

St. Mel School Registration Packet

2013 – 2014



ST. MEL CATHOLIC SCHOOL

4745 Pennsylvania Avenue

Fair Oaks, California 95628

916-967-2814

www.stmelschool.org

Dear Parents,

As stated in our Mission Statement, St. Mel School “promotes academic excellence within a Catholic faith-filled environment.” This is reflected in the philosophy of the school and Student Learning Expectations which endeavors to assist the parents, as primary educators, by creating a Catholic environment which will promote the spiritual, intellectual, emotional, physical, and social growth of the child.

In order to accomplish this mission, the administration and the School Advisory Commission of St. Mel School is required to establish a budget that is fiscally sound and balanced. Funding is derived from the following sources:

- 1) TUITION AND FEES**
- 2) PARISH SUBSIDY**
- 3) PARENTS CLUB DUES and FUNDRAISERS**
- 4) SCRIP PROGRAM**
- 5) BRIDGING THE GAP FUND**

We are fortunate to have a pastor who supports Catholic education. Father McSweeney gives a very generous parish subsidy to the school each year. Parents Club also plays an important role in keeping tuition costs to a minimum. The revenue generated by the Parents Club through dues and fundraisers goes directly into the school’s operating budget. Each family is assessed \$200.00 which will enable the Parents Club to meet their financial goal. The following Parent Club commitment is required from each family:

- 1) Parent Club dues of \$100 are required at Registration Day, Thursday, May 2, 2013**
- 2) Auction Contribution - \$100 per family due on October 1, 2013**
Parents have the option of donating either:
 - **\$100 in cash/check**
 - or**
 - **Donating an item of equal value of \$100****(If you choose to donate an item of equal value, please understand you will be credited for the actual auction sale amount. In the event the item sells for less than \$100, you will be responsible for the difference.)**

Required service hours will remain the same – 45 hours for families and 30 hours for single parents. Since every family shares in the substantial benefits from the proceeds of our Catholic school’s family fundraising activities all must share equally in the labors necessary to assure their profitable operation. It is important that all hours be completed. Additionally, each family will be required to participate in the Scrip Program.

We are delighted to have you as a member of the St. Mel School Community. We anticipate a vibrant and productive 2013-2014 school year. I am committed to working in partnership with all parents who have made the conscious decision to give their child(ren) the gift of a Catholic education.

Sincerely In Christ,

Mrs. Janet Nagel, Principal

ST. MEL SCHOOL TUITION & REGISTRATION FEES 2013-2014

PARISHIONER RATES

# of Children	Tuition
TK	\$ 2,900
1	\$ 4,410
2	\$ 7,925
3	\$ 10,840
4	\$ 12,820

NON-PARISHIONER RATES

# of Children	Tuition
TK	\$ 3,430
1	\$ 5,250
2	\$ 8,995
3	\$ 12,005
4	\$ 14,710

Registration Fee TK-7th	\$350
Registration Fee 8 th	\$400
Sports Fee (Grades 5-8)	\$ 75
Sports Fee (Grades 1-4)	\$ 35
Drama Fee	\$ 50
Parent Club Dues	\$100
Parent Club Commitment	\$100

St. Mel Parishioner Rate: The rate for families who are active participants in the life of this parish. “Active Participants” are those whose presence enriches the life of this parish community and who regularly attend Sunday Mass at St. Mel Church and use the Sunday envelopes. This status will be determined annually by the pastor.

St. Mel Non-Parishioner Rate: The rate for all families who do not conform to the above definition.

Please note: A \$45 annual fee will be charged to each family who uses the SMART Tuition Payment Plan. This fee will be added to the first SMART payment due June 30, 2013.

FAMILY NAME: _____

**ST. MEL SCHOOL
PERSONAL AND FINANCIAL COMMITMENT
2013-2014 REGISTRATION AGREEMENT**

The administration, faculty, and staff of St. Mel School support the Catholic Bishops' 1972 letter, "To teach As Jesus Did" which recognizes the parent as the primary educator. Any successful education program then depends upon the positive and active cooperation and involvement of the parents or guardians with the school. Therefore, as a registered family of St. Mel School, we agree to the following:

(Please READ and INITIAL each item)

1. _____ We/I have read and support the mission and philosophy of St. Mel School.
2. _____ We/I have read and support the rules outlined in the Parent Handbook.
3. _____ We/I agree to support and participate in school activities, Parent-Teacher conferences, Parent Club functions, and any other meetings called by the Principal or her representatives.
4. _____ We/I understand that the family information listed in the St. Mel School Directory (aka: Buzz Book) is to be used only for school related business and may not be used for personal gain in any way.

