

St. Charles Catholic School
 1801 Hazeldine SE, Albuquerque, NM 87106
 phone: 505-243-5788 | fax: 505-764-8842
www.stcharlesabq.org | Paul Horton, Principal

Application for Admission 2019-2020 Family ID: _____

Applications must be accompanied by appropriate fees and required student documentation. The application can only be turned in by parent or guardian. The child is not enrolled until complete. Application will be returned if incomplete.

Office Use Only			
Registration: \$ _____	Date: ____/____/____	Tuition: \$ _____	Date: ____/____/____
Fundraising: \$ _____	Date: ____/____/____	Technology: \$ _____	Date: ____/____/____
Raffle: \$ _____	Date: ____/____/____	Subsidy: \$ _____	Date: ____/____/____

NOTIFY SCHOOL IN WRITING IF ANY INFORMATION CHANGES

All information provided by the family for this student will be protected by school personnel who will use it only for the benefit of the student entrusted to St. Charles. It will be shared only with appropriate emergency medical or law enforcement personnel if St. Charles' Administration deems it necessary.

Student's Legal Name: _____	<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2019): _____	Date of Birth: _____ Sex: M F
Student's Legal Name: _____	<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2019): _____	Date of Birth: _____ Sex: M F
Student's Legal Name: _____	<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2019): _____	Date of Birth: _____ Sex: M F
Student's Legal Name: _____	<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2019): _____	Date of Birth: _____ Sex: M F

_____	_____	_____	_____
Student's Home (Street) Address	City	Zip	Phone

Billing email: _____ Family email: _____

Parent or Guardian (circle)	Parent or Guardian (circle)
Mother Stepmother Grandmother Guardian	Father Stepfather Grandfather Guardian
Name: _____	Name: _____
Address: _____	Address: _____
Employer: _____	Employer: _____
Occupation: _____	Occupation: _____
Work Phone: _____ Cell Phone: _____	Work Phone: _____ Cell Phone: _____

Is there a custody situation: Y N If yes, does the school have a copy of the custody agreement: Y N

School attended last year: _____	Religion: _____ Catholic _____ Other
Complete records request form	

Catholics: Is child baptized? Y N	Has Child received First Eucharist? Y N
Parish you presently attend: _____	

Student Name: _____

Documents received or verified for all NEW students:
Birth Certificate _____ Immunizations _____
Sacraments: Baptism _____ First Eucharist _____
Interview with principal _____ Standardized testing and other educational records _____

- Y N Has any student on this application ever repeated any grade? Who? _____ Which grade? _____
- Y N Has any student on this application been expelled from any school for any reason? If yes, explain on separate paper.
- Y N Does any student on this application have an IEP (Individual Education Plan)? _____ If so, attach a copy.
- Y N Does any student on this application have any learning difficulties or physical disabilities which could limit him/her from participating in the full life of the school? Please List: _____

Please help us with demographic information compiled for the National Catholic Education Association, and the Archdiocese of Santa Fe. This information is for statistical purposes only.

___ U.S. Citizen ___ Registered Alien ___ Refugee

Ethnic Origin of Child

___ Alaskan Native ___ Asian ___ Hispanic ___ Native American ___ African American ___ Caucasian ___ Multi-Racial ___ Pacific Islander

State Senate District _____ House District _____

FAMILY FINANCIAL COMMITMENT
Required

- I/We have reviewed the attached 2019-2020 Tuition and Fees Schedule for Pre-K-8th and understand the fee structure and deadlines out lined in it.
- I/We assume financial responsibility for all tuition and fees for this student(s). **I understand that all fees and tuition paid to the school will not be refunded under any circumstances.**
 - ___ I/We are returning and currently using FACTS. Please re-enroll as current payment schedule.
 - ___ I/We will pay full year's tuition at registration using FACTS
 - ___ I/We will pay half the year's tuition by August 2019 and second half of the year's tuition by January 2020 using FACTS. I will pay all required fees according to the school deadlines.
 - ___ I/We are choosing FACTS option and need to enroll. (Families must enroll on FACTS within 5 business days)
- I/ We will pay the mandatory fundraising fee of \$650 per family, \$350 which is from the raffle. The raffle money is due on the first day of school, August 12, 2019. The balance (\$300) is due by May 1, 2020.
- I/We understand my child/children cannot attend school until the registration \$300, technology fee \$100, and raffle \$350 are paid.
- I/We will pay the subsidy fee of \$500.00 per student by December 31, 2019, unless my Parish pays. Parish Subsidy Form or Self-Pay must accompany this registration packet.

