

January 20, 2010

**2010-2011 SCHOOL YEAR  
IN-HOUSE REGISTRATION**

Dear St. Charles School Families,

Please find enclosed the necessary forms to begin the registration process for your child/children. Registrations will be accepted in the order received. **To ensure placement all in-house registrations must be returned to school by February 5, 2010.**

As you are aware we have expanded kindergarten options for the 2010-2011 school year. Included in this packet is a tuition schedule which shows kindergarten options (3K, 4K, 5K) available. There is a high likelihood that one or more kindergarten sections may be filled fast with a waiting list developed. **Therefore, registrations for kindergarten will be date/time stamped at the time received in the school office.** After February 5<sup>h</sup>, the registration process will be open to new families. Late registrations are subject to space availability.

**Please return the following to the school office by Friday, February 5:**

- 2010 - 2011 Registration / Financial Commitment Contract
- A completed Smart Tuition enrollment form if requesting a multiple payment option. There is a \$43.00 annual fee for enrollment in this plan. The fee is incorporated in calculation of monthly payments. Completion of this form is not necessary if you plan to make a full tuition payment prior to August 15, 2010. Also, if you are currently in the Smart Tuition Program, please find enclosed a rollover form for your completion.
- Nonrefundable Registration Fee of **\$100.00 per student** or a family **maximum of \$300.00** made payable to St. Charles School. Registration fee will be applied as a tuition credit.

Included in your packet you will also find a tuition schedule. The proposed tuition is subject to Parish Council budget approval. Actual tuition charged will not exceed this proposed amount.

If you would like to apply for tuition assistance, please request a Tuition Assistance (TADS) instruction form from the school office. This is an on-line assistance request and must be submitted to TADS by July 1, 2010.

Please note that the registration/ financial commitment contract requires you to indicate not only your tuition payment option, but also participation in fundraising and Parish support.

If there are unresolved major logistical events pending which make your registration questionable at this time, I still encourage you to pay the registration fee and complete the necessary forms. As life events unfold, I surely will consider reimbursement of the registration fee at a later date for unusual circumstances, such as, relocation, job transfer, etc.

Sincerely,

Michael Halstead, Principal

# **ST. CHARLES SCHOOL**

## **2010 - 2011**

### **SCHOOL YEAR**

### **REGISTRATION PROCESS**

#### **Phase I:** January 20 – February 5 (Current Families)

In-house registration will take place for current students and new students from families already having a child attending St. Charles School via the registration packet sent home. These registrations will be accepted in the order in which they are received until the class limit has been filled. Respective class limits determined by Principal are noted on the back of this page. Additional registrants will be put on a waiting list. To ensure placement all in-house registrations must be returned to school by February 5, 2010 with registration fee of \$100.00 per student, family maximum of \$300.00. Fees to be applied as a tuition credit.

#### **Phase II:** February 8 – February 19 (New Families)

Applications for new student registrations accepted within priority system described below. Date and time will be noted on each registration form submitted with a family nonrefundable registration fee / tuition credit of \$200.00 per student or a family maximum of \$500.00. Priority system categories supersede date/time received. The priority system will be in effect for two weeks. If class limits have been filled, additional registrants will be placed on a waiting list.

##### Priority System:

1. Children of parishioners who presently have older brothers or sisters in the school.
2. Children of parishioners whose brothers or sisters have already graduated from the school.
3. Children of parishioners. Parish membership date will be applied as selection criterion.
4. Children of non-parishioners who are past graduates.
5. Children of non-parishioner families.

#### **Phase III:** Beginning February 22<sup>nd</sup>

Remaining placements available on a first come – first serve basis.

## 2010-2011 Kindergarten Options

<b>3K</b>	<b>T, Th</b>	<b>1/2 Days</b>
<b>3K</b>	<b>M, W, F</b>	<b>1/2Days</b>
<b>3K</b>	<b>M-F</b>	<b>1/2 Days</b>
<b>4K</b>	<b>M-F</b>	<b>1/2 Days</b>
<b>4K</b>	<b>M-F</b>	<b>All Day</b>
<b>5K</b>	<b>M-F</b>	<b>All Day</b>

### Class Size Limit – Guidelines

**3K** 12

**4K – 5K** 18

**Grades 1-3** 23

**Grades 4-8** 25

Waiting lists will be developed during the registration process if the numbers of registrations exceed the class limit. The Principal reserves discretion to exceed class limit after taking into consideration the academic and social needs of students along with any support services available.

All admissions based upon reaching the program age by September 1<sup>st</sup>. Early admissions will be considered for those with birthdays after September 1 but by Oct 1. Early admissions at the discretion of school principal after consultation / screening by respective grade level teacher and/or support consultant.

## Addendum - A

St. Charles School			
2010-2011			
Proposed Tuition Schedule			
Grade	Parishioner	Non-Parishioner	
K3 T, Th: 1/2 Days	1080	1350	
K3 M,W,F: 1/2 Days	1220	1525	
K3 M-F: 1/2 Days	2007	2509	
K4 M-F: 1/2 Days	1880	2350	
K4 M-F: All Day	2668	3335	
K5 - 8	2668	3335	
<b>MULTIPLE CHILD</b>			
<b>*DISCOUNTS</b>			
		<b>Child</b>	<b>Discount</b>
		1st	0%
		2nd	10%
		3rd	20%
		4th	30%
		5th	40%
		6th	50%
<b>EXAMPLES:</b>		*Discounts applied in descending order of base rates.	
Full-Time Students	Part-Time Students	Parish	Non-Parish
1	0	2668	3335
2	0	5069	6337
3	0	7204	9005
4	0	9071	11339
5	0	10672	13340
6	0	12006	15008
0	A 3K (2Days)	1080	1350
0	B 3K (3Days)	1220	1525
0	C 3K (5Days)	2007	2509
0	D 4K (Half Days)	1880	2350
1	1 D	4360	5450
1	2 D	5864	7330
2	1 D	6573	8217
2	2 D	7889	9862
3	1D 1 C	9724	12155

