

## ST. MICHAEL PARISH SCHOOL 2017-18 PRE-KINDERGARTEN REGISTRATION INFORMATION

1204 11th Avenue SE Olympia, WA 98501 • (360) 754-5131

1. **REGISTRATION FEE:** \$175 per child fee is non-refundable.
2. **PARISH FINANCIAL SUPPORT OF THE SCHOOL:** Each school year St. Michael Parish grants a significant portion of the regular Sunday Offertory collection to support St. Michael Parish School. For every \$1 donated to the parish by school families, \$1.90 is returned to the school in the grant.
3. **2017-18 TUITION COSTS:** \$3,865 AM / \$3,683 PM
4. **PAYMENT OPTIONS:**
  - 1) Pay in full \$3,865 for AM or \$3,683 for PM by July 10 or July 15. (\$0 FACTS fee per family)
  - 2) Pay in two equal installments of \$1,932.50 for AM or \$1,841.50 for PM by July 10 or July 15 and November 10 or November 15. (\$10 FACTS fee per family)
  - 3) Pay in 11 equal installments of \$351.36 for AM or \$334.82 for PM from July 10 or July 15 to May 10 or May 15. (\$45 FACTS fee per family)
5. **TUITION ASSISTANCE:** St. Michael Parish is committed to making quality Catholic education available to all parishioners who desire it. Partial tuition assistance is available for those who qualify based on income level as verified through financial disclosure. Tuition assistance through the St. Michael Endowment Fund provides grants to qualifying families. Please contact the school principal for more information.
6. **SMART AUCTION COMMITMENT:** A per family fund raising commitment is required. Participation as a volunteer in some aspect of the auction and procurement of two new items worth a total minimum of \$150 is expected.
7. **TIME AND TALENT COMMITMENT:** Parent commitment of Time and Talent helps keep tuition costs down. Every Pre-Kindergarten family is required to commit to a minimum of 15 hours (7.5 to school and 7.5 to parish) or pay \$15 per hour. What qualifies for Time and Talent hours is specified in the school handbook and at the Parish Office.
8. **NEW FAMILIES NEED TO PROVIDE :**

1-New Student Application	3-Certificate of Immunization Status
2-Request for Records form	4-Birth Certificate and Baptismal Certificate

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

**ST. MICHAEL PARISH SCHOOL 2017-2018 REGISTRATION CONTRACT**

Please read carefully all attached information to be sure you fully understand the commitment you make with this contract.

FAMILY/STUDENT LAST NAME (please print): \_\_\_\_\_

**1. TUITION STATUS:** My/Our Family IS\_\_\_ IS NOT\_\_\_ a Partner In the Mission. Our **Sacrificial Giving Commitment Card** is on file with the Parish and our family envelope # is \_\_\_\_\_.

**NOTE:** To receive the "Partner in the Mission" tuition rate a family must:

- Be active in the sacramental and liturgical life (M.A.S.S.) of St. Michael Parish,
- Participate in the parish's sacrificial giving program by submitting an annual sacrificial giving pledge card and contributing regularly to St. Michael Parish in a recognizable way by use of the Sunday envelopes or Online Giving, and
- File a Stewardship card and fulfill an annual time and talent commitment that encompasses both school and church

**2. PER CHILD COST:** (See attached tuition rates and enter your qualifying amount and payment option below.)

Name/s of Child/ren to be Enrolled and Grade/s in Fall

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total # of Children = \_\_\_\_\_ Total Tuition Cost = \$ \_\_\_\_\_ (A)

Payment Option - Please circle one:            #1 Annual            #2 Semi-Annual            #3 Monthly

**3. TIME AND TALENT COMMITMENT OPTIONS:** (Please initial your decision.)

Parent involvement is essential to building community and help with various activities reduces the cost of tuition. Every K-8 family is required to spend 30 hours in parish and school community efforts **OR** pay a \$15 per hour fee for non-participation. Pre-K families are required to spend 15 hours in parish and school community efforts **OR** pay a \$15 per hour fee for non-participation.

\_\_\_\_\_ I/We agree to participate in Time and Talent activities, which means, I/we will work a minimum of 30 hours during the school year. I/We will contribute 15 to the Parish and 15 to the school. I/We understand that if there is a shortfall in this commitment, I/we will be billed at the end of the year:

\_\_\_\_\_ I/We choose not to participate in Time and Talent and will ADD \$450 to our tuition payments.

