



K-8 Registration Packet

2012-2013

All new and returning K-8 families must complete and return all applicable forms. Please use the Registration Checklist below:

Family Name:	
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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"/>
Parent/Guardian Statement of Responsibility	A signed copy of this form <u>must</u> accompany your registration papers and registration fee.	<input type="checkbox"/>
Tuition and Fee Schedules for New and Returning Families	This form is for information purposes only. You do not need to return this form.	
Financial Assistance Needs Form	Please complete this form ASAP and return it along with your other registration papers. If you are seeking financial assistance, it is essential that you complete this form and begin the financial aid process ASAP, preferably before April 1, 2012.	<input type="checkbox"/>
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"/>
Educational Needs Form	<u>This form is for new students only.</u> 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.	<input type="checkbox"/>
Request for Student Records	<u>This form is for transfer students only.</u> 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.	<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: _____



2012-2013 Parent or Guardian Statement of Responsibility

(revised 1/13/2012)

Parents of students at St. James the Greater School have many responsibilities, both personal and financial. Please read the following statement completely and carefully:

REGISTRATION FEE: The registration fee for both new and returning families for 2012-2013 is \$75 per family if paid no later than March 20th, 2012. On March 21st, the fee increases to \$150 per family. The registration fee is non-refundable. Please note: the late fee does not apply to new families.

PLAYGROUND FEE (K-8): There is a \$25 per family playground fee due by July 1, 2012 unless it is included in your FACTS payment plan (please see more information about tuition payment plans in the **TUITION** section below). Those who volunteer to supervise on the playground are offered a stipend of \$5 per day. Volunteering five days per year earns your fee back. The fee is non-refundable. *(Does not apply to Carlson's Kids)*

INSTRUCTIONAL MATERIALS FEE (K-8): This fee pays for textbooks, copier fees, software, and internet charges. The fee for the 2012-2013 school year is \$200 per child (this is the only per-child fee). This fee must be paid by July 1, 2012 unless it is included in your FACTS payment plan (please see more information about tuition payment plans in the **TUITION** section below). This fee is non-refundable. *(Does not apply to Carlson's Kids)*

PARISH SUBSIDY ACTIVITY FEE (K-8): St. James the Greater Parish subsidizes the school through fundraising as well as parish donations. Therefore, all K-8 parents are expected to work at major parish fundraising activities (Homecoming, Christmas Season Festival, St. Patrick's Day, Lenten Fish Fry, & Auction) for a minimum of 10 hours annually. Each K-8 Family will be assessed a Parish Subsidy Activity Fee of \$100.00 on July 1st, 2012 (unless it is included in your FACTS payment plan). Parents are responsible for making sure that they follow the correct procedure for having their hours tracked. If you have completed your 10 hours of service by the end of the school year, you will receive a credit (rollover) of \$100 applied toward next year's activity fee. If you have not worked the required hours, you must pay \$100 for the next school year (due by July 1, 2013). When the last child in the family graduates from St. James, and if all work requirements have been met, the fee will be returned. *(Does not apply to Carlson's Kids)*

REFUNDABLE SCRIP FEE (K-8): We require each school family to make at least \$2400 in annual scrip purchases (an average of \$200/month starting July 1st, 2012 until June 30th, 2013). Each K-8 Family will be assessed a Refundable Scrip Fee of \$150.00 on July 1st, 2012 (unless it is included in your FACTS payment plan). Once you have fulfilled your scrip obligation, the \$150 fee will be refunded in 1 of 2 ways: If tuition has been paid in full, you will receive a check for \$150. If there is a tuition balance still due, a credit of \$150 will be applied to that amount. School families may have other family members or friends apply their scrip purchases toward the school family's scrip account. If you do not fulfill your scrip obligation, the fee will be retained. For more information on the scrip program, please see the Scrip Program explanation page. *(Does not apply to Carlson's Kids)*

TUITION: St. James is a tuition-based school. There are 3 levels of tuition for grades K-8: One child, Two children, and Three or more children. The tuition rate is the same for parishioners and non-parishioners. Tuition may be paid annually, semi-annually, or in 10 monthly payments. If you choose the monthly payment option, you **MUST** enroll in the FACTS Tuition Management program. When enrolled in FACTS, you will make 10 monthly tuition payments (August through May). All tuition is expected to be paid in full according to the terms of the tuition payment plan. The Playground, Instructional Materials, & Refundable Scrip fees can be included in your FACTS payment plan. If you would like to reduce the amount of your monthly payment, you may pre-pay any amount of tuition that you choose. Pre-payments must be made before August 1st, 2012. Please refer to the Tuition Payment Preference Form for more detailed information.

