St. Mel School Registration Packet

2011 - 2012



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. Tuition has not increased for the 2011-2012 school year. Registration fees can be financed through SMART. Additionally, fees will be required for students who participate in our Sports and Drama programs. Funding is also derived from four sources:

- 1) TUITION AND FEES
- 2) PARISH SUBSIDY
- 3) PARENTS CLUB FUNDRAISERS
- 4) SCRIP PROGRAM

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. They make an annual pledge that goes directly into the operating budget. In order for the Parents Club to meet this pledge, each family is assessed \$350.00. This assessment is met in the following ways:

- 1) PARENT CLUB DUES \$50 due at Registration
- 2) CONTRIBUTIONS TO AUCTION *
- 3) CONTRIBUTIONS TO CRAB FEED *
- 4) CONTRIBUTIONS TO WINE EVENT*
- 5) CONTRIBUTIONS TO JOG-A-THON*

*Receipts for items donated to these events must be submitted with donated items for credit toward the \$350.00 commitment or credit will be given for the amount the item sold for at the fundraiser (not to exceed retail value).

You will receive a summary in January and April reflecting your fulfillment of this assessment. 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. For those families who do not perform the required number of service hours by April 30, 2012, there will be a NON-PARTICIPATORY registration fee of \$1100 for a student entering grades TK – 7th and \$1150 for a student entering 8th grade for the 2012-2013 school year. It is important that all hours be completed. Partial completion of service hours will be subject to this fee. 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 2011-2012 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 2011-2012

PARISHIONER RATES

# of Children	Tuition
TK	\$ 2,700.00
1	\$ 4,075.00
2	\$ 7,425.00
3	\$10,025.00
4	\$11,850.00

NON-PARISHIONER RATES

# of Children	Tuition		
TK	\$ 3,175.00		
1	\$ 4,850.00		
2	\$ 8,400.00		
3	\$11,100.00		
4	\$13,600.00		

Registration Fee TK-7th	\$350.00
Registration Fee 8 th	\$400.00
Sports Fee (Grades 5-8)	\$75.00
Sports Fee (Grades 1-4)	\$35.00
Drama Fee	\$50.00
Parent Club Dues	\$50.00
Parent Club Contribution	\$300.00

St. Mel Parishioner Rate: The rate for families who are active participants in the life of this parish. "Active Participants" are that 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 \$43 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, 2011.

St. Mel School Registration Check List

2011-2012

	Family Name:
	owing is a list of items that need to be completed and turned in at Registration. Please use this check-off sure you have included all required materials.
#1.	Personal and Financial Commitment & 2011 - 2012 Registration Agreement (4 pages total)
	School Mission - Did you initial #1- #4?
	Registration – Did you complete and initial #5 - #9?
	Tuition – Did you initial #10 and check A,B, or C?
	Financial Aid – Determination of Status – Did you initial #11 & #12
	Financial Commitment – Did you initial #13 - #17?
	St. Mel Parent Commitment – Did you initial #18 - #20?
	Scrip Program – Did you initial #21-#22?
	Service Hours Program – Did you initial #23 - #24 and indicate Service Hours Commitment?
	Did you sign-print-date the 2011 -2012 Registration Agreement?
#2.	St. Mel School Emergency Information Request Form
#3	St. Mel School Directory Form - (\$12 for listing; plus \$15 if advertising)
#4.	St. Mel School Website
#5 .	St. Mel School Computer Use Policy & Agreement
# 6.	Service Hours Volunteer Opportunities
#7	Diocese of Sacramento – School Volunteer Agreement Form

FAMILY NAME:	

