

## Registration Guidelines

2011 - 2012



# St. Mary Catholic School

2351 22<sup>nd</sup> Avenue, Greeley, CO 80631  
Tel. 970-353-8100 • Fax 970-353-8700

*“The child continued to grow and become strong, filled with wisdom;  
and the grace of God was upon him” (Lk 2:40)*

## Welcome

In this registration packet, you will find tuition rates and fees for the 2011-2012 school year. There is a non-refundable registration fee of \$200 per family due with this application. **\$100 if returned by March 31<sup>st</sup>!** There is also a non-refundable \$150.00 book rental/supply fee per student due by the first day of school. Please look over everything in this packet carefully. The *Seeds of Hope Scholarship* information will be available upon request. If you think you qualify, please ask the school for an application. Your registration will be complete when the following items are turned into the school office. Please fill out each form *completely*.

Registration will ***not be accepted*** until all items are turned in and complete.

- Application for Admission (one for each child)***  
*This form goes directly into the students cumulative file and goes with them to whichever school they enter after graduating from St. Mary's School.*
- Parish Affiliation Confirmation (one per family)***  
*Please take this form to the parish to which you belong. Your Pastor must sign this form, for you to receive the Catholic tuition rate. The Parish will be responsible for returning it to our office by mail or fax. **You will be charged the non-catholic rate until we receive this form.***
- Financial Contract (one per family)***
- Health Questionnaire (one for each child)***
- Permission Sign-off Sheet (one for each child)***
- Photograph and Interview Release (one for each child)***
- Dismissal Sheet (one per family)***
- Emergency Card (one for each child)***  
*It is **important** you fill out the emergency card completely. We use this first to contact you!*
- Copy of Birth Certificate (Not needed if we have on file)***
- Copy of immunization record (Not needed if we have on file)***  
*It is state law that we have these on file before your child attends school!*
- Copy of Sacramental records (Baptismal, First Communion.) (Not needed if we have on file)***
- A records release form needs to be signed if coming from a different school***
- \$200 registration fee per family (\$100 if completed registration received by 3/31)***  
*This must be paid when the application is submitted. If you are unable to do this, please make arrangements with the Business Manager or School Manager.*

# St. Mary's Catholic School

## Application for Admission

### 2011-2012



*One form per student*

**Please type or print in black ink and answer all questions completely.**

**Child's grade level for school year 2011-2012** \_\_\_\_\_

Previous school (If new to St. Mary's): \_\_\_\_\_

\_\_\_\_\_  
 School Name School Address

### *Student Information*

\_\_\_\_\_  
 Student's Last Name First Middle

\_\_\_\_\_  
 Street/Apt # Home Phone Number

\_\_\_\_\_  
 City State Zip County

Male  Female Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_

Social Security Number \_\_\_\_\_ Religious Affiliation \_\_\_\_\_

Registered Member of \_\_\_\_\_ (Church or Parish)

Date/Sacraments Received: \_\_\_\_\_ Baptism \_\_\_\_\_ First Reconciliation

\_\_\_\_\_ First Communion \_\_\_\_\_ Confirmation

### *Family Background*

\_\_\_\_\_  
 Father's Name Mother's Name Guardian's Name

\_\_\_\_\_  
 Address Address Address

\_\_\_\_\_  
 City, State Zip City, State Zip City, State Zip

\_\_\_\_\_  
 Birthplace Birthplace Birthplace

\_\_\_\_\_  
 Religious Affiliation Religious Affiliation Religious Affiliation

\_\_\_\_\_  
 Employer Employer Employer

\_\_\_\_\_  
 Position Position Position

\_\_\_\_\_  
 Business Phone Business Phone Business Phone

***Please list relatives who currently attend or have graduated from St. Mary Catholic School:***

Name	Relationship
_____	_____
_____	_____
_____	_____

***Applicant lives with (Check those that apply):***

- Father  Mother
- Stepfather  Stepmother
- Other \_\_\_\_\_
- Marital Status \_\_\_\_\_

Please check if applicable:

