



**St. Joseph School of
All Saints Parish**
56 Oak Terrace
Haverhill, MA 01832
(978) 521-4256

February, 2012

Dear Parent/Guardian:

Preparing children for life-long learning is what St. Joseph School is all about. St. Joseph School carries on its tradition of faith values, a nurturing spirit and the challenging academic program, over and above maintaining our buildings, adding extra curricula activities and tutoring, plus championship sports teams.

We can be proud that our graduates are accepted at Philips Academy, Austin Prep, St. John's Prep, Central Catholic, Presentation of Mary, Lowell Catholic, the Classical Academy at Haverhill High and Whittier Vo-Tech. All this is done at a low cost per student. Aren't these just a few reasons why you want your child/ren in St. Joseph School?

Along with this letter is the registration form for the 2012-2013 school year. Don't wait, complete and return your form by the **Friday, February 17th, 2012.**

Some important things:

Registration Fee (\$75.00 non-refundable) **needs** to be paid as soon as possible to insure your child's place for the upcoming school year.

Consider referring a new family to receive a \$100.00 rebate.

If you have a New Student entering the school, please complete a NEW Student Registration form.

Parishioner/Non-Parishioner Status is defined as a family who is registered and contributes \$300.00 per year to All Saints Parish. If you participate and contribute to another Catholic Parish, please have your Pastor send us a note.

Please read the additional information on the back of the re-registration form it refers to fundraisers, raffles, 20 hours status, etc...

As we prepare for 2013, we want your child/ren to be with us; the happiness of our students in a safe and caring atmosphere is what it's all about.

Sincerely,

A handwritten signature in purple ink that reads "Carol Simone".

Carol Simone
Principal

Family Requirements

- **Mandatory Fund-raisers:**

Autumn Raffle: Families are required to **sell a minimum of \$200.00** worth of raