

**ST. MARY SCHOOL  
PRESCHOOL**

**Please Print**

**PERMANENT RECORD CARD**

						Male	Female
Family Name	First	Middle	Place of Birth	Month	Day	Year	<b>Circle</b>

Home Phone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parish \_\_\_\_\_ City \_\_\_\_\_ Catholic/Non-Catholic **(Please circle)**

Father Name _____ ( ) Deceased Address _____ Phone(Home) _____ Cell _____ Place of Birth _____ Religion _____ Occupation _____ E-Mail _____	Mother Name _____ ( ) Deceased Address _____ Phone (Home) _____ Cell _____ Place of Birth _____ Religion _____ Occupation _____ E-Mail _____	Guardian Name _____ Address _____ Phone(Home) _____ Cell _____ Place of Birth _____ Religion _____ Occupation _____ E-Mail _____
--	---	---

Marital Status of Parents: \_\_\_ Married \_\_\_ Single \_\_\_ Separated \_\_\_ Divorced

Ethnic Background (optional): \_\_\_ Caucasian \_\_\_ Black \_\_\_ Hispanic \_\_\_ Asian \_\_\_ Other \_\_\_\_\_

	Date	Church	City	State
Baptism				

**OVER**

Has your child ever attended Nursery School or a Pre-School Program: Yes \_\_\_\_\_ No \_\_\_\_\_

School Attended	Address	City	State	Years Attended	How many days a week
-----------------	---------	------	-------	----------------	----------------------

---

---

Student must be 4 years old on or before September 30<sup>th</sup>

- \_\_\_\_\_ 5 Full Days
- \_\_\_\_\_ 5 Half Days
- \_\_\_\_\_ 3 Full Days (Monday/Wednesday/Friday)
- \_\_\_\_\_ 3 Half Days (Monday/Wednesday/Friday)
- \_\_\_\_\_ 2 Full Days (Tuesday/Thursday)
- \_\_\_\_\_ 2 Half Days (Tuesday/Thursday)

I will \_\_\_ will not \_\_\_ require Early Morning Care.

I will \_\_\_ will not \_\_\_ require After School Care.

Brothers and Sisters of Child:

Name _____	Date of Birth _____	Age _____
Name _____	Date of Birth _____	Age _____
Name _____	Date of Birth _____	Age _____

Other members of the household-please include relationship and age: \_\_\_\_\_

---

Does child have any special fears that you are aware of? \_\_\_\_\_

Does child have speech problems? \_\_\_\_\_

Anything that we should be aware of? \_\_\_\_\_

**It is our school policy that the children be potty trained before school begins in September.**

**THE REGISTRATION FEE IS NON-REFUNDABLE**

## Telephone Information Form

The Primary Contact Number will be used to call you every time we send a SchoolMessenger call, regardless of the urgency of the message.

The Secondary Contact Number will be called at the same time as the Primary Number on calls where the message we are sending is of a more urgent or time sensitive nature to ensure that we get the call to you as soon as possible.

Other (any additional numbers that you may want to add) will be called at the same time as the Primary Number and Secondary Number on calls where the message we are sending is of a more urgent or time sensitive nature to ensure that we get the call to you as soon as possible.

Please consider these numbers carefully and make an effort to keep us informed as soon as possible if any of the numbers changes for any reason.

Child 1: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Grade \_\_\_\_\_  
Primary Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Secondary Cont Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

Child 2: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Grade \_\_\_\_\_  
Primary Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Secondary Cont Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

Child 3: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Grade \_\_\_\_\_  
Primary Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Secondary Cont Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

Child 4: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Grade \_\_\_\_\_  
Primary Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Secondary Cont Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

**LICENSE, RELEASE AND HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, who reside at \_\_\_\_\_

\_\_\_\_\_, am the parent/legal guardian of \_\_\_\_\_, and (CHECK ONE)

I hereby agree:

(1) to allow my child to be photographed or interviewed for the Star Herald, any other local newspapers, TV stations, ALL social media outlets (ie: Facebook, Twitter, Instagram, Snapchat, etc.), and any school or parish publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages

(2) to waive, release, and forever discharge any and all claims that I may have with respect to the use of the said photograph by The Diocese of Camden, New Jersey, St. Mary School

and their respective agents, servants, employees, officers, trustees, administrators, and volunteers; and

(3) to indemnify, hold harmless, protect and defend The Diocese of Camden, New Jersey, St. Mary School

and their respective agents, servants, employees, officers, trustees, administrators, and volunteers, from any and all claims, losses, liabilities, damages, suits, fines, penalties, costs and expenses, including reasonable attorneys fees, brought or incurred by or on behalf of any person whomsoever or entity whatsoever, arising out of or in any way connected with the said use of the aforementioned photograph by any person or entity.