- Father Deceased  Mother Deceased



**St. Mary's Catholic School**  
**Financial Contract**  
**2011-2012**  
**Evaluated Midyear for Adherence**



**Method of Payment:**

I, as the parent of a student at St. Mary Catholic School, choose the following payment option:

- Payment made annually by September 15, 2011 with a 5% Discount
- Payment made quarterly (September 15, December 15 and March 15)
- Payment made monthly on the 10<sup>th</sup> or 20<sup>th</sup> of the month (A tuition service will be used, with a slight fee to the parent.) All wishing to pay monthly must do so by automatic deduction from checking account or savings account or certain credit card accounts. *Ask Susan for details!*

It is the responsibility of all parents to pay their tuition on a timely basis. If your tuition is not paid by the last day of the month, your child will not be allowed back to school until your financial obligation is met. (See the St. Mary's handbook.)

If your tuition for this school year is not current, you will not be allowed to register for next year until it is brought up to date.

**Catholics in Good Standing:**

It is the responsibility of all Catholic parents to be in Good Standing within their parish. To be a Catholic in Good Standing you must do the following:

- Attend Mass on a regular basis
- Be registered at your parish
- Give of your treasure to your parish by check or envelope
- Give of your time to your parish in a volunteer capacity

If you adhere to these guidelines your pastor will subsidize your child's education, the subsidy is \$1000 per student. (You must have the parish affiliation form signed to receive the Catholic rate)

**Parent Responsibility:**

**Fundraising is Required.** To keep tuition affordable, participation of our school parents in Scrip and fundraising is **mandatory**. Everyone will be required to purchase **\$5,000 of Scrip** over the year, or pay a **\$250 donation** to the school, or a combination thereof. You may solicit help from your friends and family to help you meet the scrip requirement. Scrip is available throughout the year in the parish office, Monday–Friday 8:00AM to 4:00PM, in the Church Goods Store on Sunday morning, and of course through the Monday folder during the school year.

It is **mandatory that all parents participate in fundraisers**, this years fundraising goal is \$726.00, but this amount does not include the proceeds from scrip. You may reach your fundraising goal by purchasing/selling the items sold or volunteering your time at specific fundraiser events. Fundraisers are an important part of being a Catholic parent. The school relies on participation to fund our school.

All parents are encouraged to give of their time to help with school activities, committees and other events.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# St. Mary's Catholic School

## Financial Information

### 2011-2012



#### ***Fees: All Non Refundable***

Registration Fee: \$200.00 per family, due at registration  
 Book Rental & Supplies: \$150.00 per child, due no later then the first day of school

#### ***Tuition: Kindergarten Through Eighth Grade***

**\*Catholic Families** (In good standing with your parish)

First Child	Second Child	Third Child	Fourth Child
\$3450.00	\$3250.00	\$3050.00	\$2850.00

*\*If you are not recognized as an active, contributing member of your parish, you will be charged the Non-Catholic/No Parish Affiliation rate*

#### **Non-Catholic or no Parish Affiliation**

First Child	Second Child	Third Child	Fourth Child
\$5050.00	\$4850.00	\$4650.00	\$4450.00

- If you pay tuition for the year in full by September 15, 2011, you will receive a 5% discount.
- If you pay tuition in three equal installments, these payments are due September 15th, December 15th and March 15th. (No discount is allowed.)
- If you pay monthly, these payments will be made using **Smart Tuition** and will be through electronic withdrawal from your bank account to the St. Mary's Parish account. (There is a nominal fee charged for this service.)

Use of **Smart Tuition** is mandatory if you choose to pay monthly. **Smart Tuition** forms must be in **before** April 15<sup>th</sup> 2011. (**Smart Tuition** is deducted from a checking or savings account—some credit cards are accepted. See Susan for details.)

*Seeds of Hope* assistance and the Endowment fund are available if you qualify.

If you are applying for *Seeds of Hope* tuition assistance, you must meet all required deadlines; Mrs. Benke must have completed *Seeds of Hope* applications by **April 26, 2011**.

If you are a family with **special circumstances**, please see the parish business manager. (Susan Benke @ 352-1724)

If you receive assistance or any other discount, **you are required** to fundraise or you will not be eligible to receive the assistance or discounts. Your status will be evaluated at mid-year.

