



St. Andrew's Country Day School

1545 Sheridan Drive Kenmore, NY 14217 • 716-877-0422 • www.standrewscds.net

2017-2018 Registration

Family Name(s): _____

Please list each child that will be attending St. Andrew's Country Day School. Please print clearly and complete all of the following information regardless of new or returning status. St. Andrew's does not discriminate on the basis of race, color, creed, origin, gender, orientation, or religion.

Full Name	Grade in Sept. (Please note PK program)	Date of Birth/Place if other than USA	Gender M/F	Religion and place of worship	Ethnicity: American Indian/Alaskan Native, Black or African American, Asian, Native Hawaiian or other Pacific Islander, White, Multi-Racial (non-Hispanic origin)	Hispanic Y/N	Educational Considerations (ELL/ESL, IEP, 504) You must include current paperwork.

***Please note that students entering Kindergarten must be 5 by Dec. 1st of the school year and PreK 4 students must be 4 by December 1st of the school year.**

Parent/Guardian Information:

Father/Guardian _____

Religion _____

Church Affiliation _____

Occupation _____

Place of Employment _____

Business phone _____

Cell phone _____

Home phone _____

Home address _____

Email address _____

VIRTUS trained? YES / NO

Mother/Guardian _____

Religion _____

Church Affiliation _____

Occupation _____

Place of Employment _____

Business phone _____

Cell phone _____

Home phone _____

Home address _____

Email address _____

VIRTUS trained? YES / NO



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MARITAL STATUS OF PARENTS

Marital status of parents: **Married** **Separated** **Divorced** **Single**

Does child live with both natural parents? _____ If not, who has legal custody? _____

(A copy of legal documentation **MUST** be provided to the school before the child(ren) enters.)

EMERGENCY CONTACT INFORMATION

Please list emergency contacts in the order you wish them to be contacted. Please include names, phone numbers and relationship to child. **Unless otherwise noted, parents/guardians will be contacted first.**

1. _____
2. _____
3. _____
4. _____
5. _____

Please list any person or persons that are **NOT** allowed to pick up your child(ren) and provide any necessary documentation needed:

1. _____
2. _____
3. _____

In the event of an **EMERGENCY DISMISSAL**, my child should go to/with (please circle):

HOME (via bus) **Home** (via private pickup/walker) **Emergency Contact 1** **Emergency Contact 2**

PUBLIC SCHOOL OF RESIDENCE

Legal Name of Public School District of Residence of Child(ren): _____.

Actual School Child(ren) would attend **if not St. Andrew's Country Day School:** _____.

If transferring from another school:

Name of School: _____

Reason for Leaving your previous school: _____

Address of School: _____

Did your child attend PreK or UPK? _____

School Phone Number: _____

Name of the PK attended: _____

Last Grade Attended: _____

Address: _____

OTHER CHILDREN IN HOUSEHOLD: (Please list any other children living in the household:

Name (First and Last)	Date of Birth	Grade	School



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BEFORE AND AFTER SCHOOL CARE PROGRAM

St. Andrew's has before and after school care available for our students in PK4-8th grade. There is a \$25 family registration fee. Billing is done on a monthly basis through FACTS. Parents MUST sign up via our scheduling program for the days their children will attend. If you need the program on an as needed basis, then parents must send a note as soon as possible, but no later than the morning of the day needed.

BEFORE SCHOOL CARE:

Begins at 7am and runs until 7:20am. The program is staffed by two faculty members. The cost is \$2. Students dropped off via the bus and/or that arrive between 7:20 and 7:30 are not charged.

AFTER SCHOOL CARE:

After school care begins at dismissal and runs until 6pm. Students receive a small snack and drink. Any students with homework will be able to go to the homework room (a quiet room with a staff member) to complete their homework. Students that have no homework will be able to participate in various activities. The cost is \$5 an hour per child or \$10 an hour maximum per family. You will be billed to the nearest half hour of pickup. Parents use the aftercare door for entry. The program is staffed by at least 2 faculty members at all times. Any students not picked up by 6pm will be charged \$1 each per minute past 6pm until pickup. If you are utilizing the After Care Program for any half days or scheduled days off you MUST sign up ahead of time so we can properly schedule staff. If you do not sign up and your child attends, you will be charged a fee of \$10.

