

March 12, 2019

Dear Parents,

Enclosed is the Registration/Tuition Form for the 2019-2020 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 13, 2019. 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 2019-2020. 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.**



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 in order 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 of 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