#### **Marketing Incentive: (For this year only) To increase enrollment!**

If you bring in a **new family** (not on any previous list), you can receive \$500.00 toward registration, tuition or book fees. The family must remain enrolled the entire school year for you to receive the incentive.

***If you qualify for this incentive and pay your tuition in full prior to September 15, you will receive a \$500.00 refund. If you pay monthly you will receive credit at mid-year & year-end.***

#### **Fundraising:**

***The school relies on fundraising to make the budget.***

***It is the parent's responsibility to participate!***

The amount needed per family remains \$976.00. Parents are required to buy \$5000.00 in scrip certificates, or in lieu of scrip, make a \$250.00 donation. If this is not done, the amount will be added to your tuition. That leaves \$726 in fundraising needed from each family.

**St. Mary's Catholic School**  
**Parish Affiliation Confirmation**  
2011-2012



*Archdiocese of Denver*  
Office of Catholic School  
1300 South Steele Street  
Denver, CO 80210

**School Year:** 2011-2012

**School:** St. Mary Catholic School, 2351 22<sup>nd</sup> Ave, Greeley, CO 80631  
FAX: (970) 353-8700

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**Date:** \_\_\_\_\_

*This must be signed by your pastor & returned to the above school for registration to be complete.*

Student Name(s):

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Parents' or Guardians' Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parish Affiliation: \_\_\_\_\_

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This student and his/her parents are affiliated with this parish community and will, therefore, receive the inter-parish subsidy.

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date



**St. Mary's Catholic School**  
**Permission Sign-Off**  
**2011-2012**



*This will serve as permission for your child during the entire 2011-2012 school year.*

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Grade for school year \_\_\_\_\_

*Please read the below items and indicate your permission for each item. Please be sure to initial after each item for which you give permission and sign the bottom of this sheet.*

1. When accompanied by the teacher and class, my child has permission to walk to the Centennial Park Library. (Located across the street on 23<sup>rd</sup> Avenue.).....\_\_\_\_\_ (initial)
2. When accompanied by his physical education teacher and class, my child has permission to walk to the Centennial Park Tennis Courts. (Located across the street on 23<sup>rd</sup> Avenue.).....\_\_\_\_\_ (initial)
3. When accompanied by his physical education teacher and class, my child has permission to run/jog around the outside perimeters of the church and/or school as a part of physical education class.  
**Only Middle School students participate in this activity.** .....\_\_\_\_\_ (initial)

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**Permission for Publication of Information**

We print a variety of lists that include family address and telephone number. (*Family Directory* etc.) If you prefer that your phone number and/or address **not** be provided in this way, please check the appropriate box and leave that information blank on this form:

No, I do **not** wish to have my telephone number or address published for any reason.

Please list any other information that you do **not** want published:

\_\_\_\_\_

Yes, you may use my telephone number and address in published lists. This includes the School Directory. Here is my information as I would like it to appear:

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**St. Mary's Catholic School**  
**Dismissal Information**  
 2011-2012



F

I give permission for my child(ren) to get home in the following ways:

Name:	Grade:	Picked up*	Walk	Ride bike
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Photograph and Interview Release**  
 2011-2012

Date: \_\_\_\_\_

I hereby grant consent to use and release to the Catholic Archdiocese of Denver and St. Mary's School the use of my name and likeness and that of my children, whether in still, motion pictures, audio and video tape; my photograph and photo's of my child(ren) and/or reproductions of me and my child(ren) including our voice (which includes commentary, remarks, and/or recordings); our features with or without our names, for any promotional purposes involving the Archdiocese or parish/school/entity, for new and/or feature stories in the Catholic Register or other media (which includes internet, print, radio, television) or for other purposes whatsoever, except for the endorsement of any commercial products.

These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy right. These decisions must be made by the parents or guardians when the individual is a minor.