ST. MEL SCHOOL PERSONAL AND FINANCIAL COMMITMENT 2011-2012 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:

parents the follo	_	ol. Therefore, as a regis	tered family of St. Mel Scho	ol, we agree to
1.	•	ase READ and INITIAL support the mission an	each item) d philosophy of St. Mel Scho	ool.
2.	We/I have read and	support the rules outline	ed in the Parent Handbook.	
3.		t Club functions, and any	ool activities, Parent-Teache other meetings called by th	
4.		to be used only for scho	sted in the St. Mel School D ol related business and may	•
S. 5.	identified below. Regis Graduation and Confirm	tration for students in 8 ^t nation fees identified be	60.00 for each child in grades grade is \$400.00 which incl ow. This Registration fee is ent is signed and is non-ref u	udes payable to the
	NAME:	GRADE:	AMOUNT	
6.	We/I understand that Management Service	,	be financed through SMART	Tuition
	We/I choose to	finance the Registration	fee through SMART.	
	We/I choose no my check is atta		fees through SMART and	

7.		We/I understand tuition is paid to SMART Tuition Management Services. Payment may be amortized over a 10 month period, paid in full by May 4, 2012 or in scheduled quarterly payments paid directly to St. Mel School.
8.		We/I understand a \$43.00 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, 2011. (This fee will be waived if your tuition is paid in full on Registration Day, Wednesday, May 4, 2011).
9.		_ We/I agree to pay a late charge of \$45.00 for every payment received by SMART Tuition Management Services more than 10 calendar days after it first becomes due.
TUI	TION	
10.		We have read and understand the tuition rates, material and registration fees, sports fee and drama fee for the 2011-2012 school year. We agree to timely pay all of the following charges:
	A.	(Please check ONLY one of the following payment options.) One annual payment due AT TIME OF REGISTRATION.
	B.	Ten monthly payments through SMART beginning June 30, 2011 through March 30, 2012.
	C.	Quarterly payments paid directly to St. Mel School. Scheduled Payments are due by: June 1, 2011, September 1, 2011, December 1, 2011 and April 1, 2012.
FIN	ΔNC	IAL AID & DETERMINATION OF STATUS
11.	A110	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 (#10).
12	Α.	Determination of status. (Please check one.) 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 \$
		L COMMITMENT We individually understand that we are igintly liable for payment for the
13.		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).
14		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 \$350.00 Parent Club

	obligation and Scrip Commitment (or unmet balance remaining) is due at the time of withdrawal.
15.	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.
16.	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.
17.	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.
	Me/I recognize that the St. Mel Parent's Club provides essential support to the School. In particular, we understand that fund-raisers conducted by the Parent's 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 Parent's Club for the 2011 -2012 school year and to contribute a net total of at least \$350.00 to the School.
19.	 We/I understand this may be contributed through one of the following Parent's Club Events: 1. Parent Club Dues of \$50.00 due at Registration 2. *Contributions to the Auction 3. *Contributions to the Crab Feed 4. *Contributions to the Wine Event 5. *Contributions to the Jog-A-Thon
	*We/I understand receipts for items donated to these events must be submitted with donated items for credit toward the \$350.00 commitment or credit will be given for the amount the item sold for at the fundraiser (not to exceed retail value).
20.	We/I agree that, at the discretion of the Principal, this obligation may be satisfied in kind, instead of in cash. We/I further agree to satisfy this obligation by March 31, 2012.
SCRIP	PROGRAM
	We/I understand each family registered at St. Mel School will be required to participate in the Scrip program at a minimum level of \$3000.00 per school year. All Scrip purchases made from April 1, 2011 through March 31, 2012 will count towards meeting the \$3,000.00.
22.	We/I understand there is an option to bypass the Scrip commitment and participate in an Optional Buyout for \$225.00.
	We/I am choosing to pay the Optional Buyout in the amount

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** (Wine Event, Auction, Crab Feed, Jog-A-Thon). For those families who do not perform the required number of service hours by March 31, 2012, there will be a **NON-PARTICIPATORY** registration fee of \$1100 for a student entering grades TK-7th and \$1150 for a student entering 8th grade for the 2012-2013 school year. It is important that all hours be completed. Partial completion of service hours will be subject to this fee.

