

NOTRE DAME CATHOLIC SCHOOL
APPLICATION INSTRUCTIONS FOR GRADES EC3-8
2011-2012

Please remember completed forms, application fees and book fees are due with application. Only completed forms, accompanied by fees will be processed.

STUDENTS WILL NOT BE PERMITTED TO BEGIN CLASS UNTIL ALL RECORDS, FORMS, FEES, EMERGENCY CARDS AND IMMUNIZATIONS ARE IN ORDER.

NEW EARLY CHILDHOOD, NEW 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 records. All pertinent health and medication 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 1st of the school year.
3. By Florida state law, Kindergarten children must be 5 years of age on or before September 1st of the school year.
4. First grade students must be 6 years of age on or before September 1st 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 – a completed blue immunization card is required.
6. A second MMR. Varicella vaccine and the Hep B series are required for children entering kindergarten – a 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 must be submitted with the application packet. (We will make copies 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 APPLICATION FOR ADMISSION PACKET INCLUDES:

1. All payments and fees must be current for the 201-2011 school year before the application for the 2011-2012 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 numbers.
5. Application and Supply fee payment is non-refundable



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Web address: www.ndischool.org E-mail: notredame@ndischool.org

APPLICATION FOR ADMISSION

PLEASE PRINT

Section I

Date: _____

Family Name: _____

Address: _____

City/State: _____ Zip Code _____

Home Phone: (____) ____ - ____ Parish: _____

Email Address: _____

Language spoken at home: _____

When sending mail, address to (circle one).

Mr. /Mrs., Mr., Mrs., Miss., Dr. /Mrs., Mr. /Dr., Other: _____

Parents/Guardian Living with the Child/Children

Section II

Parent/Guardian I

Name: _____

Relationship to Student: _____

Business: _____

Bus. Phone: (____) ____ - ____

Cell Phone: (____) ____ - ____

Religion: _____

Marital Status: Mar/Sal/Sep/Div

Parent/Guardian II

Name: _____

Relationship to Student: _____

Business: _____

Bus. Phone: (____) ____ - ____

Cell Phone: (____) ____ - ____

Religion: _____

Marital Status: Mar/Sgl/Sep/Div

If there is a divorce or separation in the child's family, it is imperative that you submit this information to the school office if applicable to your situation:

- The school retains a copy of the divorce decree and/or custody agreement will be placed in the child's permanent file.
- Complete Section V on page 3 of this application

Parent/Guardian Signature

Parent/Guardian Signature

Section III

Student Information

Student Legal Name: _____ Grade entering in the fall _____

Sex: M/F Date of Birth: ____/____/____ (must see original birth certificate)

Ethnic Background: _____

Religion: _____

Name of School/Preschool Program Attended: _____

If enrolled in Preschool was it VPK: Y ___ N ___

Health Cert. Received: Y ___ N ___ Immunization Received: Y ___ N ___

Attended Notre Dame before: Y ___ N ___ If yes what year _____

My child has been tested for special learning needs. Y ___ N ___

If yes, my child is currently enrolled in: _____

My child has received services from a resource teacher. (Title I, learning specialist) Y ___ N ___

My child has received modifications to the curriculum. Y ___ N ___

Baptism: Y ___ N ___ Date: ____/____/____ Certificate Y ___ N ___

Place Performed: _____

Reconciliation: Y ___ N ___ Date: ____/____/____ Certificate Y ___ N ___

Place Performed: _____

1st Comm.: Y ___ N ___ Date: ____/____/____ Certificate Y ___ N ___

Place Performed: _____

Confirmation: Y ___ N ___ Date ____/____/____ Certificate Y ___ N ___

Place Performed: _____

Section IV

In the event of an emergency, if you are unable to reach me, please contact one of the following two people:

Name: _____ Relationship: _____

Address: _____ Phone: (____) ____ - _____

Name: _____ Relationship: _____

Address: _____ Phone: (____) ____ - _____

Doctor: _____ Phone (____) ____ - _____

Address: _____

Comments: _____

Section V

Please provide the following information for the child's/children's parent not currently living in the house:

