



January 2018

Dear Parent(s) and Guardian(s):

I am excited to announce the start of the registration period for the 2018-2019 school year at the Diocese of Rochester Catholic Schools, effective **February 1, 2018**. In appreciation for the commitment of our current Catholic school families, we are thrilled to introduce the Family Ambassador Program. The program awards current families a \$500 tuition credit for successfully referring a new family, and a \$500 tuition credit to the new family. Additional information about the program can be found at www.dorschools.org/ambassador. We recognize that our families serve as our strongest advocates in the shared mission of providing an outstanding Catholic school education for the children we serve. A Catholic education is an investment in the future of your children.

For new families considering the gift of a Catholic education for your child(ren), we invite you to visit a Diocese of Rochester Catholic School. Please visit our website for more information at www.dorschools.org or contact the following Catholic schools directly:

All Saints Academy, Corning
Holy Cross School, Charlotte
Holy Family School, Elmira
Seton Catholic School, Brighton
Siena Catholic Academy, Brighton
St. Agnes School, Avon
St. Francis-St. Stephen School, Geneva
St. John Neumann School, Rochester
St. Joseph School, Auburn

St. Joseph School, Penfield
St. Kateri School, Irondequoit
St. Lawrence School, Greece
St. Louis School, Pittsford
St. Mary's School, Canandaigua
St. Mary Our Mother School, Horseheads
St. Michael School, Penn Yan
St. Pius Tenth School, Chili
St. Rita School, Webster

Our highly trained and New York State-certified faculty and staff are eager to provide your family with a transformative Catholic education. Our schools cherish the opportunity to serve your child in support of his/her spiritual, academic, and social development. We are grateful for your continued support and dedication to Catholic education.

May God bless you and your families,

Dr. Anthony S. Cook III

Superintendent of Catholic Schools

ST. JOHN NEUMANN SCHOOL / ST. AMBROSE ACADEMY



31 EMPIRE BLVD.
ROCHESTER, NY 14609
TEL: 585-288-0580



Registration 2018-2019

Dear Parents and Guardians,

I formally invite you to register your child/children at St. John Neumann School/St. Ambrose Academy for the 2018-2019 school year.

Enclosed in this packet are all of the materials you will need for registration:

Registration Form
Tuition Schedule
Finance Information Form
Registration/Tuition Policies and Procedures
FACTS – Financial Aid online instructions
Before and After School Form

Please return the completed Registration Form, along with the registration fee. The registration fee increases to \$150 on March 30, 2018.

We have included FACTS Online Financial Aid Application information. If you are applying for financial aid, please do so as soon as possible. The cost is \$30 which will be deducted from your tuition upon enrollment. **Note**, the financial aid application and all necessary supporting documentation must be to **FACTS Grant & Aid Assessment** by **April 28, 2018** in order for a timely allocation of aid. **Funds are limited and may not be available after the application deadline.**

We are very proud of our school and hope to have your family register at St. John Neumann School/St. Ambrose Academy. If you have any questions about registration, financial aid or anything else, please call the school office at 288-0580.

Many blessings to you and your family,
Mrs. Jacqueline Senecal
Principal

St. John Neumann School/St. Ambrose Academy



Tuition Schedule

2018- 2019



Kindergarten - 5th Grade Tuition

Parish Sponsored

Non-Parish Sponsored

| | | |
|-----------------------|---------|---------|
| First child | \$4,195 | \$4,395 |
| Second Child | \$2,775 | \$3,595 |
| Each Additional Child | \$1,550 | \$1,995 |

Kindergarten - Grade 5 Before and After Care

7:00 AM - 8:30 AM and 3:00 PM - 5:30 PM

| | |
|------------|---------------|
| 1 child | \$6 per hour |
| 2 children | \$8 per hour |
| 3 children | \$10 per hour |

To qualify for parishioner sponsored tuition rate, a family must be an active member of a parish within the Diocese of Rochester and provide a Family/Church Commitment form signed by their pastor.

