



## NEW REGISTRANT

January 2018

Welcome to SMS,

As we prepare for the 2018-2019 School Year, we want to take this opportunity to welcome you to the parish school community of St. Mary Church. You are to be commended for recognizing the value of Catholic education for your child, and for your willingness to accept the responsibilities that are associated with providing an authentic Catholic education and environment. In today's economy when a family's resources are stretched in many directions, it is gratifying to us that you are willing to make quality Catholic education a priority.

As Pastor of St. Mary Parish, I am ultimately responsible for the spiritual, temporal, and financial goods of the parish school in addition to our parent's tuition and fees. The parish heavily subsidizes and financially supports the school. This subsidy enables us to provide the opportunity for a quality Catholic education. I know that our principal, Mr. Carner shares in my joy and pride for the academic achievements our students attain. It is always a pleasure to hear how much the staff, teachers, and students love St. Mary School.

I am grateful for your decision to choose St. Mary School for Catholic education. The tuition and fees were increased last year and will increase slightly this year. The parish will continue to subsidize the school, and the administrators, faculty, and staff will be diligent stewards. All SMS families are asked to support fund raising activities, and to keep tuition payments and fees current. Together we will bring focus and vitality to our community while St. Mary School celebrates 159 years of excellence in Catholic education!

Thank you for choosing St. Mary School for your family. Together we will strive to provide each student with an exemplary education that encompasses not only their academic life but also their spiritual life as a Catholic. In partnership with our parents, faculty, staff and clergy, we will teach our students to love God, to cherish and practice their faith, and to lead Christian lives. We will guide our students to follow Christ's examples of love and forgiveness, and to help them develop a sound moral character. We will foster a passion in them, through our Stewardship Program, to be involved in the community and to realize that they make a difference.

Sincerely,

Rev. John P. Singler, Pastor

Mr. Andrew Carner, Principal



# 2018-2019 TUITION

2017-2018 Cost to educate one child is \$4,600

## PARISHONER RATE

1 Child-\$3,350

2 Children- \$6,250

3 or more- \$8,350

## NON-PARISHONER RATE

1 Child-\$3,650

2 Children- \$6,750

3 or more- \$8,850

## NON-CATHOLIC RATE

1 Child-\$4,350

2 Children- \$8,250

3 or more- \$11,350

## All Families:

- MUST pay tuition through FACTS MANAGEMENT (12 month plan available, July-June)
- Registration Fee: Kdg.-Gr. 8 \$250.00 per Family due with Registration Forms (*non-refundable*)  
Fee includes: Technology advancement, Diocesan Student Tax, and education costs.
- Parishioners MUST be faithful in attendance at Sunday Mass as part of your spiritual, social and sacrifice as a Catholic family.

## Preschool Tuition

Preschool Registration Fee ~ \$100 per family

*Fee is non-refundable & Due with Registration*

3 yrs. Old- \$1,350

2 days per week, M & T ~ 9:00am-11:00am

4 yrs. old- \$1,650

3 days per week, W-R-F ~ 9:00am-11:30am

4 yrs. old- \$2,150

4 days per week, T-W-R-F ~ 12:45-3:05

2018 – 2019  
Preschool – Kindergarten – Gr. 1-8  
NEW REGISTRATION



Welcome to St. Mary Catholic School. What a joy and privilege it is to have you consider our school to educate your children. We trust that we will provide you with daily examples of our love for Christ, as well as, provide your children with an excellent academic education. Please read the enclosed information carefully and remember we are always here to answer any of your concerns.

Mr. Andrew Carner, Principal

Please complete all of the attached New Registration forms and return them along with the student documents listed below: All New-Registration forms, documents, and fees are due at the time of Registration.

**New Students - Submit a copy of . . .**

- Student Birth Certificate
- Record of Immunizations
- Baptismal Certificate
- Verification of Legal Custody if the student is not living with both natural parents.

**Complete the following forms . . .**

- SMS New Registration Form
- Cleveland Diocese Registration Form
- Cafeteria Volunteer Form
- Transfer of Records for *new Kdg. & Gr. 1-8*
- Tuition Payment Preference

Students accepted into Preschool will receive a Physical Form to be completed by the pediatrician and returned to the school nurse prior to the first day of school.

Students registered for Kindergarten will be screened at SMS in March 2018. Parents of students accepted into the Kindergarten MUST complete a health form and return it to the school nurse PRIOR to the first day of school.

Parents of students entering in Grades 1-8 must complete a Transfer of Records Form that will allow SMS to request health and academic records from the school your child attended last year.

