

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

## **REGISTRATION INFORMATION**

### **ADMISSION POLICY**

Students, Preschool through Eighth grade, will be accepted into Notre Dame Parish School according to the following priority:

- Notre Dame Parish School students currently enrolled in Preschool through Eighth grade who re-register for the 2019/2020 school year by **February 6, 2019**.
- Sibling(s) of current students, new to Notre Dame Parish School registering for 2019/2020 who have completed registration by February 6, 2019.
- Catholic families registered and contributing to their parish. (See page 2)
- Others (See page 2)

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 new applicants and their parents, in grades 1-8 will be interviewed by an administrator prior to acceptance. Every new student 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 Parish School 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)

All students

- Parish Affiliation Form
- Signed Archdiocese of Denver Catholic Schools Appendix TT

### **REGISTRATION FEE**

**There is a \$220.00 nonrefundable 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. Check should be made payable to Notre Dame Parish School. Your signed tuition contract, Parish Affiliation form and paid registration fee must be on file in the school office along with the above documentation to be considered registered. You will be charged the out of Parish tuition rate until we receive your Parish Affiliation, signed by your Pastor, confirming your family's Parish status.

**Tuition Schedule from August 2019 – May 2020****GRADES Kindergarten through 8<sup>th</sup>****CATHOLIC PARISH MEMBERS**

To be considered a "Catholic parish member," the following requirements must be met:

- The family must be registered with a parish for 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.

<i># of Students</i>	<i>Tuition Amount</i>
1 student	\$ 5,485.00
2 students	\$10,420.00
3 students	\$ 15,350.00

**OTHERS**

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

	<i>Tuition Amount</i>
<b>Each student</b>	\$6,800.00

**Preschool, & Pre-Kindergarten Tuition Rates****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	\$3,890.00	\$1,945.00	\$973.00	\$389.00
4 mornings/wk	3,150.00	1,575.00	788.00	315.00
3 mornings/wk	2,410.00	1,205.00	603.00	241.00
2 mornings/wk	1,670.00	835.00	418.00	167.00

**Full-day program**

Students in Full-day Pres-School may come as early as 7:00 a.m. and stay as late as 6:00 p.m. These hours are included in your child's full day tuition. Classes start at 8:00 a.m. and end at 3:00 p.m.

<b>Sessions</b>	<b>Annual</b>	<b>Semi-Annual</b>	<b>Quarterly</b>	<b>Monthly</b>
5 full days/wk	\$7,580.00	\$3,790.00	\$1,895.00	\$758.00
4 full days/wk	6,120.00	3,060.00	1,530.00	612.00
3 full days/wk	4,630.00	2,315.00	1,158.00	463.00
2 full days/wk	3,150.00	1,575.00	788.00	315.00

**Please see Preschool & Pre-Kindergarten registration sheet for scheduling choices.**

**Three- Year-Old Preschool (Must be 3 by October 1)**

- A minimum of two (2) non-sequential classes per week are required for Pre-School. (Such as Monday and Wednesday or Tuesday and Thursday.) Either full day or half day.

**Pre-Kindergarten (Must be 4 by October 1)**

- Choice of either 4 or 5 half days or 4 or 5 full days. Half-days 8:00 – 11:30, full day 8:00 – 3:00

Full day tuition rates for Pre-School and Pre-Kindergarten includes before and After School Care.

**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 accepted with an additional 2.85% service fee.

**ANNUAL PAYMENT** – FACTS withdraw one (1) full tuition payment from your account on August 12<sup>th</sup>.

**SEMI-ANNUAL PAYMENTS** – FACTS withdraw two (2) tuition payments from your account on August 12<sup>th</sup> and January 10<sup>th</sup>.

**QUARTERLY PAYMENTS** – FACTS withdraw four (4) tuition payments from your account on August 12<sup>th</sup>, November 11<sup>th</sup>, February 10<sup>th</sup> and May 11<sup>th</sup>.

**TEN MONTHLY PAYMENTS** – FACTS withdraw ten (10) tuition payments from your account on the 5<sup>th</sup> or 20<sup>th</sup> of the month, August through May, or on the next business day if the 5<sup>th</sup> or the 20<sup>th</sup> is on a weekend or a holiday.

**Tuition Assistance for Catholic Parish Members**

Tuition assistance is available for qualifying families who complete the Variable Tuition Program application by March 31, 2019. Applications are reviewed by the Pastor, Principal and Business Manager. Please direct any questions regarding tuition assistance to the Principal at 303-935-3549. Please see our website for the link to apply.

**EXTENDED CARE PROGRAM AT THE EARLY LEARNING CENTER  
Kindergarten to 8<sup>th</sup> grade**

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 Kindergarten through 8<sup>th</sup> grade. Fees for this program will be paid through your FACTS account. Registration for the Notre Dame Early Learning Center Extended Care program must be filled out yearly. Please contact the Early Learning Center for information, rates and registration at (303 935-8810). Kindergarten through 8<sup>th</sup> grade have supervision in the Family Center at no charge from 7:30 a.m. to 8:00 a.m. on school days.