



## OUR LADY OF GUADALUPE CATHOLIC SCHOOL

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### 2021-2022 Registration Policy

#### Registration

The registration process is complete when the school has received:

- Student Registration
- FACTS Tuition Management enrollment (Returning *families: No need to enroll – you will be automatically re-enrolled in FACTS*)
- Registration fees paid (fees will be recorded FACTS)
  - \$250 per child – Kindergarten – 8<sup>th</sup> grade
  - \$150 per child – Preschool/Pre-K
- Verification of In-Parish Tuition from the Parish Office (to qualify for in-parish tuition rate for K-8 students)
- Records: Updated Certificate of Immunization Status (CIS) and birth certificates
- All FACTS tuition and incidental invoices are current

All Registration fees are non-refundable

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#### Tuition

The School Commission under advice and consultation of the principal is responsible for setting up the non-refundable registration fees as well as tuition rates. Our school offers three (3) tuition payment options:

- Annual \* – 1 payment (September 5<sup>th</sup>)
- Semi-Annual \* – 2 equal payments (July and January 5th)
- Monthly - 12 equal payments (The 5<sup>th</sup> day of every month July through June)

\* Families who pay tuition annual or semi-annual will be discounted \$200 per family at the time of completion of payments. Tuition and incidental payments are made through **FACTS** (enrollment fee applies). Late fees will be applied if the account is not current. Families that are experiencing financial difficulties should contact the principal immediately.

#### In-Parish Tuition

Families of K-8 students register under one of two categories: in-parish or out-of-parish. To qualify for the in-parish rate for each year, a family must meet the following criteria:

- OLG In-Parish Tuition must be verified by the parish each year.
- Families must be a registered household at Our Lady of Guadalupe Parish.
- Families must be committed to the annual stewardship pledge & fulfillment.
- Families must participate in the Annual Catholic Appeal.
- Families must help and participate in the spirit and social life of the parish.

All families requesting in-parish tuition are required to submit the [OLG In-Parish Tuition Request](#) each year and be verified by pastor or designated representative. The school will regularly check status with the parish, and families who no longer fulfill the requirements will be billed at the out-of-parish rate.

#### Financial Aid or Tuition Assistance

Our Lady of Guadalupe School is committed to providing access to students from all socio-economic backgrounds. If tuition assistance is needed, Our Lady of Guadalupe has extensive need-based awards. For more information contact the school office 206-935-0651 or visit the [Fulcrum Foundation website](#). Applications are made through **FACTS**.

**2021-2022 Academic Year Tuition**

**Kindergarten – 8<sup>th</sup> Grade**

**In-Parish Tuition**

No. of Children	Annual Tuition*	12 Monthly payments
1	\$8,790	\$733
2	\$16,110	\$1,343
3	\$21,115	\$1,760

**Out-of-Parish Tuition**

No. Of Children	Annual Tuition*	12 Monthly payments
1	\$10,560	\$880
2	\$19,395	\$1,616
3	\$25,775	\$2,148

**Early Learning Center (ELC): Preschool and Pre-K:**

*ELC rates are set separately from grades K-8, therefore sibling discounts/tuition assistance does not apply to Preschool/Pre-K.*

	Annual Tuition*	12 Monthly payments
Full Day (8am – 3pm)	\$10,200	\$850
Half Day AM (8am – Noon)	\$5,640	\$470

**Withdrawal Policy**

Our Lady of Guadalupe School contracts with faculty and staff and incurs financial obligations for the entire school year. In order for OLG to meet these financial obligations, when a student is enrolled, the parent/guardian assumes obligation to pay the contract in full.

In order to receive a full refund of the tuition paid, the parent/guardian must advise the principal by July 31, 2021 if the student will be withdrawing. Registration fees are non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 5% of the tuition is non-refundable
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is non-refundable
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is non-refundable

Extenuating circumstances regarding the withdrawal of a student will be considered on a case-by-case basis.

The school reserves the right, if any tuition is past due, to remove the student(s) from the school. The school has the right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school will be provided unless prior and existing school fee obligations have been met.

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**Extended Day Care (EDC) (optional program)**

**Explanation of Rates**

- Registration Fee – Each family (K-8) shall pay an annual \$30 registration fee to use this program.
- Grades K-8: Rate is \$6.50 per hour per child. **There is a minimum one-hour charge per visit.** After the first hour, time is broken down into half hours with a five-minute grace period (i.e. 3:00 – 3:45 = 1 hour, 3:00 – 4:30 = 1.5 hours, 3:00 – 5:05 = 2 hours)
- Invoices will be created in your FACTS account by the 26th of the month reflecting the prior month's balance. If payment is not received by the due date, a late fee may be assessed in FACTS.
- Late Pick-up – A fee of \$1 per one (1) minute after 6:00 PM will be added to your monthly statement. Failure to pay these fees will result in your child being denied care until payment is made.

Extended Day Care (EDC) Schedule – EDC is open from 7:00 AM to 6:00 PM and is open on half days, but closed during full days off from school unless otherwise stated. EDC will follow the schedule for late start if we have inclement weather.

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### **Early Learning Center (ELC) Preschool/Pre-K Before & Aftercare (optional program)**

- \$40 per month per child before school care 7:00-8:00 AM
- \$160 per month per child after school care 3:00-6:00 PM

*Other schedule options are at the discretion of the ELC Director*

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### **Band (optional program)**

Band is an elective program for 5<sup>th</sup>-8<sup>th</sup> grade. The annual cost per student is \$160 or \$20 monthly for eight months. Fees will not be prorated, unless approved by the school principal.

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### **Auction Requirements**

Each family is required to procure an auction donation item/service/sponsorship valued at a minimum of \$200 *retail* OR provide a \$200 cash donation. All cash donations or intent to donate an item/service/sponsorship are due October 15, 2021 (items themselves are due no later than December 3, 2021).

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### **Commitment Hours Requirements**

From June 1, 2021 through May 30, 2022, the requirements for commitment hours, or volunteer time to our school and/or parish are:

Returning families – 50 hours  
New families Grades K-8<sup>th</sup> – 40 hours  
Preschool/Pre-K – 20 hours

Unmet hours will be charged at the rate of \$25 per hour to FACTS.

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### **To Volunteer for Your Child's Class – Virtus Safe Environment Program**

To help in the classroom, drive on field trips, tutor, handle money, or to be a CYO coach or volunteer, you must complete the Virtus Safe Environment Program. Please go to [VirtusOnline.org](http://VirtusOnline.org) to register and complete the training or to check your status on previous training.

- Using your home address is important because your training record will follow you to a new ministry location and make it easier to locate your information, instead of being combined with an entire school or parish location.
- Use a valid email address for the Certificate of Completion; otherwise you may not receive a copy to turn into your school/parish.
- List all locations at which you will participate. This allows all locations to verify the participant has completed the required training.

Please contact [sandyp@olgseattle.org](mailto:sandyp@olgseattle.org) with questions.

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### **Photo Authorization**

Consent is **not** required if photo includes child in a group of 3 or more and without published names.

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### **School Directory and Emergency Notification System**

Contact information from ALMA will be used in the School Directory and for our emergency notification system.