

# St. John THE Baptist Catholic School

Faith - Academic Excellence - Service

116 Pleasant St., Plymouth, WI 53073 ■ 920/893-5961 ■ school@sjbplymouth.org

## 2017 - 2018 Tuition & Registration Policy and Information

### Registration & Fees

Registration ( <i>non-refundable</i> )	\$50 per child / \$100 per family maximum
Playground fee (5K – 8 <sup>th</sup> grades)	\$35 per family
Home & School fee (all families)	\$25 per family

Upon registration the non-refundable fees become the responsibility of the family. The above fees are added to the tuition statement and will be payable through the FACTS Payment Program. (see page 2 for FACTS information)

### 2017- 2018 Annual Tuition Schedule

One student (5K – 8 <sup>th</sup> )	\$2,975
Two students (5K – 8 <sup>th</sup> )	\$4,675
Three students (5K – 8 <sup>th</sup> )	\$6,200
Four students (5K – 8 <sup>th</sup> )	\$7,500
Five or more students (5K – 8 <sup>th</sup> )	\$8,050

### Pre-School (3K / 4K)

<u>Half-day Morning Program</u>	<u>Full- day Program<sup>(1) (2)</sup></u>
2 days - \$ 750	
3 days - \$1,125	3 days - \$1,785
4 days - \$1,500	4 days - \$2,380
5 days - \$1,875	5 days - \$2,975

- Half-day Program: Minimum of **2 days per week for 3K** / Minimum of **3 days per week for 4K**.
- Please complete a Pre-School Registration form to select days of the week.
- *Student(s) must be 3 or 4 years of age, respectively, on or before September 1 of the school year for which you are enrolling.*

<sup>(1)</sup> Minimum total enrollment required for full day program to operate.

<sup>(2)</sup> Multi-student rates apply.

Applications for tuition assistance must be made by April 15, 2017. Contact: Lisa Schoneman, SJB Business Mgr, (920)892-4006 / [lschoneman@sjbplymouth.org](mailto:lschoneman@sjbplymouth.org) or Jeane Sager, St. Vincent de Paul Conference Outreach Dir (920)892-4913 x101 / [outreach@svdpplymouth.org](mailto:outreach@svdpplymouth.org) .

Families are required to work two 4-hour shifts at the SJB Road America Concession Stand. See the Parent Involvement Policy for additional information.

Registration will not be accepted for any family with any outstanding balance, unless an approved payment plan is in place.



## 2017-18 FACTS Tuition Payment Program

**NEW FAMILIES** to St. John the Baptist School please complete a registration form and create a FACTS account, with our online payment company. **Registration is not complete until an online account is set up with FACTS.** To set up this account go to the SJB School website ([http://www.sjbplymouth.org/school\\_home.html](http://www.sjbplymouth.org/school_home.html)) and click the “***FACTS Registration & School Payments***” link. Follow the on-line instructions. For assistance creating your online account contact Lisa Schoneman, SJB Business Manager, at (920)892-4006 or FACTS (24/7) at (866)441-4637.

**RETURNING FAMILIES** will be automatically re-enrolled effective March 1, 2017. **Please contact the Parish Office (892-4006) if you would like to change your payment schedule.** Families can update form of payment or contact information at any time by logging into their FACTS account.

### **FACTS payment options:**

1. Payment in Full - due in August
2. Two payments - due August and January
3. 4 payments - due August, October, January, and April
4. 11 monthly payments - beginning in July through May
5. 10 monthly payments - beginning in August through May

**Note:** Payments can be made on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, or 15<sup>th</sup> of the month.

- FACTS processes payments using automatic bank payment, or by using a MasterCard, Discover, or American Express. **Credit and debit card payments have a 2.85% convenience fee.**
- FACTS will assess a \$30 fee for any returned items (via bank transaction or credit/debit card).
- Families who elect not to enroll in the FACTS system will be charged a \$100 administrative manual billing fee.
- **Cash or check payments** may be made to the school or parish office **up to 3 business days prior to due date** to avoid automatic withdrawal. (We DO NOT recommend sending payments with students.)

*Tuition credits, such as pre-payments and SCRIP, will be reflected on the **August** tuition invoice.*

### **ADDITIONAL (Incidental) SCHOOL FEES** billed through the FACTS system:

Graduation gown rental (8 <sup>th</sup> grade)	\$18.00*
Gym uniform (6 <sup>th</sup> – 8 <sup>th</sup> grades)	\$18.50*
Sacrament fee (2 <sup>nd</sup> grade only)	\$30.00
Band Registration (optional 5 <sup>th</sup> – 8 <sup>th</sup> grades)	\$50.00* plus lessons @ \$50* per month
Field trips / activity fees	varies per field trip/activity

*\*subject to change - based on current year's pricing*

### **Policy for Delinquent Tuition and Fees**

While extenuating circumstances are taken into consideration, tuition is a serious commitment and payments should be made in a timely way. We encourage you to *please* contact the business manager or principal to request alternate payment arrangements if you become unable to meet your tuition obligation.

The following actions may be taken if tuition is not paid as agreed:

1. Parents, or other responsible parties, will be assessed a \$30 late fee for payments 31 days overdue. Reminder calls or a letter will be addressed to the parents by the school or its designee.
2. At 60 days delinquent a written notice, copied to the principal and pastor, will be sent to the family (responsible party).
3. At 90 days delinquent, the child(ren) will be suspended from all extracurricular activities. Children will be reinstated into all activities upon receipt of all outstanding payments or acceptable payment arrangements are made.