Pre-School Tuition

3 Year Old Program

| | | |
|----------------------------------|--------------------|---------|
| Tuesday and Thursday Half Days | 8:30 AM - 11:30 AM | \$1,875 |
| Monday - Friday - Five Half Days | 8:30 AM - 11:30 AM | \$3,525 |
| Tuesday and Thursday Full Days | 8:30 AM - 3:00 PM | \$2,990 |
| Monday - Friday - Five Full Days | 8:30 AM - 3:00 PM | \$4,525 |

4 Year Old Program

| | | |
|---------------------------------------|--------------------|---------|
| Monday / Wednesday / Friday Half Days | 8:30 AM - 11:30 AM | \$2,260 |
| Monday - Friday - Five Half Days | 8:30 AM - 11:30 AM | \$3,525 |
| Monday/Wednesday/ Friday Full Days | 8:30 AM - 3:00 PM | \$4,025 |
| Monday - Friday - Five Full Days | 8:30 AM - 3:00 PM | \$4,525 |

Pre-School Extended Care Three and Four Year Olds

Before School Care

7:00 AM - 8:30 AM

| | |
|------------|---------|
| Two Days | \$495 |
| Three Days | \$750 |
| Five Days | \$1,375 |

After School Care

3:00 PM - 5:30 PM

| | |
|------------|---------|
| Two Days | \$995 |
| Three Days | \$1,495 |
| Five Days | \$2,650 |

The above rates include FACTS enrollment/re-enrollment fees. Above rates **do not** include the registration fee. Register by March 29, 2018 and receive a \$150 family tuition credit. **NOTE:** must be no more than 30 days past due in tuition payments to enroll and receive the March 29th discount. All tuition must be paid in full by June 30 to retain the discount.



St. John Neumann / St. Ambrose Academy

Registration Form 2018-2019



Return this registration form along with the nonrefundable registration fee.
Please make checks payable to : Peace of Christ Parish

Student Information

First Child

| | |
|--|----------------------------|
| <i>Last Name:</i> | <i>First Name:</i> |
| <i>Middle Name:</i> | <i>Date of Birth:</i> |
| <i>Age:</i> <i>Gender:</i> | <i>Grade Applying For:</i> |
| <i>Address:</i> | <i>Home Phone:</i> |
| <i>City:</i> <i>State:</i> <i>Zip:</i> | <i>Religion:</i> |

Ethnicity: (Check all that apply)

| | |
|--|---------------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black/African American (non-Hispanic) | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Multi-racial |
| <input type="checkbox"/> White (non-Hispanic) | |

Second Child

| | |
|----------------------------|----------------------------|
| <i>Last Name:</i> | <i>First Name:</i> |
| <i>Middle Name:</i> | <i>Date of Birth:</i> |
| <i>Age:</i> <i>Gender:</i> | <i>Grade Applying For:</i> |

Ethnicity: (Check all that apply)

| | |
|--|---------------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black/African American (non-Hispanic) | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Multi-racial |
| <input type="checkbox"/> White (non-Hispanic) | |

Third Child

| | |
|----------------------------|----------------------------|
| <i>Last Name:</i> | <i>First Name:</i> |
| <i>Middle Name:</i> | <i>Date of Birth:</i> |
| <i>Age:</i> <i>Gender:</i> | <i>Grade Applying For:</i> |

Ethnicity: (Check all that apply)

| | |
|--|---------------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black/African American (non-Hispanic) | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Multi-racial |
| <input type="checkbox"/> White (non-Hispanic) | |

Family Information

| | |
|---|---|
| Name: | Name: |
| Relationship to Student: | Relationship to Student: |
| Address: | Address: |
| City: State: Zip: | City: State: Zip: |
| Home Phone: | Home Phone: |
| Cell Phone: | Cell Phone: |
| Work Phone: | Work Phone: |
| Employer: | Employer: |
| Email: | Email: |

