



## PK REGISTRATION

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On behalf of the Ss. Peter and Paul School Community, we would like to thank you for considering a Catholic education for your child. We know that whether you are enrolling your child in school for the first time or changing schools to offer your child the best education possible, there is stress involved. Our goal is to make this transition as easy as possible. As always, please contact the school office if you have questions.

Please note the following registration guidelines:

1. **Age Requirements:** (All students must be toilet trained to attend school.)
  - a. Pre-Kindergarten 3: Students must be 3 on or before June 30, 2022.
  - b. Pre-Kindergarten 4: Students must be 4 on or before June 30, 2022.
  
2. **Tuition Assistance:** The Tuition Assistance Program for PK-6 strives to assist Catholic families who desire a Catholic education for their child. You are encouraged to apply once you have received an official acceptance letter from the school. You may apply online at: <https://www.factstuitionaid.com>. Additional TAP information is available on the school website and on the tuition/fees schedule. There is a nonrefundable fee of \$17.50.
  
3. **All fees, signed tuition agreement and completed tuition payment information are required prior to the first day of school.**
  
4. Each family must have all required documents prior to official enrollment at Saints Peter and Paul School. This includes a copy of the child's birth certificate, immunization record, and baptism certificate (if Catholic). Other academic documents will be required depending on the age of your child. If a child's academic record is not received in full, the student will be placed on probationary status until all records are received.

**Please be reminded that enrollment is confirmed once all registration fees are paid in full and all records, immunizations, and pertinent registration information is completed.** *Ss. Peter and Paul School administration reserves the right to deny enrollment of any child due to parental non-compliance of rules and misrepresentation of child or family information (i.e. age, health information, past academic records, church affiliation, etc.).*

*Visitors are welcome and all prospective parents are encouraged to make an appointment to tour the school.*



## ALL STUDENTS TUITION AND FEES

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The actual cost of educating a child at Ss. Peter and Paul Catholic School is \$5,500 per student. The school absorbs the tuition difference in order to maintain lower tuition rates. That is the reason that fundraisers are important to keep costs down.

### Preschool

\$3,250 per child (no Catholic discounts apply to Preschool)

\*There is a \$100 non-refundable registration fee due at time of enrollment to hold your child's place in the class. The fee is applied towards your tuition.

### Tuition Payment

The school will collect tuition through FACTS, which automatically debits your checking/savings or credit card each month on the day of your choice (5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>).

### Tuition Assistance:

All registered Catholic families are eligible to apply. Deadline for TAP is April 29, 2022. Register online at <https://www.factstuitionaid.com>. The non-refundable fee is \$17.50.



## NEW STUDENTS ADMISSION APPLICATION PAGE 1

### Family Information

#### Names of Legal Parents or Guardians

Father's Name: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

Father's Address: \_\_\_\_\_  
Mailing Address City State Zip

Father's Place of Employment: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_  
First Maiden Last

Mother's Address: \_\_\_\_\_  
Mailing Address City State Zip

Mother's Place of Employment: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Language(s) Spoken/read at home: \_\_\_\_\_

### Student Information

1<sup>st</sup> Child's Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  Male  Female Ethnicity: \_\_\_\_\_

Grade Applying For: \_\_\_\_\_ Child's Religion:  Catholic  Other: \_\_\_\_\_

Church Child Attends: \_\_\_\_\_ Child Lives With: \_\_\_\_\_

Baptismal Date: \_\_\_\_\_ Church: \_\_\_\_\_ City/State: \_\_\_\_\_

Important Medical Information/Allergies/Learning (academic, behavioral, emotional, or physical) for the school:

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**2<sup>nd</sup> Child's Legal Name:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  Male  Female **Ethnicity:** \_\_\_\_\_

**Grade Applying For:** \_\_\_\_\_ **Child's Religion:**  Catholic  Other: \_\_\_\_\_

**Church Child Attends:** \_\_\_\_\_ **Child Lives With:** \_\_\_\_\_

**Baptismal Date:** \_\_\_\_\_ **Church:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

**Important Medical Information/Allergies/Learning (academic, behavioral, emotional, or physical) for the school:**

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## ALL FAMILIES TUITION AGREEMENT

It is the policy of Ss. Peter & Paul School to require that parents sign a tuition agreement at the time of student registration each year. To ensure proper management of the school, tuition must be paid in a timely manner. This agreement holds parents responsible for tuition payments and any other collection fees incurred should tuition become delinquent.

### Terms and Conditions of the Tuition Agreement:

1. All tuition is paid through FACTS Tuition Management and deducted from your checking/savings account or credit card.
2. A ten-month payment schedule has been established for the payment of tuition with the first payment in August and the last payment in May. **If tuition is greater than 30 days in arrears, you will be required to meet with the principal.** If good faith efforts to bring tuition payments current are lacking, the school reserves the right to withhold academic records and/or dismiss the student(s) from Ss. Peter & Paul School.
3. Signing this tuition agreement does not obligate parents to the payment of a full-year's tuition if they relocate during the school year or if their child is asked to leave the school for disciplinary or academic reasons. Required tuition payments in those cases will be prorated, based on the days that the student(s) is (are) enrolled.
4. Failure to sign this agreement will result in the withdrawal of any student from school when tuition becomes delinquent.
5. If an emergency occurs during the year, which may delay or restrict a parent's ability to pay tuition in a timely manner, it is required that you contact the principal.
6. Parents who are requesting financial assistance will be held accountable for tuition payments. When the amount of financial assistance for the year has been determined and conveyed to them in writing, this will be applied to the account and the monthly payment will be adjusted. **Tuition assistance requests for students must be completed and submitted by April 29, 2022, to assure consideration.**
7. Registration fees are nonrefundable. The \$100 per student registration fee holds the student's placement in the class.
8. All incidentals must be enrolled in autopay via FACTS SIS.

