



St. Luke Catholic School

A NOTRE DAME ACE ACADEMY

Registration 2020-21 School Year

Student Information

Student #1

Last Name: _____ First Name: _____ Nickname: _____ Grade: _____
 Social Security #: _____ - _____ - _____ Gender: Male Female Date of Birth: ____ mm / ____ dd / ____ yy
 Has student been baptized? Yes _____ No _____ Date: _____ Location: _____
 Has student received First Holy Communion? Yes _____ No _____ Date: _____ Location: _____

Student #2

Last Name: _____ First Name: _____ Nickname: _____ Grade: _____
 Social Security #: _____ - _____ - _____ Gender: Male Female Date of Birth: ____ mm / ____ dd / ____ yy
 Has student been baptized? Yes _____ No _____ Date: _____ Location: _____
 Has student received First Holy Communion? Yes _____ No _____ Date: _____ Location: _____

Student #3

Last Name: _____ First Name: _____ Nickname: _____ Grade: _____
 Social Security #: _____ - _____ - _____ Gender: Male Female Date of Birth: ____ mm / ____ dd / ____ yy
 Has student been baptized? Yes _____ No _____ Date: _____ Location: _____
 Has student received First Holy Communion? Yes _____ No _____ Date: _____ Location: _____

Student #4

Last Name: _____ First Name: _____ Nickname: _____ Grade: _____
 Social Security #: _____ - _____ - _____ Gender: Male Female Date of Birth: ____ mm / ____ dd / ____ yy
 Has student been baptized? Yes _____ No _____ Date: _____ Location: _____
 Has student received First Holy Communion? Yes _____ No _____ Date: _____ Location: _____

Family Information

White Black Hispanic Multi-Racial Pacific Island/Native Hawaii Asian American Indian/Native Alaskan
 Student lives with: Mother Father Guardian Other
 Father Deceased Mother Deceased Parents Separated Parents Divorced

Are there any court orders regarding educational decisions or custody of the child(ren)? No Yes (if yes, a copy must be furnished.)

Please check the Parish in which your family is registered (if St. Luke, include envelope #):

- St. Luke: envelope # _____
- Sacred Heart Holy Name
- St. Matthew Other _____

Father's Information

Last Name: _____ First Name: _____ Home #: _____ Cell #: _____
Address: _____ City: _____ Zip Code: _____
Occupation: _____ Employer: _____ Work #: _____
Email Address: _____

Mother's Information

Last Name: _____ First Name: _____ Home #: _____ Cell #: _____
Address: _____ City: _____ Zip Code: _____
Occupation: _____ Employer: _____ Work #: _____
Email Address: _____

Emergency Information

The following people have permission to release my child/children from school.

Name: _____ Relationship to Student: _____ Phone: _____

Name: _____ Relationship to Student: _____ Phone: _____

Name: _____ Relationship to Student: _____ Phone: _____

Please provide us with a password (one word) for phone calls or pick up: _____

Medical Information

Child's Name: _____ Allergies: _____ Diagnosis: _____ Medication: _____

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Child's Name: _____ Allergies: _____ Diagnosis: _____ Medication: _____

Previous School Information

School Name: _____ City, State: _____ Phone #: _____ Fax #: _____

School Name: _____ City, State: _____ Phone #: _____ Fax #: _____

Scholarship

Check the type of scholarship your child receives

Step-up

Gardiner

None

Family Empowerment

McKay



St. Luke
 CATHOLIC SCHOOL
 A NOTRE DAME ACE ACADEMY

Enrollment Contract

Student #1

Name: _____ Entering Grade: _____

Student #2

Name: _____ Entering Grade: _____

Student #3

Name: _____ Entering Grade: _____

Student #4

Name: _____ Entering Grade: _____

RESPONSIBILITY FOR PAYMENT

Both parent(s) or legal guardian(s) and/or other person(s) responsible for paying bills must sign this contract. All such persons signing this contract as responsible for payment shall be jointly and severally obligated hereunder. The School will withhold student grade reports, student transcripts, diplomas, and recommendations if specified tuition and fees are not paid when due. In addition, the School reserves the right not to permit a student to attend class if tuition and fees are in arrears.

