

St. Vincent de Paul Catholic School

6571 Larkspur Drive
Mobile, Alabama 36619
251-666-8022

REGISTRATION INFORMATION FOR 2016-2017

A tuition rate and fee schedule is attached for your review. All deadlines and fee amounts are listed on tuition sheet.

ACCEPTANCE TO ST. VINCENT DE PAUL CATHOLIC SCHOOL

The following requirements must be met before acceptance is final:

1. Completed registration form with registration fee
2. Full payment of all fees by required deadlines
3. Signed tuition agreement and fees policy and returning the tuition preference form
4. Current blue immunization card (IMM50)
5. Kindergarten and new students must show proof of the second measles shot required after their 5th birthday; each 6th grader is required to get a dose of Tdap vaccine.
6. Original birth certificate with state seal
7. Baptismal certificate (if Catholic)
8. Social Security Number
9. School Health Form
10. Custody Information (if applicable)
11. All records from previous schools sent to St. Vincent and evaluated by the principal.
12. Interview with the principal (new students)
13. Subsidy Letter from Pastor, if receiving from parish other than St. Vincent de Paul Parish (get letter from school office for signature)
14. Copy of educational evaluation, if student is requesting special services

AGE REQUIREMENTS: *Please note students entering K3 must be three years old by September 10th; K4 students must be four years old by September 10th. Students entering kindergarten must be five years old by September 10th.

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A school supply list, textbook list and fees, summer reading list, and uniform information will be sent to you in May.

St. Vincent de Paul Catholic School

FEE SCHEDULE FOR 2016-2017

| | |
|--|---|
| *Registration Fee (per child)– due at time of registration and is non-refundable | \$100.00 by March 1 st \$125.00 after March 1 st |
| *Academic Fee (per child) – due May 1 st | \$125.00 |
| *Technology Fee (per child) – due May 1 st | \$50.00 |
| *Archdiocesan Fee (per child) – due May 1 st | \$35.00 |
| PTO Dues – due May 1 st | \$15.00 |
| *Family Assessment Fee (per family) – due June 1 st 4 | \$150.00 |
| *PE Fee (per family) – due June 1 st | \$25.00 |
| *New Family Assessment – due June 1 st | \$30.00 |
| *Textbook fee (per child) – due June 1 st | Textbook fees and list will be sent home in May. |

***Registration and all fees are paid directly to the school and are non-refundable.**

TUITION SCHEDULE FOR 2016-2017 Grades K-8

| | *Contributor | Non-Contributor/Non-Catholic |
|----------------|--------------|------------------------------|
| One Child | \$2853 | \$4308 |
| Two children | \$4511 | \$6808 |
| Three Children | \$5211 | \$8808 |

*The contributor rate is granted to a family who is a registered member of a parish and contributes the minimum required contribution of \$1000 in an identifiable manner (envelope/checks), and their parish agrees to subsidize their students. If you are a member of St. Vincent de Paul Parish, \$500 is due to the church by June 1st and the remaining \$500 is due to the church by December 1st. Tithing rates are checked on December 1st and tuition rates will be adjusted accordingly.

TUITION FOR PRESCHOOL

For K3, the student must be 3 years old by September 10th. For K4, the student must be 4 by September 10th. Preschool is a full 5 day program. No subsidy is applied to preschool. One rate applies to all Preschool students: \$3632.

TUITION PAYMENT PLANS

1. **Full tuition payment due on July 1, 2016.** Payment will be made directly to the school. No FACTS fee will be assessed.
2. **Ten monthly payments through FACTS.** Parents elect to pay tuition on either the 5th or 20th of each month through FACTS payment plan. This is an automatic payment plan made through your checking or savings account. The FACTS annual enrollment fee is \$52.00. First payment month is July. Tuition payments are divided into ten monthly payments.
3. **Credit card payment through FACTS.** Parents may pay *monthly* using Master Card, Discover, or American Express. In addition to the FACTS fee of \$52.00, there will be a convenience fee for each payment. The convenience fee is 2.75% per \$100 of tuition.