REGISTRATION

5. _____ We/I agree to pay the Registration fee of \$350. for each child in grades TK-7th identified below. Registration for students in 8th grade is \$400. which includes Graduation and Confirmation fees identified below. This Registration fee is payable to St. Mel School at the time this Agreement is signed and is **non-refundable**.

NAME:	GRADE:	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. _____ We/I understand tuition is paid to SMART Tuition Management Services.
Payment may be amortized over a 10-month period, paid in full by March 30, 2013 or in scheduled quarterly payments paid directly to St. Mel School.
7. _____ We/I understand a \$45 annual fee will be charged to each family using the SMART Tuition Management Services This fee will be added to the first SMART payment due June 30, 2013. (This fee will be waived if your tuition is paid in full on Registration Day, Thursday, May 2, 2013).
8. _____ We/I agree to pay a late charge of \$50.00 for every payment received by SMART Tuition Management Services on or after the published 'late fee applied on' date.

TUITION

9. _____ We have read and understand the tuition rates, material and registration fees, sports fee and drama fee for the 2013-2014 school year. We agree to timely pay all of the following charges:

(Please check ONLY one of the following payment options.)

- A. _____ One annual payment due AT TIME OF REGISTRATION.
- B. _____ Ten monthly payments through SMART beginning June 30, 2013 through March 31, 2014.
- C. _____ Quarterly payments paid directly to St. Mel School. Scheduled Payments are due by: June 1, 2013, September 1, 2013, December 1, 2013 and April 1, 2014.

FINANCIAL AID & DETERMINATION OF STATUS

10. _____ We/I have applied for, and have been granted, Financial Aid. The amount of this Financial Aid will be subtracted from the Tuition described above. We/I agree to pay the difference \$ _____, to SMART, in full, or in Quarterly payments as indicated above in (#9).
11. _____ Determination of status. (Please check one.)
- A. _____ Our /My status has been determined by the Pastor as "parishioner." We/I therefore agree to pay Tuition to the school in the amount of \$ _____.
- B. _____ Our/My status has been determined by the Pastor as "non-parishioner" and we therefore agree to pay Tuition to the school in the amount of \$ _____.

FINANCIAL COMMITMENT

12. _____ We individually understand that we are jointly liable for payment for the entire tuition for our child(ren). If one of us fails to pay his/her portion of the tuition, the other agrees to pay the entire tuition for our child(ren).
13. _____ Withdrawal of your child(ren) prior to the end of the school year will result in a charge equal to one (1) month's tuition at the time of withdrawal (based on your annual tuition divided by 10 months). Additionally, the remaining Parents Club obligation and Scrip Commitment (or unmet balance remaining) is due at the time of withdrawal.
14. _____ We/I understand that upon dismissal or withdrawal of the student for any reason there will be a pro-rated refund of tuition already received by the school.
15. _____ We/I understand that in the event of a dispute regarding payment of tuition, and legal proceedings begin; the prevailing party shall be awarded reasonable legal fees and costs.
16. _____ We/I understand that failure to make tuition payments will result in St. Mel School declaring all unpaid tuition/fees due and payable. St. Mel School reserves the right to turn over any unpaid accounts to collections, and continued enrollment may be terminated.

ST. MEL PARENT CLUB COMMITMENT

17. _____ We/I recognize that the St. Mel Parents Club provides essential support to the School. In particular, we understand that fund-raisers conducted by the Parents Club provide an essential supplement to the School's operating budget. As an integral part of our responsibilities as parent(s) of a child(ren) enrolled in the school, we/I agree to join the Parents Club for the 2013 -2014 school.
18. _____ We/I understand our Parent Club commitment must be met:
1. Parents Club dues - \$100 per family due on May 1, 2013
 2. Auction Contribution - \$100 per family due on October 1, 2013.