TUITION ASSISTANCE: We are able to offer tuition assistance to families that demonstrate financial need. Each family that seeks tuition assistance **MUST** complete a FACTS Grant & Aid Assessment form (this form is **not** part of the FACTS Tuition Management Program and must be completed separately). The FACTS Grant and Aid Assessment forms may be obtained in the Parish Office (please call (314) 645-0167), or you may apply online at: www.factstuitionaid.com. There is a \$25.00 fee whether you fill out a paper application or apply online. **Your FACTS Grant & Aid Assessment must be completed by April 1st, 2012.** If you do not request assistance, it is assumed that tuition will be paid on time and in full. Please refer to the financial assistance needs form for more detailed information.



HOME AND SCHOOL ASSOCIATION: The Home and School Association offers an important link between the school staff and school families. Therefore, at least one parent is expected to attend each meeting of the association and any other special school meetings that are scheduled. There are 4 mandatory Home & School Association meetings throughout the year (one meeting each quarter). These meetings are usually scheduled for Tuesday evenings a 7:00pm. In addition, the Home & School Association helps to raise funds for important school activities throughout the year – including field trip transportation, Kindergarten and 8th grade graduations, teacher birthday gifts, etc. As such, we ask parents to participate in several fundraisers during the year (in past years, fundraisers have included Dogtown Pizza, Mixed Bags, Yankee Candles, etc.). Although these fundraisers are optional, they do support programs for students and the Home and School Association appreciates any and all participation. The Home and School Association Executive Board is comprised of parents who serve 2-year terms in the following positions: President, Vice-President, Treasurer, Secretary, Head Room Parent I & Head Room Parent II. Elections for any open positions are held at the final (4th quarter) Home and School Meeting of the year (any K-8 parent may run for election).

As our partners in the faith-based education of your child(ren), parents of students at St. James the Greater School have the following expectations:

ATTENDANCE AT SUNDAY WORSHIP: The Eucharist is the heart and center of Catholic life. It is impossible to live a Catholic life without participating regularly in Sunday worship. Parents need to provide this spiritual nourishment for their elementary school children. Therefore, Catholic parents have the obligation to see to it that their child or children attend Mass each Sunday (or Saturday afternoon) and each Holy Day of Obligation. The most effective way to fulfill this obligation is to attend Mass with your children. Example is the best teacher. Those who are not Catholic are welcome to attend Mass and pray with us, or to be involved in the church of their choosing. Catholics registered in other parishes are expected to be registered and active members of their parish and attend Mass there on a regular basis.

FINANCIAL SUPPORT OF THE PARISH: All registered parishioners are expected to financially support the parish through their regular contributions to the collection. The fact that you pay school tuition does not excuse you from supporting the parish, which heavily subsidizes the operation of the school. We encourage the practice of stewardship, which emphasizes sharing our time, talent, and treasure with our parish family. All Catholic school families receive envelopes and are expected to use them.

MARKETING AND POSITIVE ATTITUDE: All parents are encouraged to be positive and enthusiastic salespeople for our school, parish, and neighborhood. We are actively promoting our school in order to increase enrollment and we need your support. Remember that positive publicity helps us, but negative comments and attitudes can harm us greatly. School parents become ambassadors for St. James School wherever they go (including the realm of social media). We expect your support, loyalty and cooperation to make our school the best Catholic elementary school in the City of St. Louis.

I have read and understand the Parent Statement of Responsibility for 2012-13:

School Family Name (please print): _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Tuition & Fee Schedule for 2012-13

NEW FAMILIES – Grades K-8*

To figure what you owe, use the following examples:

ONE CHILD TUITION		
	\$4310.00	
Less \$500 New Family Discount	\$3810.00	New Family Discount applied toward first year tuition only!
Instructional Material Fee	+\$200.00	
Activity Fee	+\$100.00	
Playground Fee	+\$25.00	
Refundable Scrip Fee	+\$150.00	<i>Monthly Payment:</i>
TOTAL	\$4285.00	Divided by 10 = \$428.50

TWO CHILDREN TUITION		
	\$5760.00	
Less \$500 New Family Discount	\$5260.00	New Family Discount applied toward first year tuition only!
Instructional Material Fee	+\$400.00	(\$200 X 2)
Activity Fee	+\$100.00	
Playground Fee	+\$25.00	
Refundable Scrip Fee	+\$150.00	<i>Monthly Payment:</i>
TOTAL	\$5935.00	Divided by 10 = \$593.50