Please put "AM and/or PM" in the days your children will be attending BEFORE and AFTER SCHOOL CARE

<u>Name</u>	<u>Mon.</u>	<u>Tue.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>As Needed</u>

SCHOOL DIRECTORY

Please include the following in the school directory (circle all that apply):

Father/Guardian 1: name address phone email Please exclude from directory
 Mother/Guardian 2: name address phone email Please exclude from directory

Would you like to be included in the business directory: YES / NO

If YES, please complete the following:

Business Name: _____ Type of Business: _____
 Contact Name: _____ Phone Number: _____
 Discount Offered: _____

ALUMNI INFORMATION

Please indicate if either parent is an alumni of St. Andrew's Country Day School. Please include maiden name, if applicable.

Name _____ Class of _____

Name _____ Class of _____



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HEALTH INFORMATION

EMERGENCY MEDICAL AUTHORIZATION: In the event reasonable attempts to contact me at the above listed phone numbers have been unsuccessful, I hereby give my consent to administer emergency medical treatment by any licensed physician or dentist and to transport my child to any reasonably accessible hospital facility.

Parent/Guardian Signature: _____ Date: _____
Health Insurance: _____ Preferred Hospital: _____
Child's physician: _____ Phone number: _____
Address of physician: _____

Describe any illnesses, diseases or physical and/or learning disabilities which may affect your child's general health, school work, or participation in the school's athletic program:

Has your child received a psychological or psychiatric evaluation or treatment in or outside of school?

Is there any other information that will help us meet your child's academic needs?

If your child has an IEP or a 504 from a previous school, please include a copy with your completed registration packet.

You **MUST** have a copy of your child's /children's physical (done within a year) on file. You **MUST** have a vaccination record/vaccine exemption on file as well. Please include these with your registration packet.

Prescription medicine must be kept in the school nurse's office and can only be administered by the nurse or school official (in the event the nurse is not present), unless there is a doctor's order on file that the child may self-administer and carry the medicine. Students must have a doctor's order to have the medicine in school. We are not able to dispense over the counter medicine to students. Any medicine kept in school **MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR BY A PARENT/GUARDIAN. MEDICINE CANNOT BE SENT HOME WITH THE STUDENT.**

Students will not be registered until parents provide an updated immunization listing and physical. Parents/Guardians understand that they may be asked to provide further information or the most up to date medical information when the school year begins. Students not in compliance with immunization guidelines will not be allowed to attend school until they are up to date.



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STUDENT AUDIO/VISUAL PERMISSION SLIP

Consent and Release Form for the Use of Student Photograph(s), Video, Work and Sound Recordings

Throughout the year, there will be numerous occasions when we will be contacting local media outlets (newspapers, television stations, radio stations, Internet sites, social media, i.e. facebook, Instagram, twitter, etc.) in the hope of getting coverage for diocesan and school events. We also hope to use some of the photographs, video images, sound recordings and work of our students for our own use or use by the secular media.

CONSENT AND RELEASE

I _____, the parent/guardian, give
(Please print your name) (Circle one)

St. Andrew's Country Day School permission to use:

_____ My child's photograph, video image, sound recording, and/or work for use by representatives from the school, the Department of Catholic Schools, WNY Catholic media and/or secular media.

_____ My child's name. (Please note that some news outlets will not publish without a child's name.)

Please print.

Student's name _____ Grade _____

Student's name _____ Grade _____

Student's name _____ Grade _____

I understand that I may revoke this permission at any time by contacting the principal of the school.