I apply for admission for my child(ren) and agree to abide by the school and Archdiocesan policies.

Date

Parent/Guardian Signature

New families: How did you find St. Charles? Personal Referral, Parish Publication, School Website, Archdiocese Website, Other Advertisement _____

Why did you choose St. Charles? _____

St. Charles Borromeo Catholic School

2019-2020 Tuition and Fees Schedule for Pre-K – 8th

Number of Students	Tuition only	Self-Pay Subsidy Fee (Per Student) (If you are a member of a Catholic parish, the parish may pay for this.)	Fundraising Fee Per Family \$350 (Mandatory Raffle) Due before or on the 1 st day of school.	Tech Fees per Student	Total tuition & fees for year with Self-Pay subsidy and no Tuition Discount	Registration Fee Per Student (Non-Refundable) After April 7 th \$400 (Non-Refundable)
1	\$5,200 4992 (4% disc fully paid)	\$500.00	\$650.00	\$100.00	\$6,450.00	\$300.00
2	\$10,036 9,634.56 (4% disc fully paid)	\$1,000.00	\$650.00	\$200.00	\$11,886.00	\$600.00
3	\$14,872 14,277.12 (4% disc fully paid)	\$1,500.00	\$650.00	\$300.00	\$17,322.00	\$900.00
4	\$14,872. 14,277.12 (4% disc fully paid)	\$2,000.00	\$650.00	\$400.00	\$17,922.00	\$1,200.00

Pre-K Part-Time Tuition and Fees (assuming one child)

Days	Tuition	4% Discount Tuition only (Full payment at registration)	Subsidy Fee (Per Student)	Fundraising Fee Per Family Of this, \$350 (Mandatory Raffle) is due on or before the 1 st day of school.	Tech Fee(Per Student)	Total for Year without Tuition Discount
2 Full Days or 3 Half- Days	\$2496	\$2,396.16	\$500.00	\$650.00	\$100.00	\$3,746
3 Full Days	\$3744	\$3,524.94	\$500.00	\$650.00	\$100.00	\$4,994

St. Charles Borromeo Catholic School

2019-2020 Tuition and Fees Schedule for Pre-K – 8th

All families must be on FACTS for tuition payments in order to consider the registration process complete.
If you have not already done so, please go to FACTS to sign up for an account at: online.factsmgt.com/signin/4J7WT
(There is an Enrollment/Re-Enrollment Fee which is debited from the account provided within 14 days of payment plan finalization.)
--Tuition and fee payments on FACTS will begin July 2019 and run through April 2020 (10 months) or through May 2020 (11 months).

Registration Fee: \$300.00 per student, including new students; **\$400.00 per student for current students who register after April 7.**

Technology Fee: This fee is due on or before the first day of school for every student and covers some (but not all) of the cost to maintain the technology infrastructure at the school. If not paid by August 1, 2019, it will be added to your FACTS account.

Fundraising Fees: Mandatory Fall Raffle ticket money (\$350) is due by August 12, 2019 & raffle ticket stubs are due no later than Tuesday, October 1, 2019. You pay in advance for your 350 raffle tickets at or before the first day of school. You can fill out the stubs with your name or sell them for \$1.00 each and put the buyer's name on the stub. If this fee is not paid by August 13, 2018 the balance will be added to your FACTS account. The balance of the fundraising commitment (\$300) must be paid by May 1st and can be covered by participation in specific fundraising events in the Winter and Spring (for example, Gala Dinner Dance, World's Finest Chocolate, Golf Tournament Sponsorship)

Tuition and Fees (including mandatory raffle) cover only about 85% of the entire cost of educating each child. As a result, every family is expected to participate, to the extent they can, in the additional fundraising events held during the school year, like restaurant nights, Balloon Aloft, pancake breakfasts, etc.