23 We/I understand that all families of St. Mel School are exp MINIMUM of 45 hours or 30 hours for a single parent. Each f tracking their own hours. Since every family shares in the substar proceeds of our Catholic school's family fundraising activities, all r labors necessary to assure their profitable operation.	amily is responsible for anial benefits from the
24 We/l agree to actively participate in the Service Hours Prunderstand a NON-PARTICIPATORY registration fee entering grades TK-7 th and \$1150 for a student entering 2013 school year.	of \$1100 for a student
(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			student's ast Name				
First Name		L	ast Name				_
Address							
City	State		Zip		Home		
Oity .	A Section 1		100 March		Phone		
Father's			Father's				
First Name			Last Name				
Address (if different)							
City	State		Zip		Home		
					Phone		
Employer		Work		Cell			
		Phone		Phon	ie		
Email Address							
Mother's			Mother's				
First Name			Last Name				
Address (if different)	and the state of						
City	State		Zip		Home		
					Phone		
Employer		Work		Cell			
		Phone		Phon	ne		
Email Address	Other Adults To	L	se Of Emergenc		arents)		
Email Address	Other Adults To	L		y (After P	arents)		
		L	se Of Emergency Emergency Con Last Name	y (After P	arents)		
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Email Address Emergency Contact First Name Home	Other Adults To	Contact In Cas	Emergency Con	y (After P tact Relat	tionship		
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Emergency Contact First Name Home Phone MEDICAL INFO Student's Physician's Name	Other Adults To	Contact In Cas	Emergency Con Last Name	y (After P tact Relat To S	tionship tudent Subscriber Rela		
Emergency Contact First Name Home Phone MEDICAL INFO Student's Physician's Name Health Insurance	Other Adults To	Contact In Cas Work Phone	Emergency Con Last Name Physician Phone	y (After P tact Relat To S	tionship tudent		rent [
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ST. MEL SCHOOL DIRECTORY 8TH GRADE FUND-RAISER

www.stmelschool.org

The School Directory (Buzz Book), will be available in the fall of 2011. The cost is \$12.00. If you wish to be listed in this directory for 2011-2012, please fill in the following:

LAST NAME:		
PARENT'S NAME:		
ST. MEL CHILDREN'S NA	<u>AMES</u>	<u>GRADE</u>
OIT\/		
DUONE NUMBER		
	our business so that me	embers of St. Mel School may
NAME OF BUSINESS ADDRESS		
CITY		
PHONE NUMBER E-MAIL ADDRESS		

We ask, if possible, that you donate \$15 for advertising. All donations are gratefully received and will be used to defray printing costs.

Please submit a check in the amount of \$12.00 for the purchase of a school directory and, if you are advertising in the directory, please include an additional donation of \$15.00 to ST. MEL SCHOOL.

	* 5.5			* 1				
	4	4 54 55		2				
Dear Parents,		150						
The school maintains upcoming school ever found on the school w	ite and nho	tographs and	articles abo	ut recently i	ieid school	events are j	, The Bell, inform ust some of what	nation about can be
Some of the learning of production, and gradu used on the school we newspaper article. It is website. We may also writing. Again, it is o	ations are posite. We use our policy	ohotographed use these pho to not publ	and videota tographs in a ish the name or students'	way simila way simila es of the chi	es, these pi r to what w ildren who school wel	ould be fou appear in the site. This	ind or videotapes nd in a newsletter ne photographs on may include artwo	or the
It is up to you as a par your child's work and	ent to decident photos and	de whether of de videotap	r not you wo	uld like to g lude your ch	ive us pem ild.	nission to pu	iblish on the scho	ol website
CHECK THIS BOX O	ONLY IF Y	OU <u>DO NO</u>	T GIVE US	PERMISSI	ON TO PU	BLISH THI	S	
IF YOU DO NOT CH CONSENT FOR US T CONTAINING YOU	TO PUBLI	SH YOUR C	R SIGNATU HILD'S WO	RE BELOV RK AND P	V WILL SI HOTOGR	ERVE AS Y APHS/VIDI	OUR EOTAPES	
You may contact the S	School Prin	cipal if you l	have question	is regarding	this inforn	nation		
Thank you, The St. Mel Web Site	Committee							
					19			
	- 8							
Please sign below to a	cknowledg	ge receipt of t	his informati	on.				
STUDENT(S) NAME	76\ Plane	a print						
STUDENT(S) NAME	(S) - Fleas	se print			35,000			
2.35				9	100		12	
		7-12-111-						
PARENT/GUARDIA	N SIGNAT	TURE						
							1	F. (*
		2					o ala	50
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Computer Use Policy St. Mel School

