies to all families. DUE Upon Registration	\$500.00
Graduation Fee 8th Only	DUE by April 30, 2009	\$150.00

TUITION FEES K-8TH

	Parish Subsidy Rate		Non-Parish Member Full Tuition (Per Student)
	Yearly	Monthly	
1st Child	\$3510.00	\$351.00	\$5460.00 546.00
2nd Child	\$6425.00	\$642.50	
3rd Child	\$8795.00	\$879.50	
4th Child	\$11,085.00	\$1,108.50	

Parish subsidy form is required. Parishes of Hernando County will subsidize families who are active registered members. All families are obliged to support their parishes and have a verification form signed by their pastor. This form must be returned with the registration packet on registration night. We will forward to your pastor for signature. You may pay tuition at the in-parish rate only with your pastor's approval.

TUITION FEES EARLY CHILDHOOD

5 Day Program

Full Day: 8:00 a.m. - 3:00 p.m.

Half Day: 8:00 a.m. – 12:00 p.m.

Full Day	\$4400.00
Full Day with Siblings	\$4320.00
Half Day	\$3075.00

We accept VISA, MasterCard, Discover and American Express for **full tuition, semi-tuition, books, registration and Educational Investment only** (monthly tuition payments must remain on FACTS). If you choose to use a credit card there will be a **3% transaction fee** and you must (no exceptions) come into the Business Office in person.

All payments are to be made payable to Notre Dame Catholic School.

FAMILIES WILL NOT BE ALLOWED TO RE-REGISTER THEIR STUDENT UNTIL ALL ACCOUNTS AND FEES ARE CURRENT.

**Notre Dame Catholic School
Parent Agreement
Educational Investment and Volunteer Hours
2008-2009**

As a condition of school registration, the following guidelines are **Mandatory**.

Volunteer Hours

- All families are **required** to work twenty (20) Volunteer Hours. Parent volunteers are a very important part of the school operation and success of student activities. Those who fail to meet this requirement will be charged **\$25.00** for each hour missed.

Educational Investment: \$500.00 per family

- On November 1st each family will receive 5 promos valued at \$100.00 each.
- On or before January 15th, all five promos that you received **MUST** be returned completely filled out. This is very important as Home and School needs to know total count of promos sold. Any money collected by selling your promos to a different party is yours to keep as your promos have been prepaid.
- Should a Notre Dame family sell ten tickets, including the original five, said family will receive one free ticket.
- Educational Investment will be prorated for late registrations as follows: September, October, and November \$400.00. December, January, \$200.00 and February March and April \$100.00.
- **Option:** 5 monthly payments. This is only offered through FACTS as follows: \$100.00 a month, electronically withdrawn from your bank account on the 5th of each month (August through December). Enrollment fee is \$41.00, charged by FACTS when agreement is posted. You must complete a separate FACTS agreement and attach voided check.

_____ Please send me a FACTS form for the \$500.00 Educational Investment payment option.

I understand the importance of these requirements and my financial responsibility for Volunteer Hours and the Educational Investment Fund and fully agree to honor and fulfill my commitment as described above.

Parent Name (PRINT)

Signature of Parent/Responsible Party

Date

Notre Dame Catholic School

TUITION PAYMENT PREFERENCE FORM

Responsible Parent Name _____

Address _____ City _____

State _____ Zip Code _____

Parish _____

Student(s) Name _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

For the 2008/2009 school year, I will pay my student's tuition by the payment option checked below.

_____ Option 1. Full tuition: THIS OPTION SUBJECT TO APPROVAL BY FINANCIAL OFFICE. Payment due by July 1st 2008. Payment will be made to the school. No FACTS fee will be assessed.

_____ Option 2. 2 payments: THIS OPTION SUBJECT TO APPROVAL BY OFFICE. First payment due July 1st, 2008; second payment due December 1st, 2008. No FACTS fee will be assessed.

_____ Option 3. 10 monthly Payments through FACTS: Parents elect to pay tuition on either the 5th or the 20th of each month through the FACTS Payment plan. The FACTS annual enrollment fee is \$41.00. First payment month is August.