Adjusted tuition amount is \$ \_\_\_\_\_ (B)

**4. SMART AUCTION COMMITMENT OPTIONS:** (Please initial your decision.)

Fund raising helps reduce the cost of tuition, therefore every family is required to give \$150 in donations **OR** pay a fee for non-participation.

\_\_\_\_\_ I/We choose to support the SMART Auction, which means we will contribute \$150 in new items/services.

\_\_\_\_\_ I/We choose not to donate/participate in the SMART Auction and will ADD \$150 to our tuition payments in lieu of donated items/services.

Final adjusted tuition amount \$ \_\_\_\_\_ (C)

(Please note: Tuition assistance is **not** available to reduce the fund raising commitment.)

**PLEASE COMPLETE THE OTHER SIDE**

**5. YOUR TUITION COST:**

After prayerful consideration of the value I/we place on Catholic education I/we believe I/we can afford to...  
\_\_\_pay the full amount of tuition which is \$\_\_\_\_\_.

\_\_\_pay part of the cost of tuition. I/We believe the amount of tuition I/we can afford to pay is \$\_\_\_\_\_.  
I/We have \_\_\_ have not \_\_\_ completed a required tuition assistance application that was due on  
January 6, 2017.

**6. FINANCIAL AGREEMENTS:** By your registration in St. Michael Parish School you agree to the following: (Initial)

- a. \_\_\_ I/We understand that no amount of registration fee paid or tuition paid is refundable. Removal of a student from school does not lessen expenses or obligations incurred by the school for the year.
- b. \_\_\_ I/We understand that report cards/diploma may be withheld, transfer of records denied or registration for the following year denied, if my/our account is more than thirty (30) days in arrears or if fees and/or commitments have not been satisfactorily met.
- c. \_\_\_ I/We understand that the school reserves the right to impose sanctions and pursue actions it deems necessary and appropriate in the event an account exceeds 30 days in arrears.
- d. \_\_\_ I/We understand and agree to abide by the policies and procedures of St. Michael Parish School.

**Collection of Delinquent Tuition:**

Families who have not followed their tuition plan and are in arrears must contact the principal within 15 days of delinquency. If contact is not made with the principal, the school will undertake a process of discontinuation of services.

**7. STATEMENTS OF COMMITMENT:** (Initial each line to indicate your acceptance of these policies)

*Registration implies that your family makes a commitment to uphold the values, policies and procedures of St. Michael Parish School. It means that, Catholic or non-Catholic, your family agrees to participate in and take responsibility for supporting and fostering the school's religious and academic goals and the rules and the regulations which govern the school.*

- a. \_\_\_ I/We accept the mission statement of St. Michael Parish School and by our registration and this agreement choose to support and uphold its principles. I/we are aware of my/our commitment to...  
 ... participate in a positive manner to build up the Christian community of the School & Parish.  
 ... pay tuition and other required fees.
- b. \_\_\_ I/We accept the obligation to be actively involved in my/our child/ren's school, in Faith development through regular attendance at religious services and to uphold the standards of conduct and discipline of the school.
- c. \_\_\_ I/We agree to support and subscribe to the values, policies and principles of St. Michael Parish School and the conditions of this agreement.

**REGISTRATION FEE:** *Must be paid in full by June 9 to secure class space; \$175 per child is non-refundable. After the due date, the fee is \$200 per child, unless pre-arranged with the Principal.*

**# of children = \_\_\_ X \$175 Amount Attached: \_\_\_\_\_**

**The above contract is entered into between St. Michael Parish School and the Undersigned:**

_____	_____	_____
Printed Name of Parent/Guardian	Parent/Guardian Signature	Date
_____	_____	_____
Printed Name of Parent/Guardian	Parent/Guardian Signature	Date

**Please be sure you have completed all parts of this agreement and signed and/or initialed all required parts.**

**THERE IS A FEE OF \$25 FOR ANY CHECK RETURNED TO ST. MICHAEL PARISH SCHOOL.**

**ST. MICHAEL PARISH SCHOOL S.M.A.R.T. AUCTION PLEDGE FORM  
2017-2018 SCHOOL YEAR**

FAMILY NAME (please print in ink)	
Signature	Date
Phone (Home/Cell)	Email

**“A Family of Families”**

As a ministry of Saint Michael Parish, St. Michael Parish School is committed to Stewardship in its three forms: Time, Talent and Treasure. Participation in the S.M.A.R.T. Auction is an extension of that commitment to stewardship. As such, it is the expectation that all school families will procure at least two **new** items worth a total minimum of \$150 and participate as volunteers in some aspect of the auction. Serving on an auction committee or participation in your class and parent packages are ways to fulfill this obligation.

