

## 2020-2021 Registration Re-enrolling Family Checklist

**Welcome back!** Below is a checklist of items to complete for the 2020-2021 school year:

**Step 1: Complete Student Registration by March 24<sup>th</sup>**

Register here: <https://guadalupe-school.almostart.com/>

NOTE: ALMA works *best from a desktop computer*

ALMA is a *student-based database*, therefore if you are enrolling multiple students, you will need to register each student separately. (1) After you have registered one student, from the home page, click the + sign on the left bar; (2) enter the most complete parent/guardian details in the last student record.

**Step 2: Verify that registration fees will be paid in FACTS by April 20<sup>th</sup>**

- *No action required if your FACTS account is set up on AutoPay for incidental invoices (funds will be withdrawn by April 20<sup>th</sup>)*
- *If you are NOT on AutoPay, no action required until after March 27<sup>th</sup> (at which time, log in to FACTS to submit payment by the due date)*

The registration fee (\$250 per K-8 student; \$150 per Preschool/Pre-K student) assures a child's placement in the school, provides for initial expenditures in the classroom, and will be invoiced in FACTS by March 27<sup>th</sup>. If you would like to pay by check, please submit payment to the school office by April 20<sup>th</sup>. Registration fee status will be recorded in FACTS (whether paid by check or via FACTS).

You will be *automatically re-enrolled* in FACTS by June 1<sup>st</sup>. Use the same FACTS log in & password as the current school year (no need to create a new FACTS account). Watch for an email from FACTS by June 1<sup>st</sup> confirming your 2020-2021 FACTS schedule -- the first monthly tuition payment will be due July 5<sup>th</sup>, 2020.

**Step 3: Complete Confirmation of Parishioner Status by May 1<sup>st</sup>**

*Out-of-parish and Preschool/Pre-K families can skip this step.*

To continue to qualify for the in-parish tuition rate in K-8, this form is necessary to complete each year. Please turn in this form to the OLG Parish office by May 1<sup>st</sup> in order for in-parish verification steps to be completed before FACTS tuition finalization.

### Next Steps

- Tuition Assistance (K-8 only): If you haven't already, apply in FACTS <https://online.factsmgt.com/signin/4C84N>. The Fulcrum Foundation may be closed, but OLG also uses FACTS to determine in-house financial assistance.
- If you are enrolling a new student, please also submit the following by May 1<sup>st</sup>:
  - Copy of student's birth certificate
  - Certificate of Immunization Status (CIS) - *signed*
  - Copy of student's baptismal certificate (if available)
- Watch for emails this summer for updates and additional items required before the start of school.
- If you are looking for more information, check the Parents Documents and Links page:  
<https://www.guadalupe-school.org/parents/important-documents/>

### Questions

Laura Wong [lwong@guadalupe-school.org](mailto:lwong@guadalupe-school.org) or 206-935-0651

## **Discounted Registration Fee Offer for Re-enrolling Families**

**Save \$50 per family**

Finish all of these steps by the deadlines and receive a Discounted Re-enrollment Offer!

- 1. Register each student in Alma by March 24th**  
Go to: <https://guadalupe-school.almostart.com/>
- 2. Verify that registration fees will be paid in FACTS by April 20th**  
If you have NOT signed up for *AutoPay* on FACTS incidental invoices, make sure you log in to FACTS after March 26<sup>th</sup> to submit payment by the due date. If your FACTS account is set up on *AutoPay*, no action required (funds will be withdrawn by April 20<sup>th</sup>).
- 3. All FACTS tuition and incidental invoices are current**

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### **Key 2020-2021 Calendar Dates**

#### **2020**

August 26	School Supply Drop Off!! / ELC (Preschool/Pre-K) Orientation
September 1	First Day of School ( <i>half day</i> )
September 10	Curriculum Night – Kindergarten to 5 <sup>th</sup> grade
September 17	Curriculum Night – 6 <sup>th</sup> to 8 <sup>th</sup> grade
September 17	Picture Day
October 24	Halloween Carnival
Oct 29-30	Fall Conferences ( <i>Oct 28<sup>th</sup> half day</i> )
Nov 26-27	Thanksgiving Break ( <i>Nov 25<sup>th</sup> half day</i> )
December 4	Light up the Night / Auction Procurement Deadline

#### **2021**

Dec 21-Jan 1	Christmas Vacation ( <i>Dec 18<sup>th</sup> half day</i> )
Jan 31– Feb 5	Catholic Schools Week
Feb 10, Feb 11	Winter Conferences ( <i>Feb 10<sup>th</sup> half day</i> )
Feb 24	State of the School
Mar 6	School Auction (tentative)
March 20	Day of Service
Apr 5-9	Easter Break ( <i>Apr 2<sup>nd</sup> half day</i> )
May 7	Jog-a-thon ( <i>half day</i> )
June 11	Last day of School ( <i>half day</i> )



## OUR LADY OF GUADALUPE CATHOLIC SCHOOL

3401 SW MYRTLE ST • SEATTLE WA 98126 • P 206 935 0651 • F 206 938 3695 • GUADALUPE-SCHOOL.ORG

### OLG School Tuition 2020-2021 Academic Year

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

##### **In-Parish Tuition**

No. of Children	Annual Tuition*	12 Monthly payments
1	\$8,575	\$714
2	\$15,700	\$1,308
3	\$20,500	\$1,708

##### **Out-of-Parish Tuition**

No. Of Children	Annual Tuition*	12 Monthly payments
1	\$10,300	\$858
2	\$18,900	\$1,575
3	\$25,000	\$2,083

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

\* Our Early Learning Center runs on a 10 month program, following the [OLG school calendar](#).