**OR**

I do not agree to allow any interview or photograph of my child to be published in the Star Herald or any school or parish publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages.

IN WITNESS WHERETO the parties have signed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Print Name of Parent/Guardian)

**PLEASE NOTE: Unless SMS receives a written request from a parent to exclude your child, their picture will appear in the SMS annual yearbook.**

(Use of Photo-Minor)

# Saint Mary School

## 2023-2024 School Year

### Tuition Policy/Financial Matters

Parents/guardians are obligated to pay tuition in order to obtain educational services for their children. It is the parent's/guardian's responsibility to maintain their financial commitments to the school. In the event of a financial hardship resulting in non-payment, you must contact the principal. The school may, but is not obligated to, send reminders or other notices regarding outstanding bills. Failure to make payments when due, or to make arrangements with the school for payment of delinquent obligations, may result in the termination of RenWeb or discontinuation of educational services to your child, possibly leading to disenrollment. In those cases where students are in eighth grade, documents including transcripts and diplomas will not be provided if you have a delinquent balance with the school. All present year tuition must be paid in full before the last day of the school year or the student's placement for the upcoming school year will not be guaranteed. Unpaid bills may be referred to a collection agency. Costs associated with the collection will be added to the parent/guardian fees. There is no tuition responsibility for withdraw prior to June 30<sup>th</sup> for the upcoming school year. For withdraws on or after July 1, please see policy on next page.

Tuition payments are collected monthly through FACTS Tuition Management Services. Tuition is paid by automatic deduction from either your checking or savings account. FACTS will also accept payments using MasterCard, Discover or American Express. Please note there is a 2.95% convenience fee charged to the credit card holder. Confidentiality of all account information is guaranteed. Payments are deducted on the 5th or the 17th of each month beginning in July and ending in April. A late fee of \$30.00 will be assessed to your account if any payment is not received within 10 days from the payment due date. FACTS will charge a \$30.00 failed payment fee for any attempt that fails AND they will make a total of three attempts. New admissions during school year will be required to spread their payments over remaining months through April. All initial questions regarding the FACTS Tuition Program should be made to Mary Baron (629-6190 ext.121) in the Finance Office.

Tuition may also be paid in full through **FACTS Tuition only** and payment is expected before June 15<sup>th</sup> for the next school year. A late fee will be assessed if payment is not received by June 30<sup>th</sup>.

**Tuition Assistance:** Applications for tuition assistance must be done on-line only through FACTS. There is a \$30 non-refundable application fee to FACTS to apply for assistance.

**Please review our Tuition Refund Policy Addendum regarding  
In-School and Remote Learning found on the last page of  
This document**

## Tuition Refund Policy

### Grades K-8 Refund Policy

In the event of a student leaving St. Mary School during the school year (1<sup>st</sup> day of school to the last day of school) or during the months of July and August:

**1-If tuition has been PAID IN FULL, based on the time of withdraw, only a percentage of tuition will be refunded. See schedule below for the tuition amount that will be owed (therefore not refunded if paid in full) to St. Mary School at time of withdraw.**

**2- If tuition payments are being done MONTHLY (July-April) or based on the schedule agreed upon at time of enrollment, a percentage of the total amount of tuition for the year will be owed/due to St. Mary School ( see table below for specific dates)—there will be no refunds of tuition already paid in the prior months to the withdraw**

**There is no tuition responsibility for withdraw prior to June 30<sup>th</sup> for the upcoming school year. For withdraws on or after July 1<sup>st</sup>, please see policy below.**

Withdraw/Transfer Prior to:	% Annual Tuition Refundable If paid in full ONLY-NO REFUNDS FOR THOSE DOING MONTHLY PAYMENTS	% Annual Tuition Owed
August 1	90%	10%
September 1	80%	20%
October 1	70%	30%
November 1	60%	40%
December 1	50%	50%
January 1	40%	60%
February 1	30%	70%
March 1	20%	80%
April 1	0%	100%

### Grades K-8 Partial Year Policy

In the event of a student enrolling at St. Mary School during the year, tuition is due to the school, according to the following schedule:

