



St. Mary's School
308 E. South Street, Caledonia, MN 55921
stmaryschoolcal@acegroup.cc
Phone: 507-725-3355 Fax: 507-725-8355

Dear Parents,

As we draw closer to spring, it is time to plan for next year. Thank you for entrusting your child(ren) with us. We pledge to continue to move St. Mary's forward both spiritually and academically.

We are asking all families to help us predict our enrollment numbers for next school year by returning registration and tuition agreements in a timely manner. Please return your registration form, tuition agreement form, and registration fee to the school office by **Friday, April 12, 2019**.

After much discussion with the St. Mary's School Board and with the St. Mary's Parish Finance Council, the following tuition rates and registration fees were set for the 2019-2020 school year by the St. Mary's Parish Council.

Registration fee for each Preschool Student	\$10
Registration fee for each Kindergarten-8 th Grade Student	\$25

The 2019-2020 Tuition Scale is:

Preschool

3-4 year old	\$953 (\$95.30 monthly payable over 10 months)
4-5 year old	\$1,294 (\$129.40 monthly payable over 10 months)

Please see Preschool Forms for additional information on After-care

Kindergarten-Grade 8

One Student	\$1,880 (\$188 monthly payable over 10 months)
Two Students	\$3,560 (\$356 monthly payable over 10 months)
Three Students	\$5,340 (\$534 monthly payable over 10 months)
Fourth Student	\$6,280 (\$628 monthly payable over 10 months)
Fifth Student	\$7,220 (\$722 monthly payable over 10 months)

If you feel that you will need a tuition scholarship next school year, we ask that you contact the school office. We can make arrangements to help those in need, and this is kept confidential.

We look forward to serving your family during the 2019-2020 school year. If you have any questions, please contact me at school by phone 507-725-3355 or by email: rswedberg@stmaryschoolcal.org

In Christ,

Rebecca Swedberg
St. Mary's School Principal



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Afternoon Preschool

Preschool families have the opportunity to attend preschool for a half day or a full day, with all of our preschool programs running in the morning with the option to have your child stay for the afternoon .

The morning preschool program is Tuesday and Thursdays for 3/4 year-olds and Monday, Wednesday, and Friday for 4/5 year-olds, all beginning at 8:00 a.m. The afternoon runs from preschool dismissal at 11:00 a.m. until the end of the school day (2:50 on Monday, Tuesday, Thursday, and Friday and 2:20 on Wednesday). Afternoon preschool will only be available on preschool school days.

Students who attend preschool all day participate in an outdoor recess, weather permitting. They are also able to eat the school lunch. Following lunch, the preschool students will have a rest time in a separate resting area. During the remainder of the afternoon, students participate in enrichment activities that focus on the material learned during the morning session.

2019-2020 Afternoon Preschool:

- 3/4 year old- Free if signed up prior to September 1, 2019
- 4/5 year old
 - Three afternoons- \$500/year (\$50 monthly payable over 10 months)
 - Two afternoons- \$325/year (\$32.50 monthly payable over 10 months)
 - One afternoon- \$175/year (\$17.50 monthly payable over 10 months)

Afternoon preschool will be billed at the beginning of the year along with your preschool tuition and is payable in 10 month installments. Students that drop-in on any day that they are not schedule to attend in the afternoon will be charged \$15 for the day. The students that stay and eat lunch or use the drop-in option will be billed monthly. Past due accounts will be subject to the same terms as in the tuition agreement document.

If you need to change your child's schedule permanently, please contact Mrs. Logging.

Please indicate below when your child(ren) will attend. Afternoon is available only if your child attends morning session.

Monday (4/5 year old)	Tuesday (3/4 year old)	Wednesday (4/5 year old)	Thursday (3/4 year old)	Friday (4/5 year old)
Morning:	Morning:	Morning:	Morning:	Morning:
Afternoon:	Afternoon:	Afternoon:	Afternoon:	Afternoon:

<u>Morning</u> 3-4 year old \$ 953 4-5 year old \$ 1,294	<u>Afternoon</u> Free if signed up prior to September 1, 2019 \$500/yr for 3 afternoons weekly; \$325/yr for 2 afternoons; \$175/yr for 1 afternoon
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Child's Name: _____

Parent's Name: _____ Parent's Signature & Date _____



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2019-20 Tuition Direct Payment Authorization Form

We are pleased to offer you the Direct Payment Plan where you can have your tuition payment deducted automatically from your checking or savings account. You authorize regularly scheduled payments to be made from your account, then just sit back and relax. Your payments will be made automatically on the 5th of each month from September through June.

