

***Notre Dame Catholic School***  
**REGISTRATION INSTRUCTIONS FOR GRADES EC3-8**  
**2009-2010**

**Please remember completed forms, registration fees and  
book 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. 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 before the first day of school.
2. By Florida state law, Early Childhood Children must be 3 or 4 years of age on or before September 1 of the school year.
3. By Florida state law, Kindergarten Children must be 5 years of age on or before September 1 of the school year.
4. 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.
5. The first MMR, HIB, Varicella vaccine and Hep B series is required for children entering Early Childhood – completed blue immunization card is required.
6. A second MMR, Varicella vaccine and the HepB series is required for children entering kindergarten-completed blue immunization card is required.
7. Students entering grade 7 must have a Td or Tdap booster.
8. **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.
9. 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 application for admission 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**)

Notre Dame Catholic School  
**FEE SCHEDULE**  
**2009-2010**

<b>Re-Registration Fee Per Student</b>	Registration fee is non-refundable and applies to all grades/ages. <b>Due at registration</b>	<b>\$200.00</b>
<b>New Registration Fee Per Student</b>	Registration fee is non-refundable and applies to all grades/ages. <b>Due at registration</b>	<b>\$225.00</b>
<b>New Registration Fee 3 Day EC Student</b>	Registration fee is non-refundable <b>Due at registration</b>	<b>\$141.00</b>
<b>Book Fee Early Childhood – 5<sup>th</sup></b>	Book fee is non-refundable after students first day of school. <b>Due at registration</b>	<b>\$200.00</b>
<b>Book Fee 6<sup>th</sup>-8<sup>th</sup></b>	Book fee is non-refundable after students first day of school. <b>Due at registration</b>	<b>\$225.00</b>
<b>Book Fee 3 Day Early Childhood</b>	Book fee is non-refundable after students first day of school. <b>Due at registration</b>	<b>\$135.00</b>
<b>Educational Investment</b>	One-time fee applies to all families. <b>Due in full prior to first day of school.</b>	<b>\$500.00</b>
<b>Educational Investment 3 Day Early Childhood</b>	One-time fee applies to all families. <b>Due in full prior to first day of school.</b>	<b>\$300.00</b>
<b>Graduation Fee 8<sup>th</sup> Only</b>	DUE by <b>April 30, 2010</b>	<b>\$150.00</b>

**TUITION FEES K-8<sup>TH</sup>**

	Parish Subsidy Rate		Non-Parish Member Full Tuition (Per Student)
	Yearly	Monthly	
<b>1<sup>st</sup> Child</b>	<b>\$3615.00</b>	<b>\$361.50</b>	<b>\$5950.00      595.00</b>
<b>2<sup>nd</sup> Child</b>	<b>\$6705.00</b>	<b>\$670.50</b>	
<b>3<sup>rd</sup> Child</b>	<b>\$9217.00</b>	<b>\$921.70</b>	
<b>4<sup>th</sup> Child</b>	<b>\$11,622.00</b>	<b>\$1,162.20</b>	

**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.

**3 Full Day Program**

**This program is limited to the total number of students that can be accommodated with the current staffing and building constraints. Once the maximum ratio of teacher to student is reached, we will no longer accept additional students. Additionally, this program will only be available on Monday, Wednesday and Friday**

<b>Full Day</b>	<b>\$4620.00</b>
<b>Half Day</b>	<b>\$3230.00</b>
<b>3 Full Day</b>	<b>\$81.00 per week, payable weekly</b>

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

## 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 1<sup>st</sup> 2009. 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 1<sup>st</sup>, 2009; second payment due December 1<sup>st</sup>, 2009. No FACTS fee will be assessed.

\_\_\_\_\_ Option 3. 10 monthly Payments through FACTS: Parents elect to pay tuition on either the 5<sup>th</sup> or the 20<sup>th</sup> 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  
Parent Agreement  
Educational Investment and Volunteer Hours  
2009-2010**

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 1<sup>st</sup> each family will receive 5 promos valued at \$100.00 each.
- On or before January 15<sup>th</sup>, 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.
- Families registering for the three day early childhood program will receive 3 promos valued at \$300.00, \$100.00 each.
- **Option:** 5 monthly payments. This is only offered through FACTS as follows: \$100.00 a month, electronically withdrawn from your bank account on the 5<sup>th</sup> 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

## 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 DELINQUENT 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 conformation 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

\_\_\_\_\_