

NOTRE DAME CATHOLIC SCHOOL
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www.notredamedenver.org

2016-2017

REGISTRATION INFORMATION

ADMISSION POLICY

Students, preschool through eighth grade, will be accepted into Notre Dame Catholic School according to the following norms:

- Notre Dame Catholic School students currently enrolled in preschool through eighth grade who re-registered for the 2016/2017 school year by February 1, 2016.
- Sibling(s) new to Notre Dame School registering for 2016/2017 who have completed registration by February 1, 2016.
- Catholic families registered and contributing to their parish. (See page 3)
- Others (See page 3)

According to Archdiocesan policy, Notre Dame Catholic School will not admit a student "unless he or she has a reasonable hope of successfully completing the school's program" (Policy No. 2000 [b]). All applicants and their parents, in grades 1-8 will be interviewed by an administrator. Every child is admitted on a ninety (90) day probationary period.

AGE REQUIREMENTS FOR ENROLLMENT

According to the policies of the Archdiocese of Denver, "A child entering kindergarten must be five years old on or before October 1 (of that year). Legal verification must be provided to the school prior to admission." (Policy No. 2000 [d]). For enrollment into first grade, Notre Dame requires all students to have attended (1) year of kindergarten.

DOCUMENTATION NEEDED AT TIME OF REGISTRATION

All new preschool through eighth grade applicants:

- Birth certificate
- Baptismal certificate
- Current immunization record
- Current report card or progress report (first – eighth grade)

REGISTRATION FEE

There is a \$220.00 non-refundable registration fee per family per school year due at the time of registration. The registration fee is applicable for preschool through eighth grade. The registration fee may be paid by cash, check or credit card. Please be aware that there is a service fee when using a credit card.

CHECKS SHOULD BE MADE PAYABLE TO **NOTRE DAME CATHOLIC SCHOOL.**

Tuition Schedule from August 2016 – May 2017

All families must have a signed tuition agreement on file with the school office.

Students in full day preschool and full day pre-kindergarten may come as early as 7:00 a.m. and stay until 6:00 p.m. These hours are included in your child’s full day tuition. Attendance of five (5) hours or more constitutes a full day student. Classes start at 8:00 a.m.

For **preschool**, you may mix full days and half-days but your child is required to attend at least two non sequential days per week. You may choose the days of the week that are convenient for you and your child. Please fill out the Selection Sheet on page 5. **Two (2) half-days non sequential per week** (i.e. Monday, Wednesday or Tuesday, Thursday) are required for preschool students.

For **pre-kindergarten**, you may choose a half day or full day schedule from the Selection Sheet (page 6) that meets your needs. *You may add days once school starts if space is available.* Three (3) half-days per week, Tuesday, Wednesday and Thursday are required for pre-kindergarten students.

Half-day program begins at 8:00 A.M. and dismisses at 11:30 A.M.

Sessions	Annual	Semi-Annual	Quarterly	Monthly
5 mornings/wk	\$3,672.50	\$1,836.25	\$918.13	\$367.25
4 mornings/wk	2,973.00	1,486.50	743.25	297.30
3 mornings/wk	2,273.50	1,136.75	568.38	227.35
2 mornings/wk	1,574.00	787.00	393.50	157.40

Full day program

Students in full day preschool and full day pre-kindergarten may come as early as 7:00 a.m. and stay until 6:00 p.m. These hours are included in your child’s full day tuition. Attendance of five (5) hours or more constitutes a full day student. Classes start at 8:00 a.m.

Sessions	Annual	Semi-Annual	Quarterly	Monthly
5 full days/wk	\$7,170.00	\$3,585.00	\$1,792.50	\$717.00
4 full days/wk	5,771.00	2,885.50	1,442.75	577.10
3 full days/wk	4,372.00	2,186.00	1,093.00	437.20
2 full days/wk	2,973.00	1,486.50	743.25	297.30

