

# Enrollment Contract



2018-2019

# **St. Matthew's Episcopal School**

**2620 Crestview Drive**

**Edinburg, Texas 78539**

## **Enrollment Contract**

### **APPLICATION PROCEDURES/PROVISIONS FOR NEW STUDENTS**

1. This form must be completed and submitted with the following
  - A NON-REFUNDABLE/ NON-TRANSFERABLE registration, curriculum, and technology fee
  - A copy of the applicant's birth certificate
  - Immunization form with current immunizations
  - Social Security Number (copy of the card)
  - Emergency information
  - A FACTS tuition payment preference form
  - An Extended Day Enrollment form (if applicable)
2. Applicants must provide satisfactory records from the previously attended school, if applicable.
3. All students entering our PK3 program must be 3 years of age by September 1<sup>st</sup> and toilet trained.
4. Must complete online FACTS enrollment. Go to [www.stmattschool-rgv.org](http://www.stmattschool-rgv.org)

### **APPLICATION PROCEDURES/ PROVISIONS FOR RETURNING STUDENTS**

1. This form must be completed and submitted with the following:
  - A NON-REFUNDABLE/ NON-TRANSFERABLE registration, curriculum, and technology fee
  - Updated emergency information
  - A FACTS tuition payment preference form
  - An Extended Day enrollment form (if applicable)
2. Returning students are also required to have on file:
  - A copy of their birth certificate
  - Updated Immunization form
  - Social security number (copy of the card)

All previous year's tuition and fees must be current at the time of application.

Must complete online FACTS enrollment. Go to [www.stmattschool-rgv.org](http://www.stmattschool-rgv.org)

All information submitted on the Application for Admission will be treated confidentially. False or misleading information, if later revealed, constitutes grounds for dismissal.

St. Matthew's Episcopal School admits qualifying students of any race, color, religion, national or ethnic origin, and gender to all the rights privileges, programs, and activities generally accorded or made available to students at the school. St. Matthew's does not discriminate on the basis of race, color, religion, national or ethnic origin or gender in the administration of its educational policies, admissions policies, or other school administered programs.

## REGISTRATION FORM

### Fees due upon Registration

<u>Non Refundable/ Non Transferable Fees</u>	<u>January 25-31</u>	<u>February 1st- 28th</u>	<u>March 1st- May 31st</u>	<u>After May 25<sup>th</sup></u>
Registration (Per Student)	\$100	\$150.00	\$200.00	\$250.00

### Curriculum and Technology fees due at the time of registration

(Non-refundable and Nontransferable)

\$250- Per Student

Registration Fee \$\_\_\_\_\_ Curriculum & Technology Fee \$\_\_\_\_\_ Date \_\_\_\_\_

### ***Please complete the following student-parent information.***

*The information is important to the school and needed on a yearly basis. Please be as complete as possible. Your cooperation is most appreciated.*

Fill out an enrollment contract for each child enrolled at St. Matthew's School.

I wish to enroll the following student at St. Matthew's Episcopal School of Edinburg for the 2018-2019 school year.

Student's Name \_\_\_\_\_ Age (Sept. 1, 2018) \_\_\_\_\_ Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_

In consideration of the acceptance of this Enrollment Contract by St. Matthew's Episcopal School, the undersigned agrees to pay tuition on the due date as stated on the 2018-2019 Fee Schedule. The undersigned understands and agrees to accept the rules and regulations of St. Matthew's School as set forth in the policy handbook of the school.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT INFORMATION

Grade Level for 2018-2019 \_\_\_\_\_

Student's Legal Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Birthday \_\_\_\_\_

WITH WHOM DOES STUDENT LIVE? \_\_\_\_\_

Parent or Guardian

Mother's Cell Phone \_\_\_\_\_ Father's Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Occupation

Parents are: Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Single \_\_\_\_\_ Deceased \_\_\_\_\_

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Parent's Email Address \_\_\_\_\_

*If parents are separated or divorced, to whom shall we send the following?*

General correspondence: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email \_\_\_\_\_

*It is imperative that you make us aware of any child custody arrangements or special circumstances. Please provide us with any court documentation pertinent to the child(ren)'s custody status.*

## MEDICAL INFORMATION

May we give Tylenol or Ibuprofen?\_\_\_\_\_

Doctor's Name and Phone Number

Emergency Contact Name and Number \_\_\_\_\_

[illegible]

Name/ Address of previous school\_\_\_\_\_

To which Public School is your child(ren) zoned? \_\_\_\_\_

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

## TUITION AND ASSOCIATED FEES FOR THE 2018-2019 ACADEMIC YEAR

<u>Grade</u>	<u>Hours</u>	<u>Tuition</u>	<u>2<sup>nd</sup> Child</u>	<u>3<sup>rd</sup> Child+</u>
PreK2	8-3:00 PM	\$5,000	\$4,700	\$4,400
PreK3 - PreK4	8-3:00 PM	\$4,900	\$4,600	\$4,300
Kinder- 6 <sup>th</sup> grade	8-3:30 PM	\$4,300	\$4,000	\$3,700

### Registration Fee and Curriculum and Technology Fees are due at the time of registration

(Non-refundable and Nontransferable)

January 25-31	February 1-28	March 1- May 31	June 1-June 30, 2018
\$100 per student	\$150 per student	\$200 per student	\$250 per student

### Curriculum and Technology Fees is due at the time of registration

(Non-refundable and Nontransferable)

\$250 per students

### Required Fundraising Fees per Family

(Non-refundable and Nontransferable and may be included in the monthly FACTS payments)

Fall Fiesta	\$200	Due by October 17, 2018
Winter Fundraiser	\$200	Due by February 15, 2019
Spring Holy Smoke BBQ	\$150	Due by April 17, 2019

### Extended Day Fees

(Available all full-day instructional days; fees are assessed from September- May)

(Non-refundable and Nontransferable and may be included in the monthly FACTS payments)

PreK3-6 <sup>th</sup> grade	3:30-4:30 PM	\$100.00 per month
PreK3-6 <sup>th</sup> grade	3:30-5:30 PM	\$150.00 per month

A \$50 registration fee is assessed per family per semester for Extended Care.

Drop-in rate: \$10/ hour. Late Pick-up fees are assessed at 5:35 PM for a rate of \$20 per half hour.

Extended Day payments must be paid by the 20<sup>th</sup> of the following month to avoid a \$20 penalty fee.

**Early Morning Care and Extended Day Care**

PreK3-6 <sup>th</sup> grade	7:00 a.m. (complimentary)	available until 5:30 p.m. (fee)
PreK2	7:30 a.m. (complimentary)	available until 5:30 p.m. (fee)

**Twelve Month Payment Plan** (Available to families who register by May 1, 2018 & Tuition will automatically be drawn from June 2018-May 2019)

	<b>First Child</b>	<b>Second Child</b>	<b>Third Child</b>
PreK2	\$416.67	\$391.67	\$366.67
PreK3 - PreK4	\$408.33 per month	\$383.33 per month	\$358.33 per month
Kinder- 6 <sup>th</sup> grade	\$358.33 per month	\$333.33 per month	\$308.33 per month

**Ten Month Payment Plan** (Tuition will automatically be drawn from August 2018-May 2019)

	<b>First Child</b>	<b>Second Child</b>	<b>Third Child</b>
PreK2	\$500 per month	\$470 per month	\$440 per month
PreK3 - PreK4	\$490 per month	\$460 per month	\$430 per month
Kinder- 6 <sup>th</sup> grade	\$430 per month	\$400 per month	\$370 per month

## FACTS TUITION PAYMENT PREFERENCE FORM

PARENTS/ GUARDIAN'S NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### PARTY RESPONSIBLE FOR TUITION IF DIFFERENT FROM ABOVE:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

All families are required to enroll through FACTS. Please check below the desired method of payment for the new school year.

All tuition payments will be collected through FACTS:

\_\_\_\_\_ **Automatic Bank Payment in full.** Payment through your checking or savings account can be made by August 20, 2018. \*No enrollment fee.