THREE CHILDREN TUITION		
	\$6290.00	
Less \$500 New Family Discount	\$5790.00	New Family Discount applied toward first year tuition only!
Instructional Material Fee	+\$600.00	(\$200 X 3)
Activity Fee	+\$100.00	
Playground Fee	+\$25.00	
Refundable Scrip Fee	+\$150.00	<i>Monthly Payment:</i>
TOTAL	\$6665.00	Divided by 10 = \$666.50

***NOTE:** 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.

Revised 1/13/2012



Tuition & Fee Schedule for 2012-13

RETURNING FAMILIES – Grades K-8*

To figure what you owe, use the following examples:

ONE CHILD TUITION		
Instructional Material Fee	+\$200.00	
Activity Fee – if not rolled over	+\$100.00	
Playground Fee	+\$25.00	
Refundable Scrip Fee	+\$150.00	<i>Monthly Payment:</i>
TOTAL	\$4785.00	Divided by 10 = \$478.50
With the \$100 activity fee rolled over	\$4685.00	Divided by 10 = \$468.50

TWO CHILDREN TUITION		
Instructional Material Fee	+\$400.00	(\$200 X 2)
Activity Fee – if not rolled over	+\$100.00	
Playground Fee	+\$25.00	
Refundable Scrip Fee	+\$150.00	<i>Monthly Payment:</i>
TOTAL	\$6435.00	Divided by 10 = \$643.50
With the \$100 activity fee rolled over	\$6335.00	Divided by 10 = \$633.50

THREE CHILDREN TUITION		
Instructional Material Fee	+\$600.00	(\$200 X 3)
Activity Fee – if not rolled over	+\$100.00	
Playground Fee	+\$25.00	
Refundable Scrip Fee	+\$150.00	<i>Monthly Payment:</i>
TOTAL	\$7165.00	Divided by 10 = \$716.50
With the \$100 activity fee rolled over	\$7065.00	Divided by 10 = \$706.50

***NOTE:** 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.



Financial Assistance Needs Form

Grades K-8

St. James the Greater School uses this form to anticipate the demand for financial assistance in the upcoming school year. Completing this form is the required first step in applying for financial assistance. Please check all applicable boxes & initial, sign and date the form. **Please return this form to the school office, located at 1360 Tamm Avenue, no later than April 1st, 2012.**

Please list all students who will attend St. James the Greater School in 2012-13 (please list first & last name):

Name: _____ / Grade: _____	Name: _____ / Grade: _____
Name: _____ / Grade: _____	Name: _____ / Grade: _____

Mother's Full Name (please print)

Father's Full Name (please print)

We will **not** be applying for any financial assistance in the 2012-13 school year. We understand that we are responsible for tuition payments as listed on the appropriate "Tuition and Fee Schedule for 2012-13 School Year"

(initial) (initial)

Financial Assistance: There are 2 financial assistance programs available through the Archdiocese of St. Louis, as well as "Local Funds" available through St. James the Greater Parish (see all 3 options below). **If you wish to apply for any or all of these sources of assistance, you must obtain and complete a FACTS Grant and Aid Assessment.** The application is available in the Parish Office, 6401 Wade Ave, or you may apply online at www.factstuitionaid.com. Applications are available in January and all applications are due by April 1st, 2012. Only one application per child will be accepted. In a divorce situation, the application from the custodial parent will be accepted. Information and documentation required for the FACTS Grant & Aid Assessment includes: copies of your 2011 Federal Tax forms including all supporting tax schedules; copies of your 2011 W-2 forms for both you and your spouse; copies of supporting documentation for SSI, welfare, child support, food stamps, worker's compensation and TANF. **Failure to complete the FACTS Grant & Aid Assessment (with all required information) by April 1st, 2012 may result in your family not receiving financial aid or it may limit the amount awarded.** Once the Parish Office receives your FACTS Grant and Aid Assessment Letter (usually 4-6 weeks after your application is filed), you will automatically be considered for any of the applicable sources of funding listed below:

Catholic Families Tuition Assistance Endowment Fund (CFTA) this money is available as a result of the "Returning God's Gift" Campaign:

- Applicants must be Catholic and must be registered at the parish.
- Students must be Catholic and attend a Catholic Archdiocesan or Parochial Elementary School.
- Applications must be obtained from the pastor at the parish where the family is registered.

We plan to apply for CFTA. We understand that we are responsible for payment of any tuition amount that is not funded through this assistance (please refer to the appropriate "Tuition and Fee Schedule for the 2012-13 School Year").

Parish Employee Endowment Fund (PEEF) this money is available through the generosity of an anonymous donor:

- Applicants must be employed by a Catholic parish and work 1000 hours or more during a fiscal year.
- Students must attend a Catholic Archdiocesan or Parochial Elementary School.
- Applications must be obtained from the pastor at the parish where the applicant is employed. Applicants do not have to be Catholic in order to apply.