Pre-School

| | |
|--|--|
| <p>3 Year Old Program</p> <p>___ 5 Full Days ___ 5 Half Days (8:30AM-11:30AM) ___ 2 Full Days Please indicate which days M, T, W, Th, F ___ 2 Half Days (8:30AM-11:30AM) Please indicate which days M, T, W, Th, F</p> <p>___ AM Wrap Around (5 days) ___ AM Wrap Around (2 days) ___ PM Wrap Around (5 days) ___ PM Wrap Around (2 days)</p> | <p>4 Year Old Program</p> <p>___ 5 Full Days ___ 5 Half Days (8:30AM-11:30AM) ___ 3 Full Days Please indicate which days M, T, W, Th, F ___ 3 Half Days (8:30AM-11:30AM) Please indicate which days M, T, W, Th, F</p> <p>___ AM Wrap Around (5 days) ___ AM Wrap Around (2 days) ___ PM Wrap Around (5 days) ___ PM Wrap Around (2 days)</p> |
|--|--|

How did you hear about our school?

___ A relative/friend
 ___ Kids Out and About Advertisement
 ___ Newspaper/Magazine Advertisement
 ___ Facebook/Social Media
 ___ Other _____

| | |
|---|--|
| <p>Demographics (for office use only)</p> <p>Home School District: Religion: Parish: Date Received: Registration Fee: Parish Commitment Form: A or B ___ received ___ Pending</p> | <p>For Office Use Only</p> <p>Tuition amount: _____ BASC: _____ Aide applied: _____</p> |
|---|--|

Registration Information Form
Finance Information for 2018-2019 School Year

All information must be completed by the Financially Responsible Person (Parent/Legal Guardian)

Name of the Financially Responsible Person* _____

A \$150, non-refundable, Family Registration Fee must be submitted with this form to finalize registration.

Register by March 29, 2018, and participate in the early registration fee of \$75 and receive a family tuition credit of \$150.

- Registration Fee Payment in form of cash, check or money order only, made payable to Peace of Christ Parish.
- All tuition payments should be paid to FACTS
- Each family will be required to set up an on-line account with FACTS and create a payment plan at the time registration is accepted. New Registrants must go on-line to <https://online.factsmgt.com/signin/3G3KS> to create an account. Returning 17-18 school year families will automatically renew with the same payment plan for the upcoming 18-19 school year. Only those who wish to change their payment method need to update their existing FACTS account. The tuition amount will be based on gross tuition at the time of registration. If aid is granted or the family's status changes from non-parish sponsored to parish-sponsored due to receipt of a parish commitment form after the registration is received, tuition will be modified in the FACTS system.
- Anyone applying for grant and aid, must do so annually by applying on-line to FACTS.
- Preschool Extended Care payments will be included as part of a families FACTS account.
- A Family/Parish Commitment Form must be submitted and approved to receive the Catholic parishioner rate.

Understanding and Agreement:

1. I have been provided a copy of the St. John Neumann School/St. Ambrose Academy Registration and Tuition Collection Policies and Procedures for 2018 -2019.
2. A \$20 fee will be assessed for late tuition.
3. A \$30 fee will be assessed on returned checks.
4. FACTS will charge a \$30 fee for any returned checks, direct debit or credit card declined in the FACTS system.
5. I understand that students will be unable to attend school if tuition is over sixty (60) days past due.
6. I understand that delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, I agree to pay all costs related to the collection and/or legal process.
7. If this is a re-registration, I understand that final validation for registration and grade placement for the next school year is dependent upon completion of all financial responsibilities for the current school year.

Signature of Financially Responsible Person*: _____

SS# _____ - _____ - _____

Relationship to Student(s): _____

Mailing Address _____

Street *City* *State* *Zip*

Home phone: _____ Cell _____ Work _____

***ONLY IF APPLICABLE**

Someone other than the Parent(s)/Legal Guardian(s) is going to be financially responsible, therefore, I **(parent/legal guardian)** _____ give permission for St. John Neumann School/ St. Ambrose Academy to share financial information with the **financially responsible** person whose name is noted here. I, _____, am the financially responsible person that will be paying tuition for students listed on the front of this Registration form. My information is as follows:

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

ST. JOHN NEUMANN SCHOOL / ST. AMBROSE ACADEMY



31 EMPIRE BLVD.
ROCHESTER, NY 14609
TEL: 585-288-0580



REGISTRATION AND TUITION COLLECTION POLICIES AND PROCEDURES

REGISTRATION

A nonrefundable \$150 Family Registration Fee must be submitted for each family at the time of registration.