\_\_\_\_\_ **2 Automatic Bank Payments** through your checking or savings account. The first payment is due by August 20, 2018, and second payment due by January 20, 2019. \* \$10.00 enrollment fee.

\_\_\_\_\_ **Automatic Bank Payment** through your checking or savings account can be made on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month for **12 months** beginning June- May. \* \$41.00 enrollment fee. **MUST ENROLL BY MAY 1, 2018**

\_\_\_\_\_ **Automatic Bank Payment** through your checking or savings account can be made on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month for **10 months** beginning August- May. \* \$41.00 enrollment fee.

\_\_\_\_\_ **Please apply my fundraising fees to my FACTS account.**

\_\_\_\_\_ **Please apply my extended day fees to my FACTS account.**

Automatic Bank Payments through FACTS assess a \$41.00 enrollment fee for 3 or more payments. A \$30.00 Return Payment Fee will be automatically deducted from your account for each payment attempt that is returned.

Please return this payment preference form along with the registration packet and fees to the school office upon enrollment.

I agree to make tuition payments for the 2018-2019 school year according to the option I have selected above.

\_\_\_\_\_  
Parent's Signature Date

(Office Use Only)

FACTS Contract # \_\_\_\_\_ Tuition \$ \_\_\_\_\_ Extended Day \$ \_\_\_\_\_ Enrollment Date \_\_\_\_\_  
Fundraisers \$ \_\_\_\_\_ QuickBooks Invoice # \_\_\_\_\_

## **Fundraising Contract Agreement**

In view of your obligation to pay tuition, parents will also be held responsible for contributing the following fees toward our fundraisers. Fees are per family for each school year.

- A minimum of \$200.00 during “Fiesta” in the form of Raffle Tickets
- A minimum of \$200 during our “Winter Fundraiser” in the form of product sales or Ticket Sales, whichever applies to the specific fundraiser
- A minimum of \$150.00 during “ Holy Smoke BBQ” in the form of BBQ Tickets

Contributions can be made through the sale of tickets and/or purchase of the tickets. Parents have the opportunity to pay for their fundraising commitments through their FACTS contract.

I agree to fulfill the required fundraising for the 2018-2019 school year.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_



## STUDENT PICK UP AND TRANSPORTATION FORM

My child/ children may be picked up by any of the following persons:

NAME

RELATIONSHIP TO CHILD


If you wish your child/ children to be picked up by anyone else other than those listed above after school or from Day Care, the school must be notified by phone or note. Such person(s) must come into the school office, produce proper identification and be identified by the child. This rule also applies to a student going home with another student. For safety reasons we must enforce this policy. Please do not ask us to do differently.

I HAVE READ AND UNDERSTAND THIS.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME OF OTHER CHILD/CHILDREN AT ST. MATTHEW'S EPISCOPAL SCHOOL


## TRAVEL PERMISSION AND MEDICAL AUTHORIZATION FORM

\_\_\_\_\_ has our permission to participate in the activities that are a part of St. Matthew's School program. We are also giving permission for our child to go on local field trips to such places as the library, museum, post office, etc. with adequate supervision.

In case of illness or accident, and if a parent or guardian cannot be reached, the staff of St. Matthew's School has our permission to contact Dr. \_\_\_\_\_ at \_\_\_\_\_ for the necessary medical advice or attention for our child. If either parent or the above mentioned physician cannot be reached, said staff has our permission to contact the emergency corps and/or transport this child for necessary medical attention. We, the parents, will assume the cost of said medical attention and will not hold the staff of St. Matthew's Episcopal School responsible.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PICTURE AND WORK RELEASE FORM

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

### Picture Release Form

I hereby give consent for St. Matthew's Episcopal School to use my child's picture in the following:

Yearbook	_____ Yes	_____ No
Facebook	_____ Yes	_____ No
(Advertising, newspaper, or website)	_____ Yes	_____ No

\_\_\_\_\_ None

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Web Page Permission Form

St. Matthew's Episcopal School has established a web page on the World Wide Web.