PLEASE RETURN THIS FORM WITH YOUR PAYMENT OPTION CHECKED ALONG WITH YOUR REGISTRATION PACKET. IF YOU CHOOSE OPTION 3, PLEASE COMPLETE ENCLOSED FACTS AGREEMENT AND ATTACH YOUR VOIDED CHECK. (VOIDED CHECK NEEDED ON RE-ENROLLMENT ONLY IF BANK INFORMATION HAS NOT CHANGED)

Responsible Party Signature

School Signature (Authorized)

Notre Dame Catholic School
FEE PAYMENT FORM

Responsible Parent Name _____

Student(s) Name _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

We now accept Visa, Master Card, Discover and American Express for Registration, Books and Educational Investment. There is a 3% transaction fee. All charges must be done in the Business Office in person.

Registration Fee: \$200.00 - per returning student

\$225.00 - per new student

Total \$ _____

Book Fee: \$200.00 - EC-5th

\$225.00 - 6th-8th

Total \$ _____

Educational Investment Fee: \$500.00 per family

Total \$ _____

Option: 5 monthly payments. This is only offered through FACTS as follows: \$100.00 a month, electronically withdrawn from your bank account on the 5th of each month (August through December). Enrollment fee is \$41.00, charged by FACTS when agreement is posted. You must complete a **separate** FACTS agreement and attach voided check.

Signature of Parent or Responsible Party

Date

Notre Dame Catholic School Extended Day Registration

Notre Dame Extended Day is a before and after school service for Notre Dame parents who need a place for their children to be dropped off before work and can be picked up after work or when running late and cannot be here for 3 o'clock pickup. There will be a \$10 dollar registration fee per family for this Extended Day Program. If not paid prior to use, you will be billed upon the first billing.

Extended Day AM: **From 7:00 till 7:50 on school days** – Cost \$1 per family per day. All students who arrive before 7:50 will be sent to morning care.

**Extended Day PM
Time:** From dismissal till 6PM Monday through Friday, when school is in session. Early dismissal days are included in the program. All exceptions will be posted as they apply.

Place: Notre Dame Extended Day students will meet in front of the school at dismissal time. In the event of inclement weather, the children will meet in the extended day building. They will play outdoors and study in the extended day building.

Payment: **\$4.00** per hour for one child, **\$3.00** per hour for the second child and **\$2.00** for the third child. Billing is done in half hour increments.

Parents will be billed monthly for this service. Payments are due upon receipt of bill and may be sent to the office to the attention of the bookkeeper.

IF YOUR ACCOUNT BECOMES DELIQUENT MORE THAN ONE MONTH, YOUR CHILD WILL NOT BE PERMITTED TO USE THIS SERVICE UNTIL THE PAST DUE AMOUNT IS PAID. THIS DIRECTIVE WILL BE ENFORCED

IT IS IMPERITIVE THAT WE HAVE A REGISTRATION FORM ON FILE PRIOR TO USING THIS SERVICE.

Daily Procedure: Students will meet in front of the school at dismissal time. The children may change from their uniforms into play clothes when they go into the extended day building. Each day will include study time, free play time, and snack time. Playtime is divided between age appropriate children while homework is being done.

Homework: Extended day staff members will assist and monitor a quiet study time daily. However, children are still responsible for their own required homework and parents should inquire about whether it is completed when they come home in the evening.

Authorized Escorts: Please list the names of people authorized to pick up your children. If the extended day staff is not familiar with any person picking up a child, they will ask for ID and possibly make a phone call to verify. Please call the office if you will be sending someone else.

Notre Dame Catholic School
Extended Day Registration

Completed form and registration fee are due upon registration

If you plan to use the Extended Day program, please complete this registration and return with a \$10 fee on your registration day. It is very important to fill out this form completely in order to be able to contact you for any emergency.

Family Name: _____ Date: _____

Parent Names: _____

Student Name: _____

Home Phone: _____

Mother's Work Phone: _____ Cell Phone: _____

Father's Work Phone: _____ Cell Phone: _____

Emergency Name and Phone: _____

Special Medical Needs and Food Allergies: _____

Please list all people who may pick up your child/children from Extended Day along with phone/cell number:

We will not release your child/children to anyone else without written or verbal confirmation from you. After hours phone number (3:30-6PM) is 352-279-3046

All payments for Extended Day will be billed monthly and put into the white family envelope. Payment is due upon receipt of bill and may be sent to the office to the attention of the bookkeeper.

Parent/Guardian Signature _____