GRADES Kindergarten through 8th

MEMBERS of any CATHOLIC PARISH

<i>Students</i>	<i>Method of Payment</i>	<i># of Payments</i>	<i>Amount of Payments</i>
1 student	annual	1	\$ 5,170.00
	semi-annual	2	2,585.00
	quarterly	4	1,292.50
	monthly	10 (August thru May)	517.00
2 students	annual	1	9,823.00
	semi-annual	2	4,911.50
	quarterly	4	2,455.75
	monthly	10 (August thru May)	982.30
3 students	annual	1	14,476.00
	semi-annual	2	7,238.00
	quarterly	4	3,619.00
	monthly	10 (August thru May)	1,447.60

OTHERS

Each student	annual	1	6,452.00
	semi-annual	2	3,226.00
	quarterly	4	1,613.00
	monthly	10 (August thru May)	645.20

DEFINITIONS:

CATHOLIC PARISH MEMBERS

In order to be considered a "Catholic parish member" the following requirements must be met:

- The family must be registered with a parish six months prior to school registration.
- The family verifiably contributes on a regular basis to the financial support of the parish.
- The family attends mass regularly and is involved in the activities, organizations, or programs of the parish.
- The child(ren) must be baptized.

OTHERS

- Catholic families who do not meet the requirements for "parish members."
- Non-Catholics
- Children not baptized

TUITION PAYMENT SCHEDULE OPTIONS

The link to FACTS Tuition Management can be found on the Notre Dame School website.

All Notre Dame School families must use FACTS Tuition Management. Payments are automatically withdrawn from either a checking or savings account. Credit card payments are acceptable with an additional 2.75% service fee.

ANNUAL PAYMENT – FACTS withdraws one (1) full tuition payment from your account on August 10th.

SEMI-ANNUAL PAYMENTS – FACTS withdraws two (2) tuition payments from your account on August 10th and January 10th.

QUARTERLY PAYMENTS – FACTS withdraws four (4) tuition payments from your account on August 10th, November 10th, February 10th and May 10th.

TEN MONTHLY PAYMENTS – FACTS withdraws ten (10) tuition payments from your account on the 5th or 20th of the month, August through May.

TUITION ASSISTANCE

Families requesting tuition assistance must apply through FACTS Tuition Management at <https://online.factsmgt.com/aid>. There is a \$30.00 fee for those applying. Applications are reviewed by the pastor, principal and business manager. Parents are notified if tuition assistance will be given. Please direct any question regarding tuition assistance to Charlene Molis at 303-742-2378.


EXTENDED CARE PROGRAM AT THE EARLY LEARNING CENTER

The extended care program is before school, 7:00 a.m. to 8:00 a.m., and after school, 3:00 p.m. to 6:00 p.m., and some non-school days for preschool through 8th grade. *(Fees for this program will be paid to the Early Learning Center and are not part of school tuition.)* Please contact the Early Learning Center for information, rates and registration at (303) 935-8810.

3 Year Old Pre School Selection Sheet 2016-2017

Name of Student: _____

Students Birthday: _____
(Must be 3 years old by October 1, 2016 and potty trained.)

Please check  days your student will be attending.

Preschool Half-Day (8:00-11:30 A.M. only)

_____	Monday
_____	Tuesday
_____	Wednesday
_____	Thursday
_____	Friday

Preschool Full Day

_____	Monday
_____	Tuesday
_____	Wednesday
_____	Thursday
_____	Friday

- A minimum of two (2) non sequential classes per week are required for preschool. (Such as Monday and Wednesday or Tuesday and Thursday.)
- Once school starts you may add days to your students schedule but not decrease the number of days your student attends.

Parent Signature _____

Date: _____

Pre-Kindergarten Selection Sheet 2016-2017

Name of Student: _____

Students Birth Date: _____
(Students must be 4 years old by October 1st, 2016.)

Please check  your choice

Pre-Kindergarten Half Day

- ___ Tuesday, Wednesday, Thursday
- ___ Monday Tuesday, Wednesday, Thursday
- ___ Tuesday, Wednesday, Thursday, Friday
- ___ Monday, Tuesday, Wednesday, Thursday, Friday

Pre-Kindergarten Full Day

- ___ Tuesday, Wednesday Thursday
- ___ Monday, Tuesday, Wednesday, Thursday
- ___ Tuesday, Wednesday, Thursday, Friday
- ___ Monday, Tuesday, Wednesday, Thursday, Friday

(Once school begins you can only add days if available.)

Parent Signature _____

Date: _____