Since its inception in 1988, the S.M.A.R.T. (St. Michael A Remarkable Tradition) Auction has supported the financial needs of the school and its students, enhanced regional prestige and awareness of the school, and served to build community within the school. The S.M.A.R.T. Auction directly supports the Endowment Fund and Capital Improvements. Annually, fifty percent of the net proceeds go directly to Capital Improvements and fifty percent is directed to the Endowment Fund in order to provide tuition assistance for qualified families of St. Michael Parish School.

Stewardship opportunities for Family Night and Gala Night include:

**(Please check those activities below in which you would like to volunteer.)**

Family Night Chair(s)	
Gala Chair(s)	
Procurement Lead/Team	
Advertising Lead/Team	
Volunteer Coordinator (Family and Gala)	
Catalog Development (Family and Gala)	
Item Inventory/Database ongoing	
Decorations (Family and Gala)	
Invitations (Gala)	
Banking/Cashier (Family and Gala)	
Set-up (Family and Gala)	
Clean-up (Family and Gala)	
Food Service (Family Night)	
Dessert Dash Coordinator (Gala)	
Silent Auction Monitors (Gala)	
General Help	

***The Family Night Auction is held in the fall and the Gala Dinner and Auction is held in the spring. You may also send inquiries to [smartauction@stmikesolympia.org](mailto:smartauction@stmikesolympia.org) at any time. Join our S.M.A.R.T. Auction Facebook page – search for St. Michael SMART Auction.***

**ST. MICHAEL PARISH SCHOOL STEWARDSHIP PLEDGE FORM  
2017-2018 SCHOOL YEAR**

FAMILY/STUDENT NAME (please print in ink)	
Signature	Date
Phone (Home/Cell)	Email

The strength of Catholic education centers on the partnership forged among the school, teachers, students, parents and community. The stewardship program at St. Michael Parish and School is a formal way to encourage and recognize the gifts of Time and Talent given by our families in this partnership. In the spirit of cooperation and collaboration, K-8 families are expected to provide at least **30 hours** of service (**15 to school and 15 to parish**) during the school year. Those who do not meet this 30 hour commitment will be assessed a fee of **\$15.00** per hour up to **\$450.00**. Requirements for Pre-K families only are 15 hours or an assessed fee of up to \$225 for non-participation. *(Note: Before volunteering, completion of the Archdiocese of Seattle Safe Environment "Protecting God's Children" class and a background check must be verified with the parish office.)*

- 1. PARISH:** One half (15 hours/7.5 hours) of volunteer hours must be earned through parish time and talent opportunities. The Steward for Time, Talent & Treasure and/or committee members will make every attempt to contact those families who have indicated an interest in their areas. However, the ultimate responsibility is up to each family to be aware of upcoming events and opportunities in which to volunteer. Please watch for communications regarding these events.

**Please check those activities below in which you would like to volunteer (and possible availability).**

**2. SCHOOL TERM ACTIVITIES:**

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<b>Classroom</b>	Classroom helper		Grade(s)
	Chaperone field trips		Grade(s)
	5 <sup>th</sup> Grade Shakespeare play		
<b>School</b>	Graphic design <i>(new)</i>		
	Marketing <i>(new)</i>		
	Bulletin boards		
	Christmas/Spring luncheon/program		
	Library helper		
	Lunchroom helper		Day(s)
	Passport Club coordinator/helper		
	Vision/Hearing screening helper		
<b>School Office</b>	Bulk mailing helper		
	Organize <i>Thursday Notes</i> envelopes		
	Reception duties		
	Stuff <i>Thursday Notes</i>		
<b>PTSA</b>	Box Top/Campbell's label coordinator		
	Classroom representative		Grade(s)
	Executive Committee member		
	Host Family coordinator		
	Lost and Found coordinator		
	SCRIP Committee (sales promotion, filling orders, selling)		
	Sweatshirt sales coordinator		
	Uniform exchange coordinator		
<b>MS Sports</b>	Coaching		Sport(s)
	Score keeping		Sport(s)
	Away game driver		Sport(s)

- 3. OTHER TALENTS AND SERVICES:** The school often has a need for special skills throughout the year. Examples might include: Data entry, unique field trips, art skills, sewing skills, carpentry, painting, etc. Please list any contract or skills you feel may be useful to our school and parish: \_\_\_\_\_