



Carlson's Kids Registration Packet 2012-13

All new and returning Carlson's Kids families must complete and return all applicable forms. Please use the Registration Checklist below:

Family Name:	
---------------------	--

Form/Fee	Details / Deadline	
Family Registration Form	You only need to complete one form per family. Return this form ASAP to secure your spot for 2012-13. <u>Returning families may complete this form online through their EduConnect Account.</u>	<input type="checkbox"/>
Student Enrollment Form	Complete one form for <u>each</u> student you wish to register. You may obtain additional copies of this form in the school office, or you may download them from our website. Return this form ASAP to secure your spot for 2012-13. <u>Returning families may complete this form online through their EduConnect Account.</u>	<input type="checkbox"/>
\$75 Per Family Registration Fee	Fee must be paid no later than March 20th, 2012. On March 21st, the fee increases to \$150 per family. The registration fee is non-refundable. Registration is not complete until we receive this fee. <u>Please note: the late fee does not apply to new families.</u>	<input type="checkbox"/>
Tuition and Fee Schedules for Carlson's Kids	This form is for information purposes only. You do not need to return this form.	
Tuition Payment Preference Form	Please return this form ASAP. Arrangements for payment of tuition must be made before July 1 st , 2012.	<input type="checkbox"/>
Preliminary Scheduling Form	Please complete and return this form ASAP. Complete one form for <u>each</u> student you wish to register. You may obtain additional copies of this form in the school office, or you may download them from our website. At the very latest, this form must be returned to the school office by July 1 st , 2012.	<input type="checkbox"/>

St. James the Greater School
Family Registration Form

School Year: _____ Family Last Name: _____ Check New or Returning family
Family Religious Affiliation: _____ Parish: _____

Home Info

Parental Status: Married Separated Divorced Remarried Single Widow/Widower Other

Students Live With: Both Parents/Guardian Mother Father Mother/Stepfather
 Father/Stepmother Grandparents Other

Language spoken at home: English Spanish Other: _____

Fill in the address of the person/s with whom the students live.

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Silent Number. Other Phone: _____

Email Address _____ Exclude email from School Directory

Exclude family from the School Directory Exclude Address from School Directory

Father

Name: _____

Occupation: _____

Employer: _____

Bus. Phone: _____

Cell Phone: _____

Father Email: _____

Father Religion: _____

Mother

Name: _____

Occupation: _____

Employer: _____

Bus. Phone: _____

Cell Phone: _____

Mother Email: _____

Mother Religion: _____

Maiden Name: _____

Other Adults Living at this Home

Transportation

List anyone else who may pick up your students.

Emergency Contact

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

Name: _____ Phone: _____

Medical

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Hospital: _____

If a second family 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.

St. James the Greater School
Student Enrollment Form

School Year: _____ New or Current Student Grade in which to enroll: _____

First Name: _____ Mid Init: _____ Last Name: _____

Preferred First Name: _____ Family Last Name: _____

Social Security Num: _____ Birth date: _____

Male Female Catholic Yes No City & State of Birth: _____

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 from the following racial groups:

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

Previous School Attended: _____

Public School & District Area: _____

Medical Info

Medications this student takes: _____

List any Health Problems for this student here: _____

List any Allergies for this student: _____

May we dispense Tylenol/Advil to this student? Check ___ Yes or ___ No

Comments: Enter any additional comments about this student here.

If the student is Catholic, enter the following information if you have not previously submitted it.

Baptism

Date: _____ Parish & Location: _____

First Reconciliation

Date: _____ Parish & Location: _____

First Communion

Date: _____ Parish & Location: _____

Confirmation

Date: _____ Parish & Location: _____



Carlson's Kids Fee Schedule For The 2012-13 School Year

Weekly Schedule	1 Child	2 Children*
5 Extended Days (7:50am – 6:00pm)	\$525.00/month	\$918.75/month*
3 Extended Days (7:50am – 6:00pm)	\$389.00/month	\$680.75/month*
5 Full Days (7:50am – 3:00pm)	\$425.00/month	\$743.75/month*
3 Full Days (7:50am – 3:00pm)	\$275.00/month	\$481.25/month*
5 Half Days (7:50am – 11:30am)	\$235/month	\$411.25/month*
3 Half Days (7:50am – 11:30am)	\$152.00/month	\$266.00/month*

*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.

- Please see the "Tuition Payment Preference Form" form for payment options (annually, semi-annually, or monthly). Click [HERE](#) to see the form.
- Monthly Fees are based on a yearly tuition rate. To calculate your yearly tuition rate, multiply the applicable monthly fee X 10.
- If you would like to make monthly payments, you will need to enroll in the FACTS Tuition Management Program (Click [HERE](#) for more information about FACTS).
- For families enrolled in the FACTS program, payments are expected each month for the 10 month period starting in August, 2012 and ending in May, 2013 (10 monthly payments total).
- Tuition and fees paid for Aftercare, Pre-K and Kindergarten MAY be considered for income tax deductions. Please consult with your tax preparer to insure accuracy and eligibility.



Tuition Payment Preference Form

(revised 1/13/2012)

Please choose 1 option:

Annual Payment (one payment):

There is a discount of \$100.00 for using the annual payment option. See the appropriate tuition & fee schedule for your total cost. Subtract \$100.00 from this total cost. The annual payment is due by July 1st, 2012.

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, 2012 and December 1st, 2012.

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 (*the FACTS Tuition Management Program paperwork is separate from the FACTS Grant & Aid Assessment that you may have completed for tuition assistance*). **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, the Parish Office will send you a FACTS enrollment form. 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 2012-13.**

If you would like to make your monthly payment lower, you can prepay any amount you choose. Pre-payments must be made before August 1st, 2012. If you would like 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:

- Report Cards will not be issued.
- Transcripts will not be forwarded to other schools or to high schools.
- Tuition must be paid in full prior to graduation.
- Registration for the next school year will not be accepted.
- Entry into school the following semester will not be permitted.

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.

School Family Name (please print): _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



PRELIMINARY SCHEDULING FORM For The 2012-13 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
------------------------------	------------------------------

Anticipated Weekly Attendance:

Please check one of the following:

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

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

(* **Extended Day** = 7:50am – 6:00pm / **Full Day** = 7:50am – 3:00pm / **Half Day** = 7:50am – 11:30am)

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