***Child information***

***Parent Information***

_____	_____
Print Child's Name	Print Parent's Name
_____	_____
Child's Address	Parent's Address
_____	_____
Home Phone	Home, cell and/or work numbers

***No, I do not want my child photographed for any reason***

\_\_\_\_\_  
 Parent/Guardian Signature Date

# St. Mary's Catholic School Emergency Card

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Last) (First) (Middle)

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Male  Female Home Phone: \_\_\_\_\_ If Catholic, Parish Affiliation: \_\_\_\_\_

Office Use Only:

## Parent/Guardian Information

In case of emergency or illness, who should be contacted first? \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_ Father /Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_ Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City, State Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_ City, State Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of employment including address \_\_\_\_\_ Place of employment including address \_\_\_\_\_

## Persons Authorized to Pick-up Child

(In addition to parents listed above. List in the order you want them called.)  
 Under no circumstances will the child be released to anyone not known to the school without written permission from the parents or legal guardians.

Name	Home Phone	Work Phone	Cell Phone	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Specific Persons *Not* Authorized To Pick-up Child

Last Name	First Name	Relationship
_____	_____	_____
_____	_____	_____

## Medical Information

Health Conditions (Such as Asthma, diabetes, allergies, epilepsy, heart disease, contacts, etc.) \_\_\_\_\_

Current Medications: \_\_\_\_\_

Medications to be taken at school: \_\_\_\_\_

Child's Physician \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Medical Authorization

I give the school my permission to take my child to a hospital to receive emergency treatment. I hereby consent to any x-ray examination, medical or surgical diagnosis or treatment, and hospital care to be rendered to my child under the general or direct supervision and upon the advise of a physician and surgeon licensed under the provisions of the Medical Practice Act. I also consent to any x-ray examination, anesthetic, dental, or surgical diagnosis or treatment, and hospital care to be rendered to my child by a dentist under the provisions of the Dental Practice Act. I authorize the medical facility to release my child into the custody of a school representative should hospital care no longer be needed. I understand that this is only in an extreme emergency and when the parent or legal guardian cannot be reached. I understand that I am responsible for any expenses incurred by the medical and/or dental diagnosis or treatment. I agree to pick up my child if he/she is sick or injured. If I cannot be reached, the above emergency contacts can be called to pick up my child.

### Student Records Update:

I Understand That I Must Keep My Child's Records Up To Date With Current Information

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# St. Mary's Catholic School

## Guidelines for School Uniforms 2011-2012



All students, grades K – 8, must wear the school uniform during school hours. Since the uniform policy is established as a convenience for parents, the responsibility for seeing that the children are in uniform rests with the parents.

### Approved school dress options consist of:

- White or Light Blue Oxford with long or short sleeves.
- White or Light Blue Polo with long or short sleeves.
- White Jersey Turtleneck shirt
- Navy Cardigan Sweater
- Navy V-Neck Pullover Sweater
- Navy V-Neck Vest Sweater
- Navy St. Mary's Sweatshirt with school emblem
- Navy Uniform Slacks
- Navy Uniform Shorts\*
- Fleece Vest

### Girls may also wear:

- White or Light Blue Peter Pan Blouse with long or short sleeves.
- Scooter Skirt
- White or Navy tights
- White or Navy anklets or knee highs
- Navy Jumper
- Navy Skirt
- Navy Culottes
- Navy Skort

### Boys may also wear:

- Navy Uniform Tie (Wearing a uniform tie is mandatory on Mass days.)

\*Uniform shorts may be worn from the beginning of school until mid-October (weather permitting) and again from mid-April to the end of the school year. Shorts and Skorts are not to be worn on Mass Days.

Jeans are not allowed. Occasionally, there will be a dress up day or a special “jeans day”, but unless such a day has been designated, jeans are not to be worn. Special dress days will be announced in the weekly newsletter.

Baggy pants, saggy pants, wearing pants below the waistline, long belts or other fads are not acceptable as part of the uniform or on special dress days.

Culottes purchased through all school may be worn to Mass. Skorts may not.

**Footwear:** Safe, durable shoes that are safe for playground activity and won't scuff up the floors are to be worn with socks. No “hidden” or low socks (footies). ***Shoes with built in “rollers” are not allowed; do not wear them to school!***

Nail Polish, false nails, dangling earrings and extravagant hair bows are not part of the school uniform.

Girls and boy's wearing uniform slacks or shorts must wear ***black or brown belts.***