**Tuition for the 2018-2019 School Year is the following:** (12 month payment plan available, July - June)

**Parishioners of St. Mary:**

\$3,350 per child, Grade K-8

\$6,250 for two children

\$8,350 for three or more children

*\*Kdg. child MUST be 5 years old by August 1<sup>st</sup> to enter*

*Note: It is expected that parishioners make a weekly contribution to the church using your family envelopes.*

**Catholics that are members of other Parishes without a school:**

\$3,650 per child, Grade K-8

\$6,750 for two children

\$8,850 for three or more children

**Non-Catholics:**

\$4,350 per child, Grade K-8

\$8,250 for two children

\$11,350 for three or more children

**Preschool Tuition:** (Rates posted apply to all Preschool students)

P3 - 3 year old M/T, 9:00-11:00 am \$1,350 each child *\*Child MUST be 3 years old by August 1<sup>st</sup> to enter*

P4 - 4 year old W/R/F, 9:00-11:30 am \$1,650 each child *\*Child MUST be 4 years old by August 1<sup>st</sup> to enter*

PK - 4 year old T/W/R/F, 12:45-3:05 pm \$2,150 each child *\*Child MUST be 4 years old by August 1<sup>st</sup> to enter*

**Preschool Registration Fee: \$100.00 per family**

**Grade K – 8 Registration Fee: \$250.00 per family**

Fees are non-refundable and due with Registration Forms. *Fee includes: Education Fee, Diocesan Student Tax, Technology Fee*

2018 – 2019  
**Preschool - Kindergarten – Grade 8**  
**NEW REGISTRATION**



Family Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last) (Father) (Mother)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

- We are Catholic, members of St. Mary Church, and attend Mass and financially support the Parish weekly.
- We are Catholic and members of \_\_\_\_\_ Church.
- We are non-Catholic.

*Preschool P3 – Child must be 3 by August 1<sup>st</sup>      Preschool P4 & PK – Child must be 4 by August 1<sup>st</sup>*  
*Kindergarten Program - Child must be 5 by August 1<sup>st</sup>*

**List name(s) and grades for students NEW to SMS in Preschool through Gr. 8 for 2018-2019**

<i>(Student First &amp; Last Name)</i>	<i>(Incoming Grade)</i>	<i>(School currently attending OR public school child would attend.)</i>

- Our family will also be **RE-REGISTERING** older sibling(s) for 2018-2019.
- The new registrant listed above will need special services, i.e., remediation, speech, LD tutoring  
(Please circle)

NEW TO SMS - - - How did you hear about St. Mary Catholic School?

\_\_\_\_\_ Why did you choose St. Mary for your child? *(Circle all that apply)*

Reputation    Recommended by a current family    Catholic Values    Location    Quality of Staff    Curriculum

Other - please explain: \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Financial Aid:** Any family that would like to apply for Diocesan Financial Aid, as well as St. Mary Parish Financial Aid, must complete an online application with FACTS Management. You can find a link for this on our school website and there is a \$30 application fee required. The financial aid application must be received by March 19, 2018. Completing this application does not guarantee any financial assistance.

*For Office use only:*

<i>Tuition Total (18-19)</i>	_____
<i>Registration Fee</i>	_____
<i>Check No.</i>	_____
<i>Date</i>	_____
<i>Balance Due</i>	_____

Tuition: \_\_\_\_\_  
Reg. Fee: \_\_\_\_\_  
Grade(s): \_\_\_\_\_  
\_\_\_\_\_  
(School Office)

### **2018-2019 Tuition Payment Preference Form**

Responsible Parent Name: \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

#### **Payment options available for the 2018-2019 School Year:**

**ALL** tuition payments for St. Mary School will be collected by FACTS Management Company via electronic ACH payments from checking, savings, or credit card.

**If you do not currently have a FACTS Account, you MUST create one online. Please see school site, [www.smsbera.org](http://www.smsbera.org), for additional instructions or call FACTS Management at 866-441-4637 for assistance.**

**Indicate your preference below:**

- **Full Payment:** July 15, 2018  
The annual FACTS Enrollment Fee is \$0.
- **Semi-Annual Payments:** July 15, 2018 & January 15, 2019  
The annual FACTS Enrollment Fee is \$10.00.
- **12 Monthly Payments: (checking/savings or credit card)**  
July 5<sup>th</sup> / July 20<sup>th</sup> – June 5<sup>th</sup> / June 20<sup>th</sup>  
The annual FACTS Enrollment Fee is \$43.00.

**A \$250.00 Registration fee (PER FAMILY / Kdg – Gr.8 (non-refundable) due at time of registration). A \$100.00 Registration Fee (PER FAMILY / PRE3 – PRE-K non-refundable) due at registration.**

**In addition to the above minimal FACTS Enrollment Fee, there is an additional 2.85% Convenience Fee when using a credit or debit card. American Express, Discover and MasterCard, and Visa are accepted.**

**An optional Peace of Mind Death Benefit is available for the Semi-Annual and Monthly Payment plans. If elected, a separate \$20 Enrollment Fee applies.**

**Complete and return this form to the St Mary School with your student registration information - NO exceptions. For questions, please call (440) 243-4555, Ext. 11.**

I agree to make tuition payment(s) for the 2018-2019 School Year as indicated on this form.