Name: _____
Relationship to the student _____
Address: _____
City/State: _____ Zip: _____
Home Phone: (____) ____ - ____ Bus. Phone: (____) ____ - ____
Religion: _____ Marital Status: _____

Name: _____
Relationship to the student: _____
Address: _____
City/State: _____ Zip: _____
Home Phone: (____) ____ - ____ Bus. Phone: (____) ____ - ____
Religion: _____ Marital Status: _____
Comments: _____

Section VI

All new students, after meeting with the principal and are formally accepted, will be enrolled for a probationary period of 90 days to ensure that they are in compliance with all school policies. The administration will have final say regarding all new students and their probationary status.

I certify that all the information contained in this application is correct. I acknowledge that the falsification of information or any misrepresentation of the facts can be sufficient reason for denying application and/or dismissal from school.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Office Use Only:

Required files attached Yes____ No____

Date Letter of Acceptance was sent _____

Date Letter of Rejection was sent _____

Principal's Signature Date

Tuition and Fees

DISCOUNT

for Cash or Using FACTS Bookkeeping

Notre Dame Catholic School

2011 - 2012

Kindergarten to 8th Grade:

1st Child	2nd Child	3rd Child	4th Child	Total:
\$4,045				\$4,045
\$4,045	\$3,455			\$7,500
\$4,045	\$3,455	\$2,756		\$10,300
\$4,045	\$3,455	\$2,756	\$2,744	\$13,000

10 Month Payment	12 Month Payment	Daily (180 School Days)	Hourly: (7 hrs. per day)
\$405	\$337	\$22.47	\$3.21
\$750	\$625	\$41.67	\$5.95
\$1,030	\$858	\$57.22	\$8.17
\$1,300	\$1,083	\$72.22	\$10.32

Non Catholic or Not Registered with Parishes:

Non Affiliated	\$6,530
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10 Month	12 Month	Daily	Hourly
\$653	\$544	\$36.28	\$5.18

Early Childhood (3 and 4 Year Olds:)

EC 4 Full Day	\$4,500
EC 3 Full Day	\$4,500
EC 3 Half Days	\$3,500



10 Month	12 Month	Daily	Hourly
\$450	\$375	\$25	\$3.57
\$450	\$375	\$25	\$3.57

Fees Per Child:

New Family Registration	\$100
Re- Application and Supply Fee	\$425

Every FAMILY:

Educational Investment	\$500
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(Five \$100 tickets MUST be bought or sold)



Graduation Fee	\$165
Athletic Fee	\$35 per sport
Chorus Fee	\$35
Extended Day (Before and/or After)	\$5/\$8/\$10 per hour 1/2/3 children
Homework Session	\$5.00 per day
Hot Lunch	Varies according to meal



Actual Cost per Pupil: \$ 6,196 !

Tuition and Fees for 2011- 2012

Notre Dame Catholic School

2011 - 2012

Kindergarten to 8th Grade:

1st Child	2nd Child	3rd Child	4th Child	Total:
\$4,166				\$4,166
\$4,166	\$3,559			\$7,725
\$4,166	\$3,559	\$2,884		\$10,609
\$4,166	\$3,559	\$2,884	\$2,781	\$13,390

10 Month Payment	12 Month Payment	Daily (180 School Days)	Hourly: (7 hrs. per day)
\$417	\$347	\$23.14	\$3.31
\$773	\$644	\$42.92	\$6.13
\$1,061	\$884	\$58.94	\$8.42
\$1,339	\$1,116	\$74.39	\$10.63

Non Catholic or Not Registered with Parishes:

Non Affiliated	\$6,726
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10 Month	12 Month	Daily	Hourly
\$673	\$560	\$37.37	\$5.34

Early Childhood (3 and 4 Year Olds:)

EC 4 Full Day		\$4,635
EC 3 Full Day		\$4,635
EC 3 Half Days		\$3,605

10 Month	12 Month	Daily	Hourly
\$464	\$386	\$26	\$3.68
\$464	\$386	\$26	\$3.68

Fees Per Child:

New Family Registration	\$103
Re- Application and Supply Fee	\$438



Every FAMILY:

Educational Investment	\$515
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(Five \$100 tickets MUST be bought or sold)



Graduation Fee	\$170
Athletic Fee	\$35 per sport
Chorus Fee	\$35
Extended Day (Before and/or After)	\$5/\$8/\$10 per hour 1/2/3 children
Homework Session	\$5.00 per day
Hot Lunch	Varies according to meal

Actual Cost per
Pupil: \$ 6,196 !