TUITION ASSISTANCE OPTIONS: If you are a contributing member of St. Vincent de Paul Parish, you may apply for tuition assistance through the parish. Applications are available online at www.factsmtg.com. Students from other parishes should seek tuition assistance from their own parishes.

BOOKS AND UNIFORMS: The school may purchase books and uniforms should you need that service. Books run from \$45 to \$565, depending on the grade. We purchase books from the Missouri Direct Book Service. Uniforms run from \$125 to \$225, depending on size. Uniforms come from Sunshine Uniforms. Parents must reimburse school for book and/or uniform purchases.

ST. VINCENT DE PAUL CATHOLIC SCHOOL
6571 Larkspur Drive
Mobile, AL 36619
PRE-REGISTRATION FORM
2016-2017

Student Information

Name _____

Last, First, Middle

Address _____

City/State/Zip _____ Phone _____

Grade Entering _____ Social Security # _____

Gender (male/female) _____ Race (white, hispanic, black, etc.) _____

Date of Birth _____ Birth Place (city and state) _____

Religion _____ Present Parish _____

Baptismal Date and Parish _____

First Reconciliation Date and Parish _____

First Communion Date and Parish _____

Confirmation Date and Parish _____

Last School Attended (address and phone) _____

Siblings attending St. Vincent and grades _____

Does your child have any special needs which would require specific services? Please include any medications your child is taking, any classroom modifications your child is presently receiving, any behavioral concerns, and any psychological evaluations.

List the name of the public school district your child lives in _____

This information is required. (If you are unsure of the school, you may call 221-4259 for assistance.)

Emergency Contact Name/phone/relationship _____

Parent/Guardian Information

Please circle one: Father/Step Father

Please circle one: Mother/Step Mother

Last Name _____

Last Name _____

First Name _____

First Name _____

Maiden Name _____

Deceased - Yes No

Deceased - Yes No

Marital Status _____

Marital Status _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Home Phone _____

Home Phone _____

Occupation _____

Occupation _____

Employer _____

Employer _____

Address _____

Address _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Email _____

Email _____

Religion _____

Religion _____

Emergency Contact ____yes ____no

Emergency Contact ____yes ____no

Has Legal Custody ____yes ____no

Had Legal Custody ____yes ____no

Student Lives With ____yes ____no

Student Lives With ____yes ____no

Are you alumni of SVS? ____yes ____no

Are you alumni of SVS? ____yes ____no

St. Vincent de Paul Tuition and Fees Policy

Introduction

The following policy for fees and tuition has been approved by the principal, pastor, and school board of St. Vincent de Paul Catholic School.

Fees Payment

The registration fee is due at the time of registration and is non-refundable unless the student is not accepted into the school. The Early Bird Special of \$100 is only good through March 1st. After March 1st, the registration fee is \$125. The academic, computer/library, and archdiocesan fees are due to the school on or before May 1st. If the fees are not received by May 1st, a \$25 late fee will be assessed per student. The family assessment fee is due to the school on or before June 1st. If the fee is not received by June 1st, a \$25 late fee will be assessed per family. All fees are non-refundable. Any check that is returned to the school from the bank will be assessed a \$25 service charge and all applicable late fees. Any family who has more than one check returned must pay all the remaining payments by either cash or money order.

