

March 12, 2018

Dear Parents,

Enclosed is the Registration/Tuition Form for the 2018-2019 school year. Please complete **both** sides and either mail it back to St. Leo Church or deposit it in the Registration Box outside the Religious Formation Office by **Monday, May 14, 2018. A SIGNED HARD COPY ACCOMPANIED BY TUITION IS REQUIRED.**

1. Complete the entire 2-sided registration form. For children in **grades 1-5, be sure to include a second choice of day**. You will be notified **ONLY** if you do not get your first choice of day.
2. All students must register again for the upcoming year. There is **NO AUTOMATIC PLACEMENT** from one grade to another.
3. Names will be placed on class lists in the order that completed registration forms are received by this office. Each class has a maximum of 12 students. If you are carpooling, I suggest you make sure that both parties get their registration in ASAP.
4. Children are not accepted into sacramental preparation programs unless they have completed the preceding grade curriculum satisfactorily.
5. If you register late and both days you have requested are full, you will be placed on a waiting list or you will have the option of teaching your child at home. This option is only available for grades 3,4, 5 and 6.

I look forward to working together with you in the faith formation of your child/children. If you have any questions or concerns, please feel free to contact me at the Religious Education Office.

Yours in Christ,

Eileen V. Towne,
Director of Religious Education

CHOICE OF DAY - **Grades 1-5 - Tues. or Wed. or Thurs. 4:15 - 5:15 p.m.**
Grade 6 & 7 - Wed. Eve. 7:00 - 8:00 p.m. (ONLY OPTION)
Grade 8 - Tues. Eve. 7:00 - 8:15 p.m. (ONLY OPTION)

Reminder: Due to Diocesan accounting procedures, the 3-tier tuition policy is based upon offertory contributions. Contributions are tracked from January to December of the calendar year *prior* to registration. Please be sure to use your envelopes, a loose check or credit card so that you can be properly credited for any contributions.

All fees must be paid before your child(ren) are placed in a class for 2018-2019. Cash, check or charge accepted. If you are in need of a payment plan, please contact the Religious Education office as soon as possible. No family will be denied Religious Education due to financial difficulties.

REGISTRATION/TUITION FORM FOR GRADES 1-8 2018-2019

PLEASE FILL IN ADDRESS & PHONE NUMBERS (to update our records)

_____ ADDRESS: _____
 (Family Name)

_____ ZIP CODE: _____

_____ (Father's Name) _____ (Mother's Name)

E-MAIL _____

Best Contact # _____ please indicate: Home / Cell / Work and Mother / Father
 Alternate Contact # _____ please indicate: Home / Cell / Work and Mother / Father

GRADES 1 - 5

4:15 - 5:15 P.M.

<u>Children</u>	<u>Grade</u> 2018-2019	<u>Choice of Day</u> <i>circle choice</i>		<u>Public School</u>
		1st choice	2nd choice	
1. _____	_____	Tu W Th	Tu W Th	_____
2. _____	_____	Tu W Th	Tu W Th	_____
3. _____	_____	Tu W Th	Tu W Th	_____

GRADES 6 & 7

7:00 - 8:00 P.M.

1. _____ Grade _____ **only on Wednesday** _____

2. _____ Grade _____ **only on Wednesday** _____

GRADE 8

7:00 - 8:15 P.M.

1. _____ **only on Tuesday** _____

2017 CONTRIBUTIONS

2018-2019 TUITION

	1 Child	2 Children	3+ Children
Tier 1 \$250 and above &/or new to the program	\$160	\$190	\$220
Tier 2 \$150 - \$249	\$260	\$290	\$320
Tier 3 \$0 - \$149	\$360	\$390	\$420

DUE MAY 14, 2018 (late fee \$50 after 5/14)

All fees must be paid before your child(ren) are placed in a class for 2018-2019. Cash, check or charge accepted. If you need a payment plan, please contact the Religious Education office as soon as possible.

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Please complete reverse side.....

1. Does your child have **FOOD** or **INSECT ALLERGIES**? (We will do what we can, but the child should know what he/she can or cannot eat.)

_____yes _____no

If yes, please describe: _____

Does your child have an epi pen? _____yes _____no

2. Does your child have any special medical or medicine needs? (We do not have a nurse on duty and, therefore, can only dispense band-aids.)

_____yes _____no

If yes, please describe: _____

3. Does your child have an IEP (Individual Educational Plan) or receive special education assistance? _____yes _____no

If yes, please describe: _____

4. Who is allowed to pick up your child? _____

5. Is there anything else we need to know about your child to have a safe and productive educational environment for him/her? Please include any other special needs, concerns or problems. _____

I have read and answered all the above questions and statements. If any of this information changes, I will submit this information in writing to St. Leo Religious Education Office.

Parent/Guardian Signature

Date