To ensure the financial stability of the school, registration and attendance constitutes a binding agreement to pay all tuition and fees for the year. Students who are disenrolled after they attend the first day of classes will receive no refund of any tuition or fee.

**There is a 3% convenience fee for credit card transactions and a \$0.50 fee for each e-check.

Registration for After School Childcare Program 2019-2020

Family ID: TER1436 - Archibeque, Clarice & Tashyna

I am signing up the following children for the After School Childcare Program for the year 2019-2020.

STUDENT NAME _____ GRADE _____

STUDENT NAME _____ GRADE _____

STUDENT NAME _____ GRADE _____

Daily Hours of Operation	Cost
After School Childcare Program Regular School Days: 3:15 pm – 5:30pm Early Dismissal Days: 12:15pm – 5:30pm Morning Care: 7:15am-7:25am If alternate times are needed please contact the front office. (We follow APS school closings and delays.)	1-9 hours: Per minute (\$0.166667) 10-20 hours: \$100/month per family 21+ hours: \$200/month per family Charges start at 3:30pm on regular school days and at 12:30pm on early dismissal days. After School Childcare payments will be made prior to the beginning of the month, and no later than the 5th of the month in which the student is served. Payments not made when due will be placed onto the next scheduled FACTS payment.

St. Charles After Care Expectations

Dear Parents and/or Guardians:

We are pleased to be able to provide this service to you and your child(ren). Please remember that Before/After Care is an extension of the regular school day and the same expectations and rules apply. These expectations exist to ensure the protection and safety of your child(ren) and others. We would like to ask you to take a few moments to go over the rule sand expectations with your child. Please sign the attached form indicating that both you and your child(ren) have been informed regarding our expectations.

Please make the St. Charles After School Childcare Program a safe and happy environment. Encourage your child to do what is right.

The goal for the program is to provide approximately an hour for students to work on their homework in a supervised environment. The school expects that students will do their part to work quietly and efficiently and not distract others. We will also provide a nutritious snack each day after the study time. Weather permitting, students will also have time to play outside. On early dismissal days students must come prepared with their own lunch.

After School Childcare Rules

- All students in the program must be checked into the After School Childcare Program.
- Students must walk at all times inside the school.
- Students must remain in uniform while they are in the After School Childcare Program.
- Study hall begins promptly after check in and lasts approximately an hour.
- All students in the After School Childcare Program are required to participate in study hall.
- Students must come to study hall prepared; students are required to be working on homework or reading during study hall.
- Students may not return to their classrooms after 3:30 pm.

TER1436 - Archibeque, Clarice & Tashyna

**ST. Charles Borromeo Catholic School
1801 Hazeldine SE
Albuquerque, NM
2019-2020**

CONFIDENTIALITY PLEDGE

I, _____ hereby certify by my signature below, that I
Print Name of Parent/Guardian
understand and agree to be bound by the following:

I understand that all information and records regarding students of St. Charles Borromeo, their parents and guardians, is strictly confidential. I understand that I may learn of confidential information in the course of my volunteer work for the school. I will not disclose to another person (other than to St. Charles Catholic School staff members) any information about any student, or about their parents or legal guardians. I understand that I can disclose any such information only with the specific written consent of the person to whom such information pertains or their parent or guardian, the consent of the Principal, or as otherwise required by law.