Parent Signature

Date



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2017-2018 Tuition and Fees

Pre Kindergarten Tuition Per Child \$150 Discount given for each additional child in the PK3 and part-time PK4 program.	Monday / Wednesday / Friday Full Day	Tuesday/Thursday Half Day (7:30am-11:30am)	Monday-Friday Full Day
Pre-Kindergarten 3		\$1,015	\$5075
Pre-Kindergarten 4	\$3,045		*See chart below

PK4 (full week)-8th grade Tuition (Includes HSA dues which pays for a planner and folder for each student and a calendar for every family) *PK3 M-F students with a sibling in the PK4 (M-F)-8 th grade program are eligible for multi-child discount	Participating Partner	Non-Participating Partner
1	\$ 3,390	\$ 5,090
2	\$ 4,965	\$ 6,665
3+	\$ 6,540	\$ 8,240

\$ 50 Returning Families Registration Fee per family to ensure placement, a deposit is due on or before **April 1, 2016** to avoid a late registration fee of \$200.

\$250 New Family Registration Fee per family.

\$100 Early Bird Discount - Registration and Tuition are paid on or before **July 1, 2016**.

**** Please note: Registration and late fees are nonrefundable**

Payments- All families must utilize the FACTS Tuition Management Program. Current families will automatically be re-enrolled into the FACTS Tuition Management Program on or after March 31, 2017. The FACTS Tuition Management Program is designed to allow families to have the option of a payment plan. Ten (10) monthly payments will be made automatically from a checking or savings account or by credit card. These payments will begin in July and continue through April 2018. There is an enrollment fee of \$43 per year, as well as, fees charged for insufficient funds. A convenience fee applies to credit card payments. The option of making payments on the 5th, 12th, 20th, or 27th of the month is available. If a family is in arrears after two months of failed electronic attempts by FACTS, the Business Manager must approve an acceptable arrangement or student enrollment at St. Andrew's Country Day School will be in jeopardy. The school has a right to legal action for non-payment of tuition and fees, and the parents will be responsible for the cost of collection.

CTGP: If you are an active parishioner at a Catholic parish without a school, you must enroll in the Catholic Tuition Grant Program (CTGP).

Participating Partner Status - As a Participating Partner, you are expected to participate in the major fundraising of the school. The fundraising greatly assists in keeping our tuition low and affordable to families, as well as raising funds for the upkeep of the building. You must participate in our two major fundraisers: BINGO and our BLACK AND GOLD GALA. Only those in full compliance will receive Participating Partner Status. You will be assigned to a Bingo team and must purchase 2 tickets to the gala (automatically deducted from your FACTS account in August). Any other fundraising through the school throughout the year is optional, but greatly appreciated. All families with PK4 (full time) through 8th grade are able to be participating partners.

Initial after reading _____

Non-Participating Partner Status – St. Andrew's is keenly aware that family time is very precious. In some cases, parents simply are not able to participate. If you are unable to participate in our two major fundraisers, then you are considered a non-participating partner. PK 3 parents and parents of students in our 3 day a week PK4 program are not required to be participating members, and therefore only have one tuition rate.

Initial after reading _____



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Tuition Assistance – See attached forms (pages 8-9). Please contact Rev. Terrance P. Harter, DCNOCD at 873-6716 ext. 106.

Program Selection and Tuition Agreement

Family Name: _____

Registration Fee (NON-REFUNDABLE)

Returning families (\$50 deducted from your FACTs account 10-15 days after receipt of your registration packet) \$200 late fee charged if received after April 1, 2017 (deducted from FACTs July1, 2017)..... \$ _____

New Families (\$250 paid by check)..... \$ _____

Pre - Kindergarten Tuition..... \$ _____

PK3 Tuesday/Thursday Half Day (\$1,015)

PK3 Monday-Friday Full Days (\$5,075)

PK4 Monday, Wednesday, Friday Full Days (\$3,045)

PK4 (M-F full day program) - 8th Grade - Participating Partner Status \$ _____

1 child - \$3390 2 children - \$4965 3 or more children - \$6540

PK4 (M-F full day program) - 8th Grade - Non-Participating Partner Status \$ _____