Tuition Payment

1. Contributor's Rate – This rate is granted to a family who is a registered member of a Catholic Church parish and who tithes to that parish. The pastor of the parish must verify membership in his parish and agree to subsidize the student's education. If you are from another parish, you must get a letter from the school office to take to your pastor for his signature. If you are a member of St. Vincent's Parish, the minimum required contribution to the church is \$1000 in an identifiable manner (checks/envelopes). \$500 is due to the church by June 1st and the remaining \$500 is due to the church by December 1st. Tithing rates will be checked on December 1st, and tuition rates will be readjusted accordingly.
2. Non-Contributor's/Non-Catholic's Rate – This rate is granted to Catholic families who are not a contributing member of a parish. This rate is granted to all Non-Catholic families.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

1. Full payment – Under this plan, the entire amount of tuition is paid on or before July 1st directly to the school.
2. Monthly payments – Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. There will be a \$52 annual fee per family payable to FACTS.
3. Master Card or Discover - Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan.

This plan charges your Master Card or Discover. The \$52 annual fee will still apply, and a convenience fee of 2.75% per \$100 spent on tuition will also apply.

Late Registrations

Families registering after July 1st shall be expected to fulfill their tuition and fee obligations according to the above policies. Tuition for students registering after the first day of school shall be prorated according to the number of remaining days of school.

Late Payments

It shall be the responsibility of each school family to keep the principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. Full payment – If payment is not received on or before July 1st, the family will be contacted by the principal and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS payment plan.
2. Monthly payments – School families who choose the 10 month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within 5 days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

Tuition Assistance

If you are a contributing member of St. Vincent de Paul Parish, you may apply for tuition assistance through the parish. Applications will be available in the school office. If you are a member of another parish, you must apply to your local parish for tuition assistance.

Non-Admission of Students Due to Tuition Delinquency

School families failing to pay tuition according to the agreement which they have made with St. Vincent de Paul Catholic School or who have been unwilling to make suitable alternative arrangements with the school will be informed that they may incur all of the following penalties:

1. If fees are not current by June 30th, the student will not be allowed to attend on the first day of school.
2. If tuition is not current by August 1st, the student will not be allowed to attend on the first day of school.
3. Parents will not be given a copy of their child’s report card until all financial obligations have been met.
4. Students will not be eligible for semester exams until all financial obligations have been met.
5. No paperwork (transcripts, report cards, blue immunization cards, etc.) will be released until all financial obligations have been met.
6. Eighth graders will not be allowed to participate in completion exercises and transcripts will not be forwarded to high schools until all financial obligations have been met.
7. The student will not be re-admitted into the school.

Delinquent Tuition From Previous Year(s)

Registration will not be accepted for the next school year until all debts are cleared from the current year. If tuition becomes delinquent after registration, your child will be considered conditional until all debts are cleared from the previous year. All previously unpaid tuition must be paid by May 31st if a student is to be readmitted on the first day of classes for a new school year. Payments need to be made directly to the school.

Tuition Refunds

Families withdrawing their child(ren) prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. In the event of withdrawal once school begins and before the school year is complete, tuition shall be owed to the school through the end of the month of withdrawal.

I have read the above tuition and fees policy for St. Vincent de Paul Catholic School and consent to abide by the conditions of this agreement. Payment of registration fee and/or completion of this form does not guarantee acceptance. Only an official notification from the school confirms that the child has been accepted.

The person responsible for payment should sign below:

Name: _____

Address: _____

City/state/zip: _____

Signature and date: _____

THIS AGREEMENT MUST BE TURNED IN WITH YOUR REGISTRATION FORM!

St. Vincent de Paul Catholic School

6571 Larkspur Drive

Mobile, AL 36619

Tuition Payment Preference Form

Responsible Parent

Name: _____

Address: _____

City/state/zip: _____

Student Name(s): _____

For the 2016-2017 school year, I will pay my child's tuition by the payment option checked below.

_____ Full payment – Under this plan, the entire amount of tuition is paid on or before July 1st directly to the school.

_____ Monthly payments – Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. There will be a \$52 annual fee per family payable to FACTS.

_____ MasterCard, Discover, or American Express - Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan charges your MasterCard, Discover, or American Express. The \$52 annual fee will still apply, and a convenience fee of 2.75% per \$100 spent on tuition will also apply.

