



St. Catherine of Siena School

Policy Updates 2018-2019

The mission of Saint Catherine of Siena Parish and School is to provide a community of faith that fosters academic excellence and a foundation for a Christ-centered life.

The purpose of this document is to serve as an excerpt for the 2018-2019 Family Handbook. This enrollment document is intended to communicate updated policies that will take effect in the 2018-2019 academic year. An updated Family Handbook will be issued at the beginning of the school year.

Please list student name(s) below who will enroll for the 2018 – 2019 academic year.

	Student Name	Grade 2018 – 2019
Student 1:	_____	_____
Student 2:	_____	_____
Student 3:	_____	_____
Student 4:	_____	_____

- 1. Enrollment:** Students are enrolled for the entire Academic Year. This Contract applies only for the Academic Year. Parents of students must register for enrollment for each school year and re-enrollment is not guaranteed. We agree to all terms and conditions set forth herein and to pay the required amounts by the dates indicated.
- 2. Tuition:** Appendix A to this Contract sets forth the tuition and fee schedule for the Academic Year, and is part of this Contract. All families must either pay tuition in full to St. Catherine of Siena School or set up a loan through First Bank and Trust May 1st- May 15, 2018. Failure to meet your financial obligation by May 15th, will result in the student's removal from the school roster.
- 3. Tuition Payment:** There are two tuition payment options for the Academic Year. We agree to the following payment option: (if no payment option is selected, the family will be placed on payment option (B):
 - (A) _____ Tuition may be paid in full with cash, by personal check, using a money order or a cashier's check at the school office or a bank draft through First Bank and Trust;
 - (B) _____ Payment in ten (10) equal installments, due on either the 1st or the 15th of the month through a First Bank and Trust. Tuition loans begin in July and mature in April. The loan will have a fixed rate of interest and the interest will be computed on a simple interest basis.
- 4. Tuition Processing for Annual Payment Option:** Persons electing payment option (A), Annual Payment, will be invoiced by the School. We understand that tuition payments shall be deemed late after ten calendar (10) days from May 15, 2018, which is when payment is due.

5. **Tuition Processing For 10 Monthly Payment Option:** Persons electing payment option (B) shall pay tuition by either automatic account debit or automatic credit card debit (a/k/a electronic funds transfer) through First Bank and Trust. We understand that payment by either automatic account debit or automatic credit card debit shall occur on the dates as selected by the borrower of the loan starting in July. Tuition payments shall be deemed late after ten (10) days from the date any such payment is due. If loan payments are behind 45 days, borrower will receive reminder phone call. Late fees will be automatically assessed by First Bank and Trust on any tuition payments that are late, as set forth herein. For your child to begin school in August the loan must be current. The first and second payment MUST be made.
If parents choose to cancel loan, the parents are responsible to notify the bank on or before June 15. The parents are responsible for the outstanding principal, late fees, or other charges accrued and charged against the school's account.
6. **Student/Family Account:** We understand and agree that an account balance, in addition to tuition, may include charges for Extended Care, Graduation (7th Grade), Band, subscriptions, field trips, and miscellaneous items. We understand and agree that if tuition or any other payments are not current, the School may not allow the student to start school or be admitted to any class or activity.
7. **Medical Consent:** Parent(s) assume all responsibility for all medical, rescue, transportation and other expenses incurred on behalf of your Student. You will fully and immediately reimburse the School for any of those expenses that the School chooses to advance, in its sole discretion. The School has no obligation to advance any expenses on behalf of your Student.
8. **Administering Medications:** If your Student is taking over-the-counter and/or prescribed medications you must provide a signed authorization and all other information requested by the School, including evidence of a valid prescription from a licensed physician. No student may self-medicate unless they have a physician's/health care professionals and parent's approval. Oral medications will normally be dispensed by the office staff with written parental authorization. Medications given by routes other than through mouth are considered nursing care and regulated by the law relating to nursing care. Therefore, medications such as ointments, eye or eardrops, suppositories, or injections that are ordered by a physician can only be administered by the student's family members, a registered nurse, a licensed practical nurse, or self-administered by the students. The administration of medications by routes other than by mouth cannot be delegated to unlicensed school staff except in an emergency situation. The school cannot administer an unassigned EpiPen. At the end of the school year or at the end of the designated time for short-term medication, parents must pick up their child's medication from the front office. Any medication not claimed will be discarded.
9. **Release of Student:** The School may release your Student to any parent of the Student (not just the Parent who signs below), unless the Parent provides the School sufficient evidence as determined by the School, in its sole discretion, that a Parent does not have that right. Sufficient evidence may be in the form of a court order or parenting plan signed by both the Student's parents or entered by a court.
10. **Access to Student Information and School Records:** The School may release any information about your Student or give access to your Student's records or information about the Student to any Parent of the Student (not just the Parent who signs below), unless the Parent provides the School with sufficient evidence as determined by the school in its sole discretion, that a Parent does not have that right.
11. **Authorization from Any Parent:** Any Parent of your Student (not just the Parent who signs below) is authorized to make decisions on behalf of the Student, unless the Parent provides the School sufficient evidence as determined by the School in its sole discretion, that a Parent does not have that right. In the event of conflicting instructions from the Parents or Legal Guardians of the Student (when both are apparently authorized to make decisions on behalf of Student), the School may take any action it deems appropriate, in its sole discretion, which may include no action.

12. Communications: Certain information about your Student will be in a classroom directory for internal and emergency use. You grant the School permission to include any photograph or image of your Student in any School newsletter, web page, website, promotional marketing materials, catalogue, advertisement, school wide directory, or other School document or publication unless you initial the statement below.

_____ Parent does **NOT** give the School permission to publish any photograph or image of the Student(s) in any School web page, website, document or publication.

13. Representations and Other Agreements: Each person signing below as Parent or Legal Guardian represents and warrants that: (a) the person has full legal authority to enter into this Contract; (b) the person has the authority to make educational decisions on behalf of the Student; and (c) the person has read, understands and agrees to abide by the terms of this Contract.

14. Final Note: Failure to comply with any provision will result in the child being removed from the school. The principal and the pastor are the final recourse and reserve the right to amend the Family Handbook at any time. Parents will be given prompt notice of changes.

In signing this Agreement, we pledge our support of all school policies and confirm our understanding and agreement to all of the foregoing terms and conditions. If more than one person signs this contract, our obligation under its terms is joint and several. We further agree to inform the Business Office immediately of any changes in legal custody, or of serious and imminent financial difficulties that may affect our ability to meet the obligations undertaken herein. We further agree to respond promptly to all communications from the School.

Parent / Guardian

Dated: _____

Parent / Guardian

Dated: _____