PLEASE COMPLETE THE INFORMATION BELOW

I (we) hereby authorize St. Mary's School to initiate debit entries to my:

Checking Account OR Savings Account

for payment as indicated below, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Tuition

Monthly Amount: \$ _____ in 10 monthly installments starting September 5 and ending on June 5
 OR 1 Annual Total Amount: \$ _____ in one installment on September 5th

Afternoon Preschool

Monthly Amount: \$ _____ in 10 monthly installments starting September 5 and ending on June 5
 OR 1 Annual Total Amount: \$ _____ in one installment on September 5th

The 2019-2020 Tuition Scale is:

<u>Preschool</u>		<u>Afternoon</u>
3-4 year old	\$ 953 (\$95.30 monthly payable over 10 months)	Free for 3-4 if signed up prior to September 1, 2019
4-5 year old	\$1,294 (\$129.40 monthly payable over 10 months)	For 4-5: \$500 /yr for three days per week (\$50 monthly) \$325/yr for two days per week (32.50 monthly) \$175/yr for one day per week (17.50 monthly)

Kindergarten-Grade 8

One Student	\$1,880 (\$188 monthly payable over 10 months)
Two Students	\$3,560 (\$356 monthly payable over 10 months)
Three Students	\$5,340 (\$534 monthly payable over 10 months)
Fourth Student	\$6,280 (\$628 monthly payable over 10 months)
Fifth Student	\$7,220 (\$722 monthly payable over 10 months)

Financial Institution Name: _____

Routing Number: _____

Account Number: _____

PLEASE ATTACH A VOIDED CHECK FOR VERIFICATION OF ALL FINANCIAL INSITUION INFORMATION

This authority will remain in effect until I have cancelled it in writing.

Signature

Date



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2019-20 Registration Form ~ Preschool and K-8

Dear St. Mary's Parents,

We ask that you fill out this registration form and return it with your registration fee to school by **Friday, April 12, 2019**. We use the class numbers to order books and determine class size and class needs. Please include your registration fee and the attached Tuition Agreement Form for 2019-20. If you would like to have automatic payments (ACH) or Afternoon Preschool please include those forms as well when returning your registration form. Thank you for your commitment to Catholic Education!

Returning Family

New Family

Name of Parent(s) or Guardian: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

The name(s) of my child/children, their birthdates, and their grade for the upcoming 2019-20 school year

Child's Name: _____ Birth date: _____ Grade: _____

Child's Name: _____ Birth date: _____ Grade: _____

Child's Name: _____ Birth date: _____ Grade: _____

Child's Name: _____ Birth date: _____ Grade: _____

Child's Name: _____ Birth date: _____ Grade: _____

Child's Name: _____ Birth date: _____ Grade: _____

Are you a member of a Catholic Parish? ___ Yes ___ No Which Parish? _____

- Registration Fees
 - Please submit a \$25 registration fee for each K-8 child you are registering with this form
 - Please submit a \$10 registration fee for each Preschool child you are registering with this form
- Registration fees are not included in tuition and are not refundable.

Parent's Signature: _____ Date: _____



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St. Mary's School Tuition Agreement Form 2019-20 School Year

We thank you for choosing St. Mary's School as the institution where you want your child educated. We look forward to working with your child and you as the school year progresses. Please understand that this tuition agreement is a spiritual and financial contract between you and the school. We are committed to doing the absolute best for your child; we ask that you commit yourself prayerfully and financially.