Signature of person(s) responsible for payment:

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Bill should be sent to:

Name: _____ Telephone: (__) _____

Address:

Street _____ City _____ State _____ Zip Code _____

TUITION PAYMENT SCHEDULE

CHECK ONLY ONE:

- Schedule 1: Full payment due on or before July 1 (discount of \$250).
- Schedule 2: 50% of tuition due on or before July 1; 50% of tuition due on or before December
- Schedule 3: Quarterly payments (25% each) due July 1, October 1, January 1, and April 1
- Schedule 4: Eleven monthly payments due on the 5th or 20th of each month, beginning July

TERMS AND CONDITIONS OF ENROLLMENT

Payments

1. Annual registration fees and non-refundable fees must be paid.
2. Tuition payments are due in accordance with one of the payment schedules described on the front of this contract.
3. All payment schedules, other than full tuition, will be handled through FACTS management system.
4. Failure to enroll in FACTS management system will result in payments automatically defaulting to full payment.
5. Any payment that is 30 or more days past due will be assessed a late fee at a monthly rate of 2.5%.
6. Any and all fees associated with returned checks or insufficient funds will be paid by the person(s) assuming financial obligation under this enrollment contract.
7. The School reserves the right to require payment by cash or cashier / bank check for any returned checks or insufficient funds.
8. Tuition rates will be based on the NON PARISHIONER RATE unless an Application for Discounted Tuition Form is signed as verified by the Pastor and returned to the school office by May 31.
9. If written notification of intention to withdraw a student is received by the school before August 10, this enrollment contract will be terminated. St. Luke Catholic School will retain the non-refundable registration fee, but the person(s) assuming financial obligation under this contract shall not have further financial responsibility.
10. Once the enrollment contract is signed and the withdrawal date of August 10 has passed, the person(s) assuming financial obligation under this enrollment contract are jointly and severally obligated to pay the full year's tuition. Balances will be charged a late fee at the monthly rate of 2.5%. No refunds of any tuition will be made.

Conditions

1. It is understood that enrollment for the 2020 – 2021 school year is contingent upon the student's satisfactory completion of the current school year.
2. Grade and classroom placement is determined by the School and does not constitute a part of this contract or its subsequent renewals.
3. The School will withhold student grade reports, student transcripts, diplomas, or recommendations if specified tuition and fees are not paid when due. In addition, the School reserves the right not to permit a student to attend classes if tuition and fees are in arrears.
4. It is agreed that all statements, rules, guidelines, etc. contained in the St. Luke Catholic School Family Handbook are hereby incorporated into this enrollment contract.
5. Any conduct by a St. Luke Catholic School student which the school authorities consider detrimental to the student or to other students, or to the school itself may be deemed adequate cause for appropriate disciplinary action, including suspension or dismissal.
6. St. Luke Catholic School believes that a positive and constructive working relationship between St. Luke Catholic School and a student's parent(s) or guardian(s) is essential to the fulfillment of St. Luke Catholic School's mission. Thus, St. Luke Catholic School reserves the right not to continue enrollment or not to re-enroll a student if St. Luke Catholic School reasonably concludes that the actions of the parent(s) or guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with St. Luke Catholic School's accomplishment of its educational purposes

ACKNOWLEDGMENT

Both parent(s) or legal guardian(s) must sign below indicating they have read and understand the Terms and Conditions Enrollment.

Signature of the mother or legal guardian _____ Date _____

Signature of the father or legal guardian _____ Date _____



St. Luke
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Tardy Policy

The final bell rings at 7:50 a.m. – if a student is not at morning assembly they must report to the office and receive a pass to class. If they reach 10 tardies per semester they will be charged a \$5 fee per tardy up to and including 15 (a total of up to \$75): on the 16th tardy, they will receive a 2- hour Saturday detention and an additional \$25 fine.

Student Name

Date

Parent Signature

Date



Letter of Permission for Student Electronic Email Access

Dear Parent/Guardian and Students:

As we continue to expand our STEM program and 21 century learning, St Luke Catholic School, A Notre Dame ACE Academy is pleased to offer Google email access to students in grades 3 through 8. To gain access, a student under the age of 13 must obtain parental permission and must return this form, signed by a parent or guardian, to their school office. This form is intended to be informational as well as to seek your permission.

Access to a Google email account will enable students to communicate and collaborate with students and teachers. Additionally, we will be able to fully integrate our chromebooks with Google educational apps. While our intent is to make email available to further educational objectives, parents/guardians should know student email addresses will have restrictions on what can be received. St Luke uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever evolving. School email shall not be used for social or personal reasons. If a student receives any inappropriate emails, he/she must report this to an adult immediately. Therefore, it is important for students to accept responsibility for their behavior. We believe that the benefits to students from email access outweigh any disadvantages.

Students will be trained at the school about proper email etiquette as well as online and email safety. Your student's email account will allow them to become fully engaged in our school learning community.

Student Info. (please print)

First Name _____ Last Name _____

Grade Level _____ Homeroom Teacher _____

Student Agreement: I agree to comply with school rules and the St. Luke Acceptable Use Policy. I realize that if I don't comply with the rules and guidelines, my account may be terminated, restricted, or suspended.

Student Signature: _____ Date: _____

Parent/Guardian Agreement: I have read this letter of permission and

_____ I agree to give my child access to electronic mail at St. Luke

_____ I do NOT agree to give my child access to electronic mail at St. Luke.

Parent/Guardian

Signature: _____ Date: _____