1 child - \$5090 2 children - \$6540 3 or more children - \$8240

REBATES

Do you have a child that was in our PK3 (5 day program) and will now be in our PK4 (full week program) for the 2017-18 school year? (\$200 credit)... -\$ _____

Are you a returning family that had a child in our PK4 (5 day program) and is now entering Kindergarten (\$300 credit)?..... -\$ _____

1st grade (\$200 credit)?..... -\$ _____

2nd grade(\$100)?..... -\$ _____

BEFORE/AFTER SCHOOL CARE REGISTRATION FEE (\$25/family).. \$ _____

FUNDRAISERS

Black and Gold Gala Tickets \$40ea. (x2) deducted from FACTs Aug 1, 2017) \$ \$80

TOTAL TUITION: \$ _____

Payment Option Selection

Payments not made on time are subject to late fees. Payments made with insufficient funds are subject to returned check fees and any bank fees. Please check one of the two options for convenient payment:

Payment in Full by July 1, 2017 (eligible for \$100.00 discount.)

FACTs Tuition Management Program Payment Plan

Monthly Payments (July-April)

Two payments (July and January)

By signing, I am agreeing to the above terms and conditions. I understand that my FACTs account will be charged the monthly payment amount.

Parent Signature

Date



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Parent Name (Please print)

Tuition Financial Assistance Application 2017-2018

Please return this form to: Rev. Terrance P. Harter, DCNOCD, Business Manager

Parent Information

Last Name	First Name	Middle Initial	
Home Address	City	State	Zip
Home Phone	Cell Phone	E-mail Address	

Child(ren) Information

Name	Grade	Name	Grade	Name	Grade

Written statement of need and explanation

Families applying for financial assistance must meet the following criteria:

- Registered as parish members.
- Regular participation in the sacraments and Sunday liturgy.
- Be participants in the "Commitment to Parish Life" offertory program.
- Apply for the BISON Scholarship Fund prior to application. (if denied, copy of letter received from BISON)
- Supply prior year federal income tax return.
- Be a Participating Partner of the school, helping with the major fundraisers of BINGO and the BLACK and GOLD GALA
- Participate in FACTS Tuition Management Program and keep current with payments due.
- (Delinquent payments may affect scholarship award.)
- Upon receipt of your BISON Scholarship Fund award, our application for additional assistance will be reviewed by the Scholarship Committee.

All information provided to the committee will be kept confidential.

Date Received: _____



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The following programs are available to St. Andrew's families as a means to continue to keep Catholic Education affordable.

Program	Eligibility	Explanation
Bingo and Black and Gold Gala Fundraising	PreK 4 (5 day program) through Grade 8	PK4 (5 day program)-8 – Participating Partner status for tuition
Catholic Tuition Grant Program (CTGP)	Kindergarten through Grade 8	Registered parishioners at a parish without a school may qualify for parishioner status for purposes of tuition if ALL criteria are met. See program form for details.
Early Bird Discount	Pre-Kindergarten through Grade 8	\$100.00 discount if tuition and registration are paid in full prior to July 31, 2017.
FACTS Tuition Management Program	Pre-Kindergarten through Grade 8	Monthly automatic payment plan. FACTS enrollment is mandatory unless payment is made in full.
Tuition Rebate Program	Pre-Kindergarten through Grade 2	Program is available to students enrolled in Pre-Kindergarten 4 and continued enrollment through Grade 2.
Multi Child Discount	Pre-Kindergarten through Grade 8	Families with 1 or more children in Pre-Kindergarten (5 day program) through 8th grade are eligible.
BISON Fund	Kindergarten through Grade 8	Lottery and needs based program. See program form for details.
Needs Based Scholarship	Kindergarten through Grade 8	Needs based scholarship for registered parishioners. See program form for details.
Dependent Care Account	Pre-Kindergarten	Offered as benefit from employers. Restrictions apply. Contact your employer for more information.
Tax Credit	Pre-Kindergarten & Afterschool Program	Tax credit for tuition and afterschool care may be allowable under law. Tax advisors should be contacted for more information. Forms will be sent home in January.