Tuition:

The 2019-2020 Tuition Scale is:

Preschool

3-4 year old \$ 953 (\$95.30 monthly payable over 10 months)
4-5 year old \$1,294 (\$129.40 monthly payable over 10 months)

Afternoon

Free for 3-4 if signed up prior to September 1, 2019
For 4-5: \$500 /yr for three days per week (\$50 monthly)
\$325/yr for two days per week (32.50 monthly)
\$175/yr for one day per week (17.50 monthly)
\$15/day Drop-in Fee for all Preschool (3/4 and 4/5 both)

Kindergarten-Grade 8

One Student \$1,880 (\$188 monthly payable over 10 months)
Two Students \$3,560 (\$356 monthly payable over 10 months)
Three Students \$5,340 (\$534 monthly payable over 10 months)
Fourth Student \$6,280 (\$628 monthly payable over 10 months)
Fifth Student \$7,220 (\$722 monthly payable over 10 months)

Please note that tuition is billed in full on August 25, 2019 for the 2019-2020 school year. Our expectation is that you will pay, *at a minimum*, 1/10 of your total tuition every month between September and June. You do, of course, have the option of paying more per month if you prefer to be paid up by the end of the school year. **All accounts must be paid in full, including lunch and other fees prior to June 30th of each school year.**

Scrip Requirement: To assist families with their tuition and to add to the general school fund, all school families are required to participate in the Scrip program. Each family must purchase \$1,200 worth of Scrip from June 1, 2019 to May 30, 2020 for the 2019-2020 school year. If the Scrip commitment is not met by May 30th, the family is required to pay an additional \$75 fee by June 30, 2020.

General Information:

- Statements for tuition, lunch and other fees are mailed on the 25th of each month with payment due by the 5th of the following month (1/10 of tuition & full payment of monthly lunch/other fees)
- Your final monthly installment for the 2019-2020 school year will depend upon any Scrip tuition credits earned throughout the school year.
- If \$1,200 in Scrip is not purchased during the year an additional \$75 fee will be added to your account
- If the above plans pose a hardship for you, please contact the principal. Tuition scholarships are available to ALL students.
- If you need to deviate from your chosen plan during the school year, you are required to contact the principal to make an alternate plan.
- Failure to meet tuition and lunch/other fees payment requirements after 60 days will result in the administration contacting you to arrange a meeting between you and school officials.

PLEASE COMPLETE BACK SIDE OF THIS FORM

Overdue Payments and Late Fees: St. Mary's School relies on tuition collection for 33% of the budget to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. Tuition scholarships are available to ALL students. If family circumstances change to such a degree that it warrants re-evaluation for the tuition and fees commitment, it is the responsibility of the family to contact the principal to make alternative payments agreements. When tuition and lunch/other fees payments are not made as scheduled, the following steps will be taken:

1. **30 days past due-** The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established with St. Mary's School. It is the responsibility of the family to contact the Principal to correct the situation or make an alternative plan.
2. **60 days past due-** The following steps will be taken when the account is 60 days past the payment schedule:
 - a. Family shall receive written notification that their account is past due with a copy of this policy.
 - b. If the family has not made a payment or contacted the St. Mary's School Principal within 15 days of the notice to make alternate payment arrangements, a \$25 late fee will be added to the family account balance.
3. **90 days past due-** When the family account is 90 days beyond the scheduled payment due date under this agreement, the following steps will be taken in addition to the above steps:
 - a. Report cards will be withheld until payment in full is received or an acceptable alternate payment plan has been implemented.
 - b. Students will not be permitted to pre-register or return for the following academic year until the balance is paid in full or an acceptable alternate payment plan in writing is in place.

Please read through the different payment plans available. You will still need to make additional lunch/other fees payments in addition to the tuition. We ask that you select the plan that best fits your financial planning and **return this form with your registration, fees, and any other applicable forms by Friday, April 12, 2019.**

Children's first names & grades: _____

Total Yearly Tuition Amount: \$_____ Total Yearly Afternoon Care \$_____

_____ Payment in full at the beginning of the school year (payment made prior to September 15, 2019)
If you choose this option you may deduct \$25 from your payment as an early payment discount as well as any Scrip tuition credits earned to date. This early payment discount only applies to grades K-8; preschool is not included. Please contact the school office for the amount of your payment if you choose this option.

_____ Monthly Electronic Fund Transfer (10 times, September 5, 2019 through June 5, 2020)
You must complete a bank authorization form and return it with this agreement

_____ Monthly cash or check payments (10 installments, September 2019 through June 2020)
Payment is due by the 5th of each month to avoid late fees

A substantial amount of your child's tuition comes from parish fundraisers and subsidy. Therefore it is also important that all of our parents help by giving of their time, talent, and resources to support our various school and parish fundraisers throughout the year.

By signing this tuition agreement you are committing to a payment plan that will be honored by you and the school unless other arrangements are made in writing with the Principal.

Parent Signature: _____ Date: _____