A student may be dismissed at the end of a semester for non-payment of financial obligations when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations. Non-payment of a prior year's tuition may result in non-admission for the following school year. Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuitions/fees.

Students will not be allowed to participate in extracurricular activities until the associated fees are paid.

There is a \$30 fee for any returned payments, including, check, automated payments, credit or debit cards, whether for tuition or other payments to the parish / school.

### **Entry or withdrawal of a student(s) mid-year**

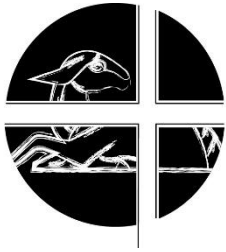
Tuition will be pro-rated by the academic quarter for those students who leave or enter SJB during the course of the school year.

### **Tuition Assistance**

St. John the Baptist is committed to seeing that a Catholic education is available to parish families who desire it for their children. There are several means by which a family may receive assistance. First, SJB offers considerable multiple child discounts. Second, through the SJB Scrip program, families may earn credits, which are applied to tuition in the amount of 90% of rebates earned (see information at <http://www.sjbplymouth.org/scrip.html> ). Third, families can earn tuition credit by working *additional* shifts at our SJB Road America Concession stand (see SJB Road America Tuition Credit policy @ <http://www.sjbplymouth.org/rastand.html>).

Financial aid scholarships are available through the generosity of the Plymouth St. Vincent DePaul Society and the St. John the Baptist Angel Fund. The Angel Fund is supported through the generous donations of our parishioners, other school friends, and gracious last Will bequests. Applications must be made by April 15, 2017. Please contact the principal, pastor or business manager if you would like more information about tuition assistance.

Questions regarding this tuition policy may be directed to the principal or business manager.



**Parental Involvement Policy**

***This parental involvement policy outlines minimum standards for fundraising participation and service hours required of all families who send their children to SJB.***

**A) General Conditions:**

- The requirements are per family – not per child.
- Families receiving financial scholarships or tuition assistance to attend SJB must also meet these requirements. Exceptions may be made, based on individual need, as determined by the pastor/administrator or his designee.

**B) Fundraising Participation:**

- Every SJB school family with at least one student in Kindergarten through grade 8 is required to work two (2) 4-hour shifts at the **SJB Road America Concession Stand**.
  - There are many different race days and times between May and September available.
  - Road America shifts must be completed during the May-September race season.
  - Anyone in grade 7 or higher can fulfill a family’s requirement – even if that person is not a direct family member.
  - Families can “opt out” of this requirement by paying a \$200 fee.
  - Families not meeting the minimum 8 hours (2 shifts), will be billed \$200 through the FACTS system.

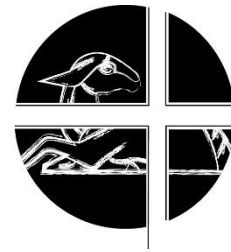
**C) Service Hours:**

- Every SJB school family with at least one student in Kindergarten through grade 8 is required to give a minimum of 10 hours of service time to SJB within a year.
  - This is less than one hour per month; service hours do not necessarily need to be done at school during school hours.
  - Service hours are to be completed July 1 – June 30 (in coordination with the school fiscal year).
  - **Service hours should be reported through the Sycamore system. See “My Service Logs” under “My School” on the left side bar. Click “New Log” and complete form. Refer to the school handbook for additional information.**
  - Service hour status reports will be sent to keep families on track for meeting the requirements.

• **Suggested Service Opportunities:**

Sell Scrip*	Home & School Activities (i.e., Dances,	Classroom helper
Health room monitor	Yearbook)	Athletics (games, tournaments,
Road America stand (beyond the 8-hour requirement)	Room parent	concessions, coach, etc.)
Catholic Schools Week committee	School-wide function (i.e. open house)	
SJB Board (Parish Council, Home & School, School Board Committee)	Library helper	
Home & School Fundraisers (Scholastic Book Fair, Box Tops,)	Coaching	
	Field trip chaperone	
	Auction committee	
	Classroom Auction coordinator	

FAMILY OF:



St. John  
THE Baptist  
Catholic School

Faith - Academic Excellence - Service

### 2017 – 2018 Registration Acknowledgement Sheet

\_\_\_\_ I(we) acknowledge that the effective date of registration for the 2017-18 school year is March 1, 2017. Registration fees become non-refundable as of this date.

\_\_\_\_ I(we) acknowledge receipt of, and agree to, the 2017-18 *St. John the Baptist Tuition and Registration Policy* including *Parent Involvement Policy*.

Notes & Reminders:

- To change your FACTS tuition payment schedule (i.e. monthly, annual, etc), please contact Parish Office - 892-4006.
- Families can update form of payment at any time by logging into their FACTS account. Debit and credit transactions are charged a 2.85% convenience fee by FACTS.
- Please make sure your contact information is up to date in FACTS.
- **FACTS Peace of Mind** (optional benefit families enroll in): \$17  
*Anyone enrolled in Peace of Mind in the previous term, would be re-enrolled in Peace of Mind for the upcoming term as well.*

**Please return this form to the School Office by February 27<sup>th</sup>.**

*This is the ONLY registration form required for returning students, with the exception of the pre-school registration form.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date