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:

Goals

To provide a variety of electronic tools to help students and teacher develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

To encourage critical thinking and problem solving skills which are needed in this increasing electronic and global society.

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 material 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.

Responsibility of Publications/Website Postings

St. Mel maintains a website. Some of the learning experiences that students enjoy during the school year are often photographed and videotaped. We use these photographs in a way similar to what would be found in a newsletter or newspaper article. It is our policy to not publish the names of children who appear in the photographs on the website. Occasionally, we publish student work on the website. This may include artwork or writing. Again, it is our policy to not publish the names of the children whose work is published. It is up to parents to decide whether or not it is permissible to publish a child's work or photo.

General Guidelines for use of the Internet:

- 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.

Specific Guidelines

- 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 e-mail 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 Disciplinary or legal action by the school or other involved parties

2011-2012 Computer Use Agreement

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

In regards to technology, I have read and under guidelines provided.	stood the information provided by St. Mel School and agree to the
	or photos of my child/children for St. Mel publications/website
Parent/Guardian Name (please print)	Student Name (please print)
Parent/Guardian Signature	Student Signature
Parent/Guardian Name (please print)	Additional Student Name (please print)
Parent/Guardian Signature	Student Signature
	Additional Student Name (please print)
	Student Signature
	Additional Student Name (please print)
	Student Signature

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 2011-2012 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	Festival Helpers
OL 400D OOM 400IOTANOE	Crab Feed Chairperson
CLASSROOM ASSISTANCE	Crab Feed Committee Chair
Classroom helper	Crab Feed Helper
Field trip driver (max 4 hours per trip) Room mother coordinator	Jog-a-thon Chairperson
	Jog-a-thon Helper
Room mother: Grade	Spring Tea Event Chairperson
Class fund-raiser (Under the	Spring Tea Event Helper
direction of room mothers & teachers)	Wine Event Helper
REVENUE SAVING JOBS	Wine Event Helper
	See's Candy fundraiser Art Docent
Health chairpersonHealth committee helper	Art bocent Casino Night Chairperson
Parking lot coordinator	Casino Night Chairperson
Parking lot greeter	Casino Night Helper
Office helpers	Littertainment book Helper
Hot Lunch helper	
Hours recorder	
Library coordinator	
Library helper	
IT Support	
Website Helper	
Morning Cone Duty (7:25 a.m.)	
Worming Cone Duty (7.23 d.m.)	
FUNDING SUPPORT	
Scrip Selling	
Grant Writing	
Orant writing	
LAST	
NAME:	
(please print)	
(please print)	
FIDET NAME	
FIRST NAME(please print)	
(please print)	
DUONE #	
PHONE #	
FAAAU	
EMAIL:	
School Advisory Commission	
FUNDRAISING ACTIVITIES	
Auction Chairperson	
Auction Committee Chair	
Auction Helper	
Book Fair Chairperson	
Book Fair Helper	
Festival Chairperson	

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))		
	pensation or future emp	ard are being donated by me to the Diocese of bloyment, and that I provide these services for	
services I wish to provide. I further under upon the termination of my volunteer serv	stand that I will not be exices (regardless of whet the Diocese's worker's of	nefits in connection with the volunteer entitled to unemployment insurance benefits her such termination is initiated by me or by compensation insurance in the event of injury ide.	
Volunteer Signature		Date	
Principal Signature		Date	