\_\_\_\_\_  
(Responsible parent signature)

\_\_\_\_\_  
(Date)

**OFFICE OF CATHOLIC EDUCATION - DIOCESE OF CLEVELAND - PERMANENT RECORD CARD**



Saint Mary School  
Berea, OH 44017

STUDENT #	CLASS OF: (Year)				
STUDENT INFORMATION		Last Name	First Name	Middle Name	Sex
				Birthdate	Birthplace (City, St, Country)
				Date Entered	

*Click the box to the left of the current residence.*

*mm/dd/yyyy*

*Date student entered school.*

Residence Address	City	County	Zip	Home Phone	Student Parish / City
Ethnicity (Optional)	<input type="radio"/> Amer Indian/Alaskan Native <input type="radio"/> Black/African Amer <input type="radio"/> Native Hawaiian/Other Pacific Islands <input type="radio"/> Multiracial <input type="radio"/> Asian <input type="radio"/> Hispanic <input type="radio"/> White				

SACRAMENTS	BAPTISM CERTIFICATE	STUDENT ENTERED FROM	<input type="radio"/> Parochial <input type="radio"/> Other
Baptism Date	Verified by	School from	
Reconciliation Date	Church	School from City	
Communion Date	Rite	School from State	
Confirmation Date	City, St, Zip	Grade Entering	

*Check the boxes to the left of who student resides with.*

STUDENT LIVES WITH	Last Name	First Name	Maiden Name	Birthplace	Occupation	Employer	Work Phone
<input type="checkbox"/> Natural Mother (NM)							
<input type="checkbox"/> Natural Father (NF)							
<input type="checkbox"/> Custodial M (CM)							
<input type="checkbox"/> Custodial F (CF)							
<input type="checkbox"/> Other							

PARENTS/CUSTODIAL PARENTS	Catholic, Protestant, Jewish, Other		Married / Separated / Divorced / Remarried /	Under 12 years/High School Graduate/College Non-Graduate/College Graduate/Beyond College
	Religion		Parent Status	Education
Natural Mother (NM)				
Natural Father (NF)				
Custodial M (CM)				
Custodial F (CF)				
Other				

LEGAL GUARDIAN	OTHER CHILDREN IN THE FAMILY/LIST NAME & BIRTHDATES					
Name	1.	2.	3.	4.	5.	6.
Address						
City, St, Zip						
LANGUAGE SPOKEN AT HOME	<input type="checkbox"/> English <input type="checkbox"/> Other (list)					

*The design of the Permanent Record Card is the property of the Diocese of Cleveland and may not be altered.*

# Legal Custody



Please complete this form for your child/children. Indicate in the space provided if there has been a change in your family situation or if your child/children no longer live with both natural parents. **A complete copy of the most current custody agreement must be kept on file in the school office.**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Residence: \_\_\_\_\_  
*Address City Zip*

### Child lives with:

- married natural parents                       divorced natural parents shared parenting \*  
 natural mother, step/adoptive father                       only mother  
 natural father, step/adoptive mother                       only father  
 grandparents (with legal custody)  
 other relative (with legal custody) Relationship: \_\_\_\_\_  
 other, please explain: \_\_\_\_\_

### Residential parent/guardian:

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

Address/City/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Is there a court order (or pending order) affecting the custody and/or residency of the child? **yes no**  
*(circle)*

Please attach a copy of the entire court order including the case number and those sections referring to visitation rights and contacts with the school. Also include the page bearing the judge's signature and court seal. This copy should include any and all modifications made as of the date of registration of the child in this school. It is also the responsibility of the parents to inform the principal of any subsequent modifications during the child's tenure at the school.

### Non-residential parent:

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

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

\* Does the non-residential parent have visitation rights? **yes no**  
*(circle)*

\* Is there a court decision that states that the non-residential parent should NOT receive school information or attend school activities? **yes no**  
*(circle)*

\* Is the non-residential parent responsible for paying tuition? **yes no**  
*(circle)*

*(A complete copy of the school's procedures dealing with family custody situations is included in the Student/Parent Handbook.)*

2018 – 2019 School Year

Grade K – 8  
Cafeteria Commitment  
Form



We are happy to announce that there will be **no fee** for cafeteria duty for the 2018-2019 School Year, however, we are graciously asking parents of children in **Grades K – 8 to volunteer** and supervise in the cafeteria over the lunch periods for seven to ten school days. We, as well as the students, enjoy having parents come in to assist in making our lunch times run as smooth as possible. Thank you!

Please complete this form and indicate your availability to volunteer for cafeteria duty.

PRINT PARENT NAME: \_\_\_\_\_  
(LAST NAME) (FIRST NAME)

DAYTIME PHONE: \_(\_\_\_\_\_) \_\_\_\_\_ CELL: \_(\_\_\_\_\_) \_\_\_\_\_

**Please check one:**



**I would love to volunteer for Cafeteria Duty.**

\_\_\_\_\_ **is the most convenient month.**

\_\_\_\_\_ **is the most convenient day(s) of the week.**

\_\_\_\_\_ **Please indicate how many days you would like to volunteer for. Thank you!**



**I am sorry I cannot volunteer this year.**