We accept Visa, Master Card, Discover and American Express.



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 2011-2012 school year. I will pay my student's tuition by the payment option checked below.

_____ Option 1. Full tuition: Payment due by July 1st, 2011. Payment will be made to the school. NO FACTS fee will be assessed.

_____ Option 2. Two (2) payments. First payment due July 1st, 2011 and second payment due December 1st, 2011. NO FACTS fee will be assessed.

_____ Option 3. 10 monthly payments - FACTS _____ 12 monthly payment- FACTS _____
Parents elect to pay tuition on either the 5th or 20th of each month through the FACTS payment plan. The FACTS annual enrollment fee is \$41.00. The first payment is due in August.

PLEASE RETURN THIS FORM WITH YOUR PAYMENT OPTION CHECKED ALONG WITH YOUR APPLICATION PACKET. IF YOU CHOOSE OPTION 3, PLEASE COMPLETE ENCCOSED FACTS AGREEMENT AND ATTACH YOUR VOIDED CHECK. (VOIDED CHECK NEEDED ON APPLICATION ONLY IF BANK INFORMATION HAS CHANGED).

Responsible Party Signature

School Signature (Authorized)



NOTRE DAME CATHOLIC SCHOOL
APPLICATION AND SUPPLY FEES
2011-2012

Responsible Parent Name _____

Student(s) Name _____ Grade _____

_____ Grade _____

_____ Grade _____

We accept Visa, Master Card, Discovery and American Express Credit cards.

New Family Application fee \$103.00 \$ _____

Re-Application and Supply Fee \$438.00 (per child) \$ _____

“Educational Investment” Fee \$515.00 per family \$ _____

 Half Day-Early Childhood \$313.00 \$ _____

Graduation Fee \$170.00 \$ _____

Discounted rates for families who use FACTS or pay with cash or check.

New Family Application Fee \$100.00 \$ _____

Re-Application and Supply Fee \$425.00 (per child) \$ _____

“Educational Investment” Fee \$500.00 (per family) \$ _____

 Half Day-Early Childhood \$300.00 \$ _____

Graduation Fee \$165.00 \$ _____

Option: Educational Investment fees may be paid in 5 monthly installments (August-December) through FACTS. An enrollment fee of \$41.00 is charged by FACTS for this service. You must complete a separate FACTS agreement form and attach a voided check. This fee is in addition to the fee charged for the monthly tuition payments through FACTS.

Signature of Parent or Responsible Party

Date



**Notre Dame Catholic School
Parent Agreement for Volunteer Hours
2011-2012**

As a condition of school registration, the following guideline is **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. You **must** spend two of those hours volunteering with the Educational Investment Fundraiser.

Those who fail to meet these requirements will be charged \$25.00 for each hour missed.

Parent Name (PRINT)

Signature of Parent/Responsible Party

Date



Extended Day Registration 2011-2012

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 dismissal. 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 7:45 on school days – Cost \$3 for one child, \$5.25 for two children, and \$7.50 for three children. <u>All students who arrive before 7:45 will be sent to morning care.</u>
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:	\$5.00 per hour for one child, \$8.00 per hour for two children and \$10.00 per hour for the three children. Billing is done in 15 minute increments. <u>A \$1.50 per minute late fee is assessed when parents arrive after 6PM.</u>

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. 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.



**Extended Day Registration
2011-2012**

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:

Name	Phone 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) TBA.

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

Parent/Guardian Signature _____