We plan to apply for PEEF. We understand that we are responsible for payment of any tuition amount that is not funded through this assistance (please refer to the appropriate "Tuition and Fee Schedule for the 2012-13 School Year").

"Local Funds" available through St. James the Greater Parish (Grants, Adopt-A-Student, Special Gifts, Scholarship Sunday, etc.):

- Students must be registered at St. James the Greater School.

We plan to apply for local funds. We understand that we are responsible for payment of any tuition amount that is not funded through this assistance (please refer to the appropriate "Tuition and Fee Schedule for the 2012-13 School Year").

(please see other side)

“Help for Today, Hope for Tomorrow” Scholarship Program (tuition grant from the Today & Tomorrow Educational Foundation): TTEF provides partial tuition assistance scholarships for families desiring a parochial or private school education for their elementary school aged children. Their focus is on providing City of St. Louis residents with options for the education of their children. The maximum award is \$2,000 per year, per child. St. James the Greater is a participating school in the program with a limited number of scholarships to offer. ***Applicants must be legal residents of the City of St. Louis, and must meet income eligibility requirements based on household size. Scholarships are only awarded to incoming K-4 students who have not been previously enrolled in a parochial or private school.*** Scholarship applications are available from the principal. Proof of income must be submitted with each completed application. Applications are considered in the order received. Scholarships decisions are made by the TTEF and not St. James the Greater School.

We plan to apply for a “Help for Today, Hope for Tomorrow” Scholarship. We understand that we are responsible for payment of any tuition amount that is not covered by this scholarship program (please refer to the appropriate “Tuition and Fee Schedule for 2012-13 School Year”).

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



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



Educational Needs Form

Thank you for your interest in and support of Catholic Education. We share your desire to help your child experience success in his/her educational endeavors. In order for us to work cooperatively to establish the best learning environment to meet your child's needs, we ask that you take a few moments to complete this form.

We need to know if your child has ever been evaluated for a learning difficulty by a physician, psychologist, the Special School District, the Department of Special Education, or any private agency.

STUDENT NAME: _____

Please check any boxes that apply to the student listed above:

No, my child has never been evaluated for a difficulty.

Yes, my child has been evaluated by: _____
Name of evaluating agent/agency

Year of evaluation

****Please attach a copy of the most recent evaluation to this form****

My child was diagnosed as/with:

- Attention Deficit/Hyperactivity Disorder
- Learning Disabled
- Behavioral Disabled
- Language Impaired
- Speech Impaired
- Other Health Impairment (i.e. - Bi-polar Disorder, PDD, Autism, Asperger's Syndrome, etc.)
- Other condition(s) not listed above (please explain): _____

Currently, my child:

- Receives After-School Services from a public school.
- Has an Individual Education Plan (IEP) – if so, please attach a copy of the IEP to this form.
- Has an Individual Service Plan (ISP) – if so, please attach a copy of the ISP to this form.

Does your child have any special needs that should be addressed in order to make learning easier? (i.e. - eyesight, hearing, other medical conditions, or physical disabilities). Please explain below:

Parent/Guardian Signature

Date

REQUEST FOR STUDENT RECORDS

STUDENT INFORMATION:

Student Last Name	First Name	Middle Initial	Current Grade
Date of Birth	Place of Birth – City	State	
Current Address – Street Number and Name	City	State	ZIP

PARENT/GUARDIAN INFORMATION:

I.)

Last Name	First Name	Relationship to Student	
Current Address – Street Number and Name	City	State	ZIP

Home Phone Number	Cell Phone Number
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II.)

Last Name	First Name	Relationship to Student	
Current Address – Street Number and Name	City	State	ZIP

Home Phone Number	Cell Phone Number
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I/We hereby request that cumulative academic and health records for the student identified above be provided to the school identified below. I certify that as a Parent/Legal Guardian of this student, I have the legal right to authorize the release of this information.

Signature	Signature
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THE RECORDS REQUESTED INCLUDE THE FOLLOWING:

- ***Cumulative Record of Grades and Attendance***
- ***Standardized Test Scores***
- ***Special Needs Evaluation, Diagnostic Report, and Current Prescriptive Accommodations***
- ***Health Records***

RECORDS REQUESTED FROM:

School Name	Telephone Number		
Current Address – Street Number and Name	City	State	ZIP

SEND RECORDS TO:

***St. James the Greater School
1360 Tamm Avenue
St. Louis, MO 63139 (314) 647-5244***

******Please Note: Only copies of original records sent by mail from the school will be accepted.******

Blue – School Office