Please choose a payment plan and return this form with your plan indicated when you turn in your registration packet.

TUITION

_____ Parish Contributor with subsidy

_____ Non-Contributor (or non- contributing member) without subsidy

Who will be responsible for tuition payments? _____

Driver's License Number _____ State _____

Social Security Number _____

Please check preferred tuition plan

_____ Total payment due to school on or before July 1, 2016

_____ 10 monthly payments beginning in July through the FACTS payment plan. This is an automatic payment plan made through your checking or savings account. There is a \$52 annual enrollment fee.

_____ 10 month payments on your MasterCard, Discover, or American Express credit card through the FACTS payment plan beginning in July. The \$52 annual fee still applies and a convenience fee of 2.75% per \$100 spent on tuition will also apply.

This pre-registration form for the 2016-2017 school year is a planning form only. This is not a contract. Payment of registration fee and/or completion of this form does not guarantee acceptance. Only an official notification from the school confirms that the child has been accepted as a student at St. Vincent de Paul Catholic School.

Any disputes arising out of or relating to this Agreement, performance under this Agreement, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awardable by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

BY MY SIGNATURE BELOW, I AGREE TO SEND ANY AND ALL DISPUTES RELATING TO THIS AGREEMENT, TO BINDING ARBITRATION. I ALSO HEREBY WAIVE MY RIGHT TO A JURY TRIAL IF A DISPUTE ARISES IN ANY WAY RELATING TO THIS AGREEMENT

Parent's Signature and Date _____

Rights Under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age (“eligible students”) certain rights with respect to students’ education records. These rights are:

1. The right to inspect and review the student’s education records with 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education record that the parent or eligible student believes inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Consent to Withhold Release of Directory Information

To: All Parents

School Year 2016-2017

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and as amended, you have the right to withhold the release of any or all of the information listed below. These items listed below may be released for any purpose with your consent at the discretion of St. Vincent de Paul Catholic School.

If you choose to have withheld any of the following information, a copy of this document must be on file. If this form is not received by St. Vincent de Paul Catholic School prior to August 19, 2016, it will be assumed that the information may be released for the remainder of the 2016-2017 school year. A new form for non-release must be completed each year.

Please consider very carefully your decision to withhold any item listed. Should you decide to inform St. Vincent de Paul Catholic School not to release any or all of the items listed below, any future requests for such information from individuals or entities not affiliated with St. Vincent de Paul Catholic School will be refused.

Please check any items you choose to have withheld:

_____ Name, address, and phone number of the student for the publication of the Student Directory

_____ Name and address of student to corporate vendors that service student needs (examples: companies that supply student pictures/uniforms)

_____ Photographs/video tape of student for the purpose of publicity materials, statistical data of officially recognized activities and sports, awards, scholarships and other honors released to the media and/or for use in the school yearbook

Parent's Name: _____ Student's Name: _____

Signature: _____ Date: _____

Please return this form to the following address ONLY if you have checked any of the above.

St. Vincent de Paul Catholic School
6571 Larkspur Dr.
Mobile, AL 36619
Attention: Mary B. McLendon, Principal

St. Vincent de Paul Catholic School

Child's Name and Grade: _____

Parental "Permission" Requirements:

1. I give permission for my child to be photographed and/or video-taped for the purpose of publicity materials to promote the school.

()yes ()no Signature and date:_____

2. I give permission for my child to use the Internet as guided by the school's usage policy. I understand that any violation of this policy by my child may result in appropriate actions.

()yes ()no Signature and date:_____

3. I give permission for my name, address, phone number, and e-mail address to be published in the St. Vincent de Paul Catholic School directory.

()yes ()no Signature and date:_____

4. I give St. Vincent de Paul Catholic School permission to release mailing information to McGill-Toolen Catholic High School.