Register by March 29, 2018 to participate in the early registration fee of \$75 and to receive a family tuition discount of \$150.

- All registration checks or money orders must be made payable to Peace of Christ Parish.
- Registration fees are non-refundable
- A \$30 fee will be assessed for insufficient funds on returned checks
- All families who enroll students in St. John Neumann School/St. Ambrose Academy will be required to set up an online account with FACTS, and create a payment plan within five days of registration in order for registration to be complete.
- After July 30, 2018, the first month's tuition payment along with the \$150 registration fee is due at the time of registration.
- The tuition amount will be based on gross tuition at the time of registration. If aid is granted or the family's status changes from non-parish sponsored to parish-sponsored due to receipt of a parish commitment form after the registration is received, tuition will be modified in FACTS to reflect the changes.
- If this is a re-registration, it is understood that final validation for registration and grade placement for the next school year is dependent upon completion of all financial responsibilities for the current/past school year

Tuition Payment Plan Options

| | |
|----------------------------|---|
| Annual Payment | First Payment Due on August 1 st or 15 th |
| Semi-Annual Equal Payments | First Payment Due on August 1 st or 15 th , and balance due January 1 st or 15 th |
| Ten Monthly Equal Payments | First Payment Due on August 1 st or 15 th |

Tuition Collection Policies

- A \$20 late fee will be assessed on late payments
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, all costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition.
- All tuition should be paid through FACTS Management on-line system.
- Preschool Extended Care payments will be included as part of a families FACTS account payment

Delinquent Accounts

- Families' with one payment in arrears will be notified by FACTS, St. John Neumann School/St. Ambrose Academy and/or Peace of Christ Parish Finance Office as being PAST DUE.
- Families with an outstanding tuition balance of two payments in arrears will be notified by St. John Neumann School/St. Ambrose Academy and/or Peace of Christ Parish Finance Office as being SERIOUSLY DELINQUENT. A written notification will be provided to the families. The Principal, Pastor, or Business Office (as appropriate) will be notified of the seriously delinquent status. The notification will alert the family that the student will not be allowed to attend classes.
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. Any additional costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition. School records will be withheld until the account is paid in full.

ST. JOHN NEUMANN SCHOOL / ST. AMBROSE ACADEMY

31 EMPIRE BLVD.
ROCHESTER, NY 14609
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Registration 2018-2019

Dear Parents and Guardians:

St. John Neumann School/St. Ambrose Academy will continue to use **FACTS Management** for both our **tuition collection and financial aid application** processes. **FACTS Grant & Aid Assessment** will once again conduct the financial need analysis for St. John Neumann School/St. Ambrose Academy for the upcoming 2018-2019 school year.

Once registered at our school office, you will be required to set up an account or login to your existing account at <https://online.factsmgt.com/signin/3G3KS> to set up your tuition payment plan. If you are applying for financial aid, you can also do so on this site. The cost is \$30 which will be deducted from your tuition upon enrollment.

Note, the financial aid application and all necessary supporting documentation must be to **FACTS Grant & Aid Assessment** by **April 28, 2018** in order for a timely allocation of aid. **Funds are limited and may not be available after the application deadline.**

Once an online aid application has been completed, the following will need to be sent to **FACTS** to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules
- Copies of your W-2 forms for both you and your spouse
- Copies of supporting documentation for Social Security income, welfare, child support, food stamps, workers compensation and TANF

All supporting documentation can be faxed to 1-866-315-9264 or mailed to the address below:

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, please call a FACTS Customer Care Representative at **1-866-441-4637**.