19. _____ We/I understand each family has the option of donating to the Auction:

1. \$100.00 cash/check

or

2. Donating an item of equal value of \$100.00

If you choose to donate an item of equal value, you will only be credited for the actual Auction sale amount. In the event the item sells for less than \$100.00 you will be responsible for the difference.

SCRIP PROGRAM

20. _____ We/I understand each family registered at St. Mel School will be required to participate in the Scrip program at a minimum level of \$3,000 per school year. All Scrip purchases made from April 1, 2013 through March 31, 2014 will count towards meeting the \$3,000.

21. _____ We/I understand there is an option to bypass the Scrip commitment and participate in an Optional Buyout for \$225.00. If optional buyout amount is not remitted by March 31, 2014, amount increases to \$325 due and payable by registration.

_____ We are/I am choosing to pay the Optional Buyout in the amount of \$225 due before March 31, 2014.

_____ All Scrip commitments must be fulfilled in order to register for 2013-2014.

SERVICE HOURS PROGRAM

Many of our school families meet and exceed the service hours commitment of **45 hours** or **30**

hours for a single parent, **10 hours of which must be worked in a major fundraiser** (Auction, Crab Feed, Jog-A-Thon). It is important that all hours be completed.

22. _____ We/I understand that all families of St. Mel School are expected to contribute a **MINIMUM** of **45 hours** or **30 hours for a single parent**. Each family is responsible for tracking their own hours. Since every family shares in the substantial benefits from the proceeds of our Catholic school's family fundraising activities, all must share equally in the labors necessary to assure their profitable operation.

23. _____ We/I understand all parents/volunteers working with children must be fingerprinted and cleared by the Dept. of Justice (DOJ), and must show certification of completion of the on-line training, Shield the Vulnerable. (Renewable every three years)

(Please check and initial your Service Hours Commitment.)

_____ 45 Service Hours Commitment – Family

_____ 30 Service Hours Commitment – Single Parent

Mother/Guardian Signature: _____ Date: _____

Print Name: _____

Father/Guardian Signature: _____ Date: _____

Print Name: _____

ST. MEL SCHOOL EMERGENCY INFORMATION REQUEST

Student's First Name		Student's Last Name	
Address			
City	State	Zip	Home Phone
Father's First Name		Father's Last Name	
Address (if different)			
City	State	Zip	Home Phone
Employer	Work Phone	Cell Phone	
Email Address			
Mother's First Name		Mother's Last Name	
Address (if different)			
City	State	Zip	Home Phone
Employer	Work Phone	Cell Phone	
Email Address			

Other Adults To Contact In Case Of Emergency (After Parents)

Emergency Contact First Name		Emergency Contact Last Name	
Home Phone	Work Phone	Relationship To Student	

MEDICAL INFORMATION

Student's Physician's Name		Physician Phone	
Health Insurance Carrier Name	Subscriber Name	Subscriber Relationship to student: Self <input type="checkbox"/> Parent <input type="checkbox"/>	
Group Number	Subscriber Number		
Student Allergies to Medicine or Food? Please list			
Special Medical needs Office Personnel should be aware of? Please list:			

May school personnel authorize medical aid / care in case of emergency? YES ☐ NO ☐

If your child is seriously injured, and school personnel are unable to contact any person on this form may school personnel have an ambulance transport your child to an emergency center? YES ☐ NO ☐

Parent / Guardian Signature	Date
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ST. MEL SCHOOL BUZZ BOOK

The Buzz Book will be available in the fall of 2013-2014. The cost is \$12.00. Checks can be made out to St. Mel School. If you wish to be listed in the directory, please complete the following information. If you **do not** wish to be included, please sign below.

I **do not** wish to be included in the Buzz Book (sign below)

Parent Signature _____

I wish to be included (fill out information below)

Last Name _____

Parent's Name _____

Names of students enrolled at St. Mel School:

Grade

_____	_____
_____	_____
_____	_____
_____	_____

Address _____

City _____

Phone# _____ Cell# _____

Email address _____

Business Advertisement Form

If you wish to advertise your business so that members of the St. Mel School community may patronize your business, please complete the information below and attach a business card. The cost is \$15. Checks are made payable to St. Mel School.