	Annual Tuition*	12 Monthly payments
Full Day (8am – 3pm)	\$9,950	\$829
Half Day AM (8am – Noon)	\$5,500	\$458

#### **Tuition and Fees**

- ✓ A \$250.00 per student registration fee is due with registration for grades K-8. A \$150 per student registration fee is due for Preschool/Pre-K. (For new students, application fees paid will apply to the registration fee). This assures a child's placement in the school, provides for initial expenditures in the classroom and is non-refundable.
- ✓ A \$15.00 per student annual classroom auction fee will be invoiced in FACTS.
- ✓ To qualify for the in-parish tuition rate, submit the *Confirmation of Parishioner Status* form to the Parish office. This form must be completed each year.
- ✓ Tuition and incidental payments are made through [FACTS Tuition Management](#). Tuition paid is non-refundable.
- ✓ ELC (Preschool/Pre-K) rates are set separately from grades K-8, therefore sibling discounts/tuition assistance does not apply to Preschool/Pre-K tuition.

#### **Fundraising Commitments:**

- ✓ **AUCTION:** Each family must procure an item or items worth no less than \$200.00 for the annual school auction, or pay \$200.00 by December 4th, 2020.
- ✓ **JOG-A-THON:** Support jog-a-thon in the spring.
- ✓ **SCHOOL FUND DRIVE:** Each family is encouraged to contribute to the annual School Fund Drive. 100% participation from our families helps our development efforts grow. Outside grants and donors look to see how active our own families are; 100% participation in the school fund drive is a key metric.

Your financial commitment should be based on your personal financial situation. Your tax-deductible donations close the gap between tuition and the actual cost of educating each student. Many fundraising options abound throughout the year, focus on the ones that excites you!

#### **Volunteer Hours**

- ✓ Commitment hours must be served by April 30<sup>th</sup> of the current school year. Any service time done after April 30<sup>th</sup> will be credited to the following year. Families will be charged \$25 per service hour not completed.
  - ✓ Returning families 50 hours
  - ✓ New families grades K-8 40 hours
  - ✓ Preschool / Pre-K 20 hours

#### **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 grades K-8. For more information contact the school office or the Fulcrum Foundation website. Applications are made through [FACTS](#).



**OUR LADY OF GUADALUPE CATHOLIC PARISH**  
7000 35TH AVENUE SW • SEATTLE WA 98126 • P 206 935 0358 • F 206 935 1230 • OLGSEATTLE.ORG

## **Confirmation of Parishioner Status For OLG School In-Parish Tuition Rate 2020-2021**

Active, fully participating members are defined as those who regularly participate in Mass attendance *and* involve themselves in the various outreach/educational programs of the parish. Our Lady of Guadalupe School is the largest ministry of our parish and we are grateful that so many children have benefitted from our strong core curriculum, individual attention, and emphasis on Catholic values for service and the common good.

**All families requesting in-parish tuition are required to fill out this form each year and have it signed and dated 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.

*Please submit this form at Our Lady of Guadalupe Catholic Parish office*

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

By initialing each of the lines below you agree to the following criteria for Our Lady of Guadalupe Parish:

- Our family is a registered household at Our Lady of Guadalupe Parish.
- We are committed to making an annual stewardship pledge and fulfilling it.
- We will participate in the Annual Catholic Appeal.
- We will help and participate in with the spirit and social life of the parish.

I understand we receive the in-parish rate based on all of the above conditions, and the rate will change if we do not fulfill our responsibilities as set forth above.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

### **FOR PARISH USE ONLY**

I hereby certify that this family is in good standing in our parish.

Official Parish Signature \_\_\_\_\_

Date \_\_\_\_\_

# WHEN YOUR FAMILY CHOOSES A CATHOLIC EDUCATION

Through each of their programs, especially religious education, Catholic schools collaborate with parents as the primary educators of their children in faith, hope, and love.

*Supported by their parishes and communities,* Catholic Schools educate the whole person – mind, heart, and spirit – by teaching, modeling, and instilling the teachings of the Gospel and of the Catholic faith.



## STEWARDSHIP

**Main Revenue Source -**  
Monthly Giving from OLG Parishioners



### PRIEST | ADMINISTRATION



### MINISTRIES



### SCHOOL

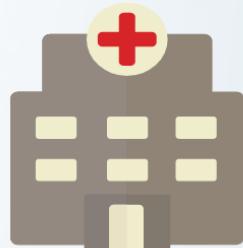
Our school is the largest ministry of our parish. The parish contributes **\$145,000** pr. year to subsidize the school. This provides administrative support & services to the school.



### FAITH FORMATION



### OUTREACH



### PASTORAL CARE

## ANNUAL CATHOLIC APPEAL

**Secondary Revenue Source -** to support the larger church and its programs. Annual Giving from OLG and Friends.



Parishes are given a goal amount of money to raise for the larger church, if they raise more than their goal, they receive a **rebate** that goes directly to the parish.

These teachings, expressed through sacraments, religious traditions, and lived example, foster in students an ethical and Christ-like way of life.

By learning to value this way of life, students grow to respect the intrinsic dignity of each person and to serve as leaders in search of a just and peaceful society and church.



If parishes do not meet their goal, they must write a check out of their operating budget to cover the difference and send it to the Archdiocese.