*By signing this agreement, I acknowledge that I understand the terms outlined above:*

\_\_\_\_\_ Parent (s) Name

\_\_\_\_\_ Parent (s) Signature

\_\_\_\_\_ Date

Student Name(s) \_\_\_\_\_

**THIS FORM IS DUE AT TIME OF ENROLLMENT.**



**NEW STUDENTS FINANCIAL WORKSHEET 2022-2023**

Family Name: \_\_\_\_\_ Parish/Church: \_\_\_\_\_

**Children's Names:**

First child: \_\_\_\_\_ Grade for 2022/23: \_\_\_\_\_

Second child: \_\_\_\_\_ Grade for 2022/23: \_\_\_\_\_

**Items Required for Registration:**

- Family Admission Application
- Parish Verification Form, if Catholic
- Parents as Partners Agreement
- Copy of each child's birth certificate
- Copy of each child's baptismal certificate, if Catholic
- Annual Tuition Agreement
- Immunization Records
- Volunteer Interest Form

**Fees Required for Student Registration (Nonrefundable):**

- Registration Fee \$100 per child ..... \$ \_\_\_\_\_
- Total Registration Fee(s)** \$ \_\_\_\_\_

**Total Tuition Rate for Year**.....(see fee schedule).....\$ \_\_\_\_\_

**Other Fees (to be charged as an incidental through FACTS in September):**

1. PTO Fee \$25/family

**Other Fees that may be incurred:**

1. Extended Day Program:
  - a. Before School • 7:00 A.M.-8:00 A.M.-- \$1.75 per 15 min. per child
  - b. After School • 3:15 P.M.-6 P.M.-- \$1.75/per 15 min. per child
2. Cafeteria: Breakfast \$1.75  
Hot Lunch \$2.90  
Extra Milk \$0.50

**Free/Reduced Applications available**

**Payment Options – Please indicate your preference:**

- 1. Single Payment to FACTS: Due by June 30, 2022.
- 2. FACTS Payments: 10 monthly payments.

**Tuition Assistance:**

All registered Catholic families are eligible to apply. Deadline for TAP is April 29, 2022. Register online at <https://www.factstuitionaid.com>. The non-refundable fee is \$17.50.



## PARENTS AS PARTNERS AGREEMENT

The cooperation and interest of parents in Ss. Peter and Paul School are essential to the spirit of the school. Parents have the responsibility to keep themselves informed of school programs, school policies, and the progress of their children. This enables parents to be involved, and helps parents and teachers work together for the best spiritual and academic education for each student. In consideration of the Registration and Enrollment of my child(ren) at Ss. Peter and Paul School for the 2022/23 School Year, I/we hereby understand and agree:

- † That my child(ren) will be enrolled in religion classes, as in all academic subjects, and that he/she will attend liturgies, prayer services, etc., scheduled during the school day as required.
- † That recognizing Ss. Peter and Paul School's need to budget its finances in advance, I/we will make all payments of tuition and fees on or before the due dates; I/we understand that the school shall have the right to require the withdrawal of my child(ren) if the tuition is not paid on time.
- † That if I/we must withdraw our child(ren) before the school year ends, notification will be made with the school office in advance. I/we understand that fees are non-refundable and tuition will be credited per the Annual Tuition Agreement.
- † That in the event my child is in need of medical attention, the school will use its best efforts to follow steps indicated on the student information card.
- † That the school shall have the right, in its discretion, to require withdrawal of my child(ren) if the student code of conduct, behavior, and academic achievement are not met by my child(ren).
- † That I/we agree to support the administration and faculty and to abide by the policies and procedures of the school as found in the Parent/Student Handbook.
- † That the administration reserves the right to deny enrollment of my child(ren) due to my noncompliance of rules or misrepresentation of my child's or family's information (i.e. age, health information, legal guardianship, past academic records, church affiliation, etc.).
- † That the faculty and staff of Ss. Peter and Paul School will provide appropriate resources to ensure my child(ren)'s safety and academic success. If resources are no longer available to fairly assist my child(ren) with developing grade appropriate skills, I/we will be notified by administration.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## ALL CATHOLIC STUDENTS PARISH VERIFICATION FORM

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I/We intend to register our child(ren) at Ss. Peter and Paul School in Oak Hill, WV for the coming academic year:

\_\_\_\_\_

\_\_\_\_\_

List child(ren)'s names – PLEASE PRINT

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

To My Pastor:

Please verify my membership in the parish by filling out the form below and affixing the Parish seal.  
Thank you for supporting our decision to provide our child(ren) with a Catholic education.

The family named above are active, registered parishioners at my parish.

\_\_\_\_\_  
Pastor/Designee Signature

\_\_\_\_\_  
Date

You may fax or mail this form to the school office.

**Ss. Peter and Paul School  
123 Elmore Street  
Oak Hill, WV 25901  
304-465-8726**





## ALL FAMILIES VOLUNTEER INTEREST FORM

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Family name: \_\_\_\_\_

Volunteers are paramount for the success of our school. Please put a check next to **at least 2 activities** that you are willing with help with.

- Fish Fry
- Race for Education
- Class Parent/Grandparent who helps organize activities/parties, etc for individual classes
- School improvements
- Bringing in Food/ Desserts for Fundraising
- Teacher Appreciation Week
- PTO Events/Fundraisers
- Advancement Committee Meetings
- Field Trips (Drivers and/or Chaperones)
- Catholic Schools Week
- Please list anything that we may have missed that you would like to do.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date