

**NOTRE DAME PARISH SCHOOL**  
**2165 South Zenobia Street**  
**Denver, CO 80219**  
**Phone: 303-935-3549**  
**Fax: 303-937-4868**  
**www.notredamedenver.org**

**2017-2018**

## **REGISTRATION INFORMATION**

### **ADMISSION POLICY**

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

- Notre Dame Parish School students currently enrolled in preschool through eighth grade who re-register for the 2017/2018 school year by March 6, 2017.
- Sibling(s) new to Notre Dame Parish School registering for 2017/2018 who have completed registration by March 6, 2017.
- Catholic families registered and contributing to their parish. (See page 3)
- Others (See page 3)

According to Archdiocesan policy, Notre Dame Parish 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.

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

**Tuition Schedule from August 2017 – May 2018**

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

**GRADES Preschool and Pre-Kindergarten**

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. Classes start at 8:00 a.m.

For **3-year-old preschool**, you may choose a half day or full day schedule from the Selection Sheet (page 5). Minimum 3 one-half days.

For **4-year-old pre-kindergarten**, you may choose a half day or full day schedule from the Selection Sheet (page 6).

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

<b>Sessions</b>	<b>Annual</b>	<b>Semi-Annual</b>	<b>Quarterly</b>	<b>Monthly</b>
5 mornings/wk	\$3,780.00	\$1,890.00	\$945.00	\$378.00
4 mornings/wk	3,060.00	1,530.00	765.00	306.00
3 mornings/wk	2,340.00	1,170.00	585.00	234.00
(Preschool only)				

**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.

<b>Sessions</b>	<b>Annual</b>	<b>Semi-Annual</b>	<b>Quarterly</b>	<b>Monthly</b>
5 full days/wk	\$7,360.00	\$3,680.00	\$1,840.00	\$736.00
4 full days/wk	5,940.00	2,970.00	1,485.00	594.00
3 full days/wk	4,500.00	2,250.00	1,125.00	450.00
(Preschool only)				

**GRADES Kindergarten through 8<sup>th</sup>****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	\$ 5,325.00
	semi-annual	2	2,662.50
	quarterly	4	1,331.25
	monthly	10 (August thru May)	532.50
2 students	annual	1	10,118.00
	semi-annual	2	5,059.00
	quarterly	4	2,529.50
	monthly	10 (August thru May)	1,011.80
3 students	annual	1	14,910.00
	semi-annual	2	7,455.00
	quarterly	4	3,727.50
	monthly	10 (August thru May)	1,491.00

**OTHERS**

<b>Each student</b>	annual	1	6,646.00
	semi-annual	2	3,323.00
	quarterly	4	1,661.50
	monthly	10 (August thru May)	664.60

**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 Parish School website.

All Notre Dame Parish 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 2.85% service fee.

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

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

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

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

**TUITION ASSISTANCE**

Families requesting tuition assistance must apply through FACTS Tuition Management at <https://online.factsmgt.com/signin/3CX25>. 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. Available for K-8<sup>th</sup> grade only. However, there is a Denver Preschool Program available for Pre-Kindergarten aged children that provides tuition credit to Denver residence. To learn more about the program, go to [www.dpp.org](http://www.dpp.org).


**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., for preschool through 8<sup>th</sup> 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. Kindergarten thru 8<sup>th</sup> grade have supervision in the Family Center at no charge from 7:30 to 8:00 a.m.

### **3-Year-Old Preschool Selection Sheet 2017-2018**

**Name of Student:** \_\_\_\_\_

**Students Birth Date:** \_\_\_\_\_  
**(Must be 3 years old by October 1, 2017 and toilet trained.)**

Please check  days your student will be attending.

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

- \_\_\_ Monday, Wednesday & Friday
- \_\_\_ Tuesday, Wednesday & Thursday
- \_\_\_ Monday, Tuesday, Wednesday & Thursday
- \_\_\_ Tuesday, Wednesday, Thursday & Friday
- \_\_\_ Monday, Tuesday, Wednesday, Thursday & Friday

**Preschool Full Day**

- \_\_\_ Monday, Wednesday & Friday
- \_\_\_ Tuesday, Wednesday & Thursday
- \_\_\_ Monday, Tuesday, Wednesday & Thursday
- \_\_\_ Tuesday, Wednesday, Thursday & Friday
- \_\_\_ Monday, Tuesday, Wednesday, Thursday & Friday

(Once school begins you can only add or make changes to your child's scheduled days if space is available. Classes are limited in number.)

**Parent Signature** \_\_\_\_\_

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

# Pre-Kindergarten Selection Sheet 2017-2018

Name of Student: \_\_\_\_\_

Students Birth Date: \_\_\_\_\_  
(Students must be 4 years old by October 1<sup>st</sup>, 2017.)

*Please check  your choice*

**Pre-Kindergarten Half-Day (8:00-11:30 a.m. only)**

- \_\_\_ Monday Tuesday, Wednesday, Thursday
- \_\_\_ Tuesday, Wednesday, Thursday, Friday
- \_\_\_ Monday, Tuesday, Wednesday, Thursday, Friday

**Pre-Kindergarten Full Day**

- \_\_\_ Monday, Tuesday, Wednesday, Thursday
- \_\_\_ Tuesday, Wednesday, Thursday, Friday
- \_\_\_ Monday, Tuesday, Wednesday, Thursday, Friday

(Once school begins you can only add or make changes to your child’s scheduled days if space is available. Classes are limited in number.)

Parent Signature \_\_\_\_\_

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