()yes ()no Signature and date:_____

Custody and Contact Information in an Order of Dissolution

Names of Children Attending St. Vincent:

1. _____
2. _____
3. _____
4. _____

Home Addresses of Children Listed Above:

1. _____
2. _____
3. _____
4. _____

Parent Addresses and Phone Numbers:

The school program, unless otherwise decreed by a court order, will make available to both parents notices of school program functions, progress reports, appointments for parent-teacher conferences, etc. Please provide the names, addresses, and phone numbers of both biological parents. **Please list the custodial parent first.**

1. _____
2. _____

Authorization of Step-Parent or Other Adult:

Please list the name, address, and phone number of step-parent(s) or other adult(s), and name of biological parent(s) for whom the step-parent or other adult is acting.

Step-parent or other adult: _____
Address: _____
Phone Number: _____

Biological Parent for whom this person may be acting in place of:
(Printed Name): _____

(Signature): _____

(Date): _____

*A copy of divorce decree and/or other legal court orders associated must accompany this form.

ST. VINCENT DE PAUL SCHOOL HEALTH FORM

Student Name _____ Student Address _____

Physician Name _____ Physician Phone # _____

Health Insurance (Company Name) _____

Hospital Preference _____

| MEDICAL HISTORY: | YES | NO | REMARKS |
|-----------------------------|-----|----|---------|
| Fainting spells | | | |
| Epilepsy | | | |
| Diabetes | | | |
| Allergies | | | |
| Other | | | |
| Serious Illness or Injuries | | | |

Please list any medicine student takes on a daily basis:

Emergency Information

Father/Guardian Home Phone# _____ Mother/Guardian Home Phone # _____

Father/Guardian Work Phone# _____ Mother/Guardian Work Phone# _____

Father/Guardian Pager _____ Mother/Guardian Pager _____

Father/Guardian Cell Phone# _____ Mother//Guardian Cell Phone# _____

In case of an emergency, if parent/guardian is not available, please notify:

Name _____ Relationship _____ Phone# _____

Name _____ Relationship _____ Phone# _____

In the event of illness or accident and the unavailability of the above named physician, I consent to the treatment of _____ by a physician, selected by school officials or those persons conducting or assisting in any school related function or activity, or hospital emergency room personnel. This consent shall remain in full force and effect so long as _____ is a student at St. Vincent de Paul

School unless notice or revocation is given in writing to the Principal of the school.

Parent/Guardian Signature _____ Date _____

St. Vincent de Paul Catholic School
Before and After School Care Program for 2016-2017
Notice New Hours and Prices

Registration \$75.00 per child – covers both before and after school care

Before School Care

- Hours of Operation – 6:00 a.m. - 7:20 a.m.
- \$3.75 per child from 6:00 - 7:20 a.m.
- All students arriving before 7:20 a.m. must be signed in with the staff in the Parish Hall by a parent.
- Your bill is due the following Tuesday.

After School Care

- Hours of Operation - 3:00 p.m. - 6:00 p.m. in the Parish Hall
- Weekly rate - 1 child \$45.00, 2 children \$71.00
- For less than 12 hours a week, they are charged at \$3.75 per hour.
- There is a registration fee of \$75.00 per child due upon the start of care.
- After 5:30 p.m., there is an additional charge of \$15.00 for the first 5 minutes and \$1.00 per minute after that.

Half-Day of School

- Your child can stay in after school care for a charge of \$20.00 per student or \$3.75 per hour. No lunch is served on half days. Students must bring a lunch.

Daycare When School Is Out All Day

(Christmas breaks, Spring breaks, etc.)

- \$30.00 per child per day

St. Vincent Daycare

- St. Vincent Daycare is available to any parent with a child 6 weeks old to 4 years old.
- Weekly rate for children 6 weeks to 1 year is \$135.00
- Weekly rate children over 1 year of age is \$135.00 for 1 child and \$235.00 for 2 children

***For more information, please contact the Daycare Director, at 666-4066.**