Name of Business _____

Address _____

City _____ Zip _____

Phone Number _____

Email Address _____

Service Hours Volunteer Opportunities To Complete Service Hours Commitment Form

Please review the following volunteer opportunities list. Please indicate how you wish to be involved in order to earn hours for the 2013-2014 school year. There will be representatives at registration to answer your specific questions about time commitment and duties. Keep in mind that some positions will already be filled at the time of registration.

LIST OF ACTIVITIES

_____ Parent Club Officer

_____ School Advisory Commission

CLASSROOM ASSISTANCE

- _____ Classroom helper
- _____ Field trip driver (max 4 hours per trip)
- _____ Room mother coordinator
- _____ Room mother: Grade _____
- _____ Class fund-raiser (Under the direction of room mothers & teachers)

FUNDRAISING ACTIVITIES

- _____ Auction Chairperson
- _____ Auction Committee Chair
- _____ Auction Helper
- _____ Book Fair Chairperson
- _____ Book Fair Helper
- _____ Festival Chairperson
- _____ Festival Helpers
- _____ Crab Feed Chairperson
- _____ Crab Feed Committee Chair
- _____ Crab Feed Helper
- _____ Jog-a-thon Chairperson
- _____ Jog-a-thon Helper
- _____ Spring Tea Event Chairperson
- _____ Spring Tea Event Helper
- _____ See's Candy fundraiser
- _____ Art Docent
- _____ Spirit Wear Chairperson

REVENUE SAVING JOBS

- _____ Health chairperson
- _____ Health committee helper
- _____ Parking lot coordinator
- _____ Parking lot greeter
- _____ Library coordinator
- _____ Library helper
- _____ IT Support
- _____ Website Helper
- _____ Morning Cone Duty (7:25 a.m.)

FUNDING SUPPORT

- _____ Scrip Selling
- _____ Grant Writing

LAST NAME: _____
(please print)

FIRST NAME _____
(please print)

PHONE # _____

EMAIL: _____

Diocese of Sacramento – School Volunteer Agreement Form

By signing this form, I _____, acknowledge that I have
(name)
chosen to volunteer at _____, as a:
(School)

(state position(s))

I understand and acknowledge that my services in this regard are being donated by me to the Diocese of Sacramento without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.

I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide. I further understand that I will not be entitled to unemployment insurance benefits upon the termination of my volunteer services (regardless of whether such termination is initiated by me or by the Diocese), nor will I be covered under the Diocese's worker's compensation insurance in the event of injury incurred during the rendering of the volunteer services I will provide.

Volunteer Signature

Date

Principal Signature

Date

Computer Use Policy

Purpose

Computers are a valuable tool for education and sharing of information. One of this school's purposes is to encourage the proper use of computer related technology including the internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

Responsibility of Student

With right of access comes responsibility to each student to use the source both correctly and wisely. Access to the Internet for instance, may mean that some materials found will not meet guidelines set in our Computer Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

Guidelines:

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer instructor.
- Only students who have completed this training may use the computers to access the Internet.
- Use of the stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Accessing personal email through the school's computer is forbidden.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Any member of the St. Mel faculty has the right to monitor all computer lab activities.
- Additional rules and restrictions may be added at any time.

Violations of these rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following: loss of Internet access and/or disciplinary or legal action by the school or other involved parties.

St. Mel School Website

The school maintains a website – www.stmelschool.org. The Student/Parent Handbook, annual school calendar and information about upcoming school events, including field trips, school assemblies, drama productions, and graduations, etc. is all available on the website. At times, photos and/or videotapes from school events, as well as student artwork and writing, may be posted to the website.

- ☐ We have read and understood the information provided by St. Mel School and agree to the Computer Use Agreement.
- ☐ We give St. Mel permission to use work or photos of my child/children for St. Mel publications/website

Parent/Guardian Name (Please print)

Student(s) (please print)

Parent/Guardian Signature

Student Signature(s)

Please return this signed page with your registration information. Thank you!