Sincerely,
St. John Neumann School/St. Ambrose Academy
Finance Office

ST. JOHN NEUMANN SCHOOL/ST. AMBROSE ACADEMY 2018 - 2019
BEFORE AND AFTER SCHOOL CARE PROGRAM
KINDERGARTEN – GRADE 5

ENROLLMENT AND PAYMENT POLICY

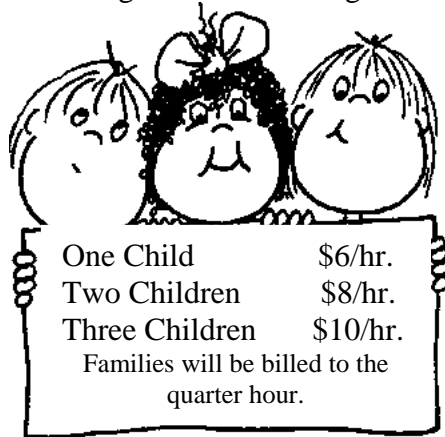
Registration is completed when the following items have been received.

- Registration for St. John Neumann School/St. Ambrose Academy is complete
- Registration form for the Before and After Care Program is completed and signed
- Registration fee of \$40.00 is paid - please make checks payable to Peace of Christ Parish. This registration fee is nonrefundable.

Note: payment is due in advance, i.e. the first month's payment for Before and After Care is due in August or upon registering for the program if registering after August 31st

- There is no financial aid available for Before and After Care

Payment is charged by the hour at the following rates for Kindergarten – Grade 5:



HOURS OF OPERATION

| | |
|--------------------|-------------------|
| Before School Care | 7:00 AM – 8:15 AM |
| After School Care | 3:00 PM – 5:30 PM |

Before and After School Care will only be available on days when St. John Neumann School/St. Ambrose Academy is in session. The program will NOT be open for school vacations, or weather related delays or closings.

BILLING AND PAYMENT PROCEDURE

To guarantee adequate staffing, the financially responsible party will be required to pay for the days and hours enrolled in the BASC program, even if absent. Charges for Before and After school Care for kindergarten through grade 5 will be calculated monthly and payable ***in advance*** on the ***1st of the month***. Any additional time used will be billed the following month. Failure to pay by the 15th of the month will result in a \$20.00 late fee. If the bill is left unpaid by the 15th of the following month, the family **will no longer be able to attend the Before and After Care Program** until the bill is up to date. Checks returned for insufficient funds will incur a service charge of \$30. All unpaid bills at the end of the school year will be turned over to a collection agency for collection. Families are responsible for any additional collection fees.

Please Note: Due to New York State Student/Teacher regulations we need to assure proper staffing schedules, therefore we may not be able to accept families who do not commit to a regular schedule. Please contact the Program Director for any scheduling changes.



ST. JOHN NEUMANN/ST. AMBROSE ACADEMY
Before and after School Program
Registration Form 2018 – 2019



Please list the name(s) of students(s) that will participate in the before/after care program:

Student Name _____ DOB _____ Grade _____

Student Name _____ DOB _____ Grade _____

Student Name _____ DOB _____ Grade _____

I understand that if arrangements change, I will send written notification to the BASC Director.

Please indicate which day's care will be needed and the approximate time of drop off/pickup: this guarantees that we have the appropriate amount of supervision.

Note: BASC will be billed in advance for all times committed to below.

Any additional time used will be billed in the following month. Children will not be able to attend the program if accounts are sixty (60) days past due. Please sign up for times you actually plan on using as you will be billed for these. This assures adequate staffing.

Before Care: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

After Care: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

_____ Morning arrival time _____ Evening pick up time

The following people are authorized to drop off/pick up my child(ren):

Name _____ Home Phone _____ Cell _____

Name _____ Home Phone _____ Cell _____

Name _____ Home Phone _____ Cell _____

Name _____ Home Phone _____ Cell _____

I have read and agree to the Enrollment and Payment Policy of the St. John Neumann/St. Ambrose Academy Before and After School Care Program. I have also enclosed the nonrefundable \$40.00 registration fee. Please make registration check or money order payable to: Peace of Christ Parish.

 Parent /Guardian Signature

For Office Use Only: Registration fee information

Date paid _____ Amount _____ Cash _____ Check # _____