* Enrollment Prior to:	% Annual Tuition Owed
Up to September 15	100%
October 1	90%
November 1	80%
December 1	70%
January 1	60%
February 1	50%
March 1	40%
April 1	30%
May 1	20%

*\* Enrollment refers to when a student registers for St. Mary School not when he/she is scheduled to begin his/her first day at St. Mary School.*

**Pre-School Programs**

**In the event of a student leaving St. Mary School during the school year (1<sup>st</sup> day of school to the last day of school) or during the months of July and August:**

**1-If tuition has been PAID IN FULL, based on the time of withdraw, only a percentage of tuition will be refunded. See schedule below for the tuition amount that will be owed (therefore not refunded if paid in full) to St. Mary School at time of withdraw.**

**2- If tuition payments are being done MONTHLY (July-April) or based on the schedule agreed upon at time of enrollment, a percentage of the total amount of tuition for the year will be owed/due to St. Mary School ( see table below for specific dates)—there will be no refunds of tuition already paid in the prior months to the withdraw**

**There is no tuition responsibility for withdraw prior to June 30<sup>th</sup> for the upcoming school year. For withdraws on or after July 1<sup>st</sup>, please see policy below.**

**For late enrollees, please see K-8 partial year policy from previous page.**

<b>Withdraw/Transfer Prior to:</b>	<b>% Annual Tuition Refundable If paid in full</b>	<b>% Annual Tuition Owed</b>		
<b>August 1</b>	<b>90%</b>	<b>10%</b>		
<b>September 1</b>	<b>80%</b>	<b>20%</b>		
<b>October 1</b>	<b>70%</b>	<b>30%</b>		
<b>November 1</b>	<b>60%</b>	<b>40%</b>		
<b>December 1</b>	<b>50%</b>	<b>50%</b>		
<b>January 1</b>	<b>40%</b>	<b>60%</b>		
<b>February 1</b>	<b>30%</b>	<b>70%</b>		
<b>March 1</b>	<b>20%</b>	<b>80%</b>		
<b>April 1</b>	<b>0%</b>	<b>100%</b>		

**If there is a change in the number of days a student is enrolled in preschool, the new tuition rate will become effective on the first of the month following the change. There will be no refunds of prior monies paid or increases in the month of change.**

**Note: For K-8 and Pre-School, registration and other fees are due regardless of date of enrollment.**

**Tuition Rates** are determined by the Finance Committee based on information provided by the Diocesan Office. There is a Catholic and Non-Catholic tuition rate. The definition of each category is below:

**Catholic:** Parent/Guardian must be registered in a Catholic parish and the child must have a valid Baptismal certificate. At least one parent must be Catholic.

**Non-Catholic:** Religion other than Catholic. Greek Orthodox will be considered Non-Catholic. Children must still participate in Religion classes and participate in Liturgical events. Non-Catholic students participate in sacramental classes but are not eligible to make the sacrament.

**St. Mary School**  
**Tuition Refund Policy**  
**Remote Learning**

**Remote Learning Tuition Guidelines:**

- Learning will continue during times of Remote Learning.
- Tuition will continue to come out as scheduled per your FACTS agreement.
- Tuition is for 180 days of instruction which St. Mary School will continue to provide
- There will be no refunds of previous tuition paid.
- Withdraw guidelines in the current Tuition Refund Policy will remain in effect throughout the time of Remote Learning
- If your child/ren are instructed to go onto Remote Learning because of the need to quarantine, Tuition will continue to come out as scheduled per your FACTS agreement. St. Mary School will continue to provide your child/ren instruction while he/she/they are on Remote Learning and withdraw guidelines in the current Tuition Refund Policy will remain in effect during the entire time of their Remote Learning.

*Whether in school or remote learning, St. Mary School is committed to providing excellent education which aligns with your family values.*

**THANK YOU.**





**I/We have received and/or were directed to where to find the St. Mary School 2023-2024 Tuition Policy/Financial Matters /Tuition Refund Policy. The policy may be found in our St. Mary School Handbook and on our website at [www.smarys.org](http://www.smarys.org).**

**Your signature here, will be used for the 2023-2024 and beyond Tuition Refund Policy.**

**This policy, which may be updated when required and shared with all school families, as well as your signature on this form, will be in affect during the entire time your student/s are registered here at St. Mary School. Guidelines stated for all withdraws and/or later admissions and/or Remote Learning must be followed. Official withdraws must be in writing (letter of intent sent home to families used for following year planning is NOT considered an official withdraw).**

---

**Parents/Guardians Signature**

---

**Date**