We realize that anyone with access to the Web will be able to view our work, and we are concerned with the privacy and safety of our students. By signing the form below, you give permission for your child's work to be published on the World Wide Web. We feel that privacy and/or safety will not be jeopardized if we use the limitations below. However, if you are not comfortable with this, we will honor your request to not publish your child's picture or work.

\_\_\_\_\_ My child's **WORK/PHOTOGRAPHS** may be electronically displayed.  
I understand his/her **LAST NAME** will not be included.

\_\_\_\_\_ Please DO NOT electronically display my child's work, name, picture.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2018-2019 Extended Day Policies and Fees

### ELIGIBILITY

- Currently enrolled student at St. Matthew's or an immediate family member
- Both parents and children agree to abide by the guidelines and policies of the program

### EXTENDED DAY RATES

- |                               |                   |          |
|-------------------------------|-------------------|----------|
| • PK2 – 6 <sup>th</sup> Grade | 3:30 PM – 4:30 PM | \$100.00 |
| • PK2 – 6 <sup>th</sup> Grade | 3:30 PM - 5:30 PM | \$150.00 |

### OTHER PERTINENT INFORMATION

#### 1. Grace Periods

- PK2 -PK4- A grace period from 3:00 pm to 3:30pm.
- K- 6<sup>th</sup> Grade- A grace period from 3:30 pm to 4:00 pm.
- Extended Day Care ends at 5:30 pm each day. **A \$20.00 late pick up fee will be charged for any child/ children not picked up by 5:35 pm. An additional \$20.00 will be charged for each additional 30 minutes the child/ children stay in Extended Day Care.**

#### 2. Holidays and No School Days

- Extended Day will observe all school holidays and early dismissals.

#### 3. Payment Due Dates

- All Extended Day charges will be due by the 20<sup>th</sup> of every month.
- Payments received after the 20<sup>th</sup> of the month will be charged a \$20.00 late fee.

#### 4. Enrollment Requirements

- Registration Fee: \$50.00 per family per semester (due by Sept. 2018 and Jan. 2019)
- Extended day registration forms
- Up to date immunization records

#### 5. Drop in rate- \$10.00 an hour.

St. Matthew's Episcopal School does not discriminate against any child based on the child's race, religion, color, creed, sex or national origin.

**EXTENDED DAY ENROLLMENT FORM  
2018-2019**

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

Grade Level \_\_\_\_\_

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

Grade Level \_\_\_\_\_

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

Grade Level \_\_\_\_\_

Please indicate which program your child/children will be enrolled in.

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

\_\_\_ PK2 – 6<sup>th</sup> Grade    3:30 PM- 4:30PM        \$100.00 per month

\_\_\_ PK2 – 6<sup>th</sup> Grade    3:30 PM- 5:30 PM        \$150.00 per month

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

\_\_\_ PK2 – 6<sup>th</sup> Grade    3:30 PM- 4:30PM        \$100.00 per month

\_\_\_ PK2 – 6<sup>th</sup> Grade    3:30 PM- 5:30 PM        \$150.00 per month

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

\_\_\_ PK2 – 6<sup>th</sup> Grade    3:30 PM- 4:30PM        \$100.00 per month

\_\_\_ PK2 – 6<sup>th</sup> Grade    3:30 PM- 5:30 PM        \$150.00 per month

Please refer to the 2018-2019 Fee Schedule for all payment due dates and late fees.

\_\_\_\_\_  
Father's/ Guardian Signature                      Date

\_\_\_\_\_  
Mother's/ Guardian Signature                      Date

**NEW STUDENT ENROLLMENT CONTRACT**  
(Pre- K 2- 6<sup>th</sup> Grade)

There will be a six-week probationary period during which the child's adjustment to St. Matthew's will be closely monitored. At the end of the period, if needed, a conference will be held with the parents, teacher, and the principal. If the student has been unable to adjust to the academic or social environment, in the best interest of all parties, the school has the prerogative to ask the parents to withdraw the student at this time.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* I have read this entire contract and agree to the terms and conditions within it.\*\***

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Acceptance by St. Matthew's Episcopal School

Principal \_\_\_\_\_ Date \_\_\_\_\_