Date: _____

Signed: _____

Emergency Information
 (one for each student)
 Student Emergency Data

School Year: 2019-2020
 Grade: _____

TER1436 - Archibeque, Clarice & Tashyna

Student Last Name	First Name	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth
Mother or Guardian	Home Address	Zip Code	Home Phone
Email:			
Business Name	Business Address	Bus. Phone	Cell Phone
Father or Guardian	Home Address	Zip Code	Home Phone
Business Name	Business Address	Bus. Phone	Cell Phone
Email:			

If school cannot contact parent, name a friend or relative who may be called upon if the child is ill and is allowed to pick up student after school. Remember only the people listed below can pick up your child.

Friend or Relative	Address	Phone	Relationship
Friend or Relative	Address	Phone	Relationship
Friend or Relative	Address	Phone	Relationship

Although, the above recommendation of parent will be respected as possible, I understand that in the final disposition of an emergency case the judgment of the school authorities will prevail. Anytime the above information must be changed, I will notify the principal in writing.

Signature of Parent or Guardian

PLEASE CALL SCHOOL OFFICE TO KEEP ALL INFORMATION ON THIS CARD CURRENT

CONFIDENTIAL INFORMATION FOR OFFICE USE ONLY

Is there any information we should know about you child? (medical, physical or academic) _____

Does this child suffer from any known allergies to pets, food, etc.? _____

Does this child wear: Glasses _____ Contact Lenses _____ Hearing Aid _____

Dental appliances _____ Other _____

Is there any information we should know about your family situation? (special custody arrangements, etc.) _____

Doctor's Name _____ Address _____ Phone _____

School Family Code: _____

Please fill out this form to acknowledge you are self-pay or in the event of your home parish paying partial or no part of the subsidy, you will pay the remaining or full balance to St. Charles School. Please return the subsidy form/s to office when you register.

SELF-PAY SUBSIDY FORM
St. Charles Borromeo School
2019-2020 School Year

Tuition does not cover the full cost to educate a student.

I agree to pay the subsidy fee to St. Charles for the school year of 2019-2020 for my student/students. The fee of \$500.00 per student, or remaining balance, if your home parish paid partial, is due by December 31, 2019, for each student enrolled.

Name of Student

#1 _____ Grade _____

Name of Student

#2 _____ Grade _____

Name of Student

#3 _____ Grade _____

Name of Student

#4 _____ Grade _____

Parent/Guardian Signature:

Date

Parish Subsidy Form
Archdiocese of Santa Fe

Part 1 Information to be provided by parent/guardian

Name of School St. Charles Borromeo Catholic School School Year 2019 - 2020

School Address 1801 Hazeldine SE, Albuquerque, NM 87106

Parent/Guardian full name _____ Parent Guardian

Address _____ City/State _____ Zip _____

Phone _____ Transferring from another diocese/state? Y N

Parish where you are registered _____ City _____ Envelope# _____

Name of Student #1 _____ Grade _____

Name of Student #2 _____ Grade _____

Name of Student #3 _____ Grade _____

Parent/Guardian signature _____ Date _____

Principal Signature* _____ Date sent to parish _____

Note to parent/guardian: It is your responsibility, not the schools, to ensure that subsidy payment is made. You should deal directly with the parish office for any questions about payment. If for any reason your parish does not pay the subsidy, you must do so. Subsidy payments are due, in full, at the time your child's tuition is due. If your school allows installment payment of tuition, the subsidy payment is due, in full, with the first tuition installment. Your signature on this form indicates you agree to comply with this policy.

Part 2 Information to be provided by parish

"Since tuition does not cover the full costs borne by the school to educate the student, each parish (whether the parish has a school or not) will pay \$500 subsidy per student for registered parishioners. The subsidy is to be paid directly to the appropriate school... All subsidy payments are due by December 31 of the school year."
Handbook of Policies and Regulations, Policy NO. 5020

The above-named persons are registered members of this parish: Yes No

Payment due to school: subsidy of \$500 X _____ (number of students) = _____ \$(total due)

Signature of Pastor or Representative* _____ Date _____

Note to parish: Complete within 30 days of receipt, retain a copy for parish, and return original to school. Failure to return this form within 30 days of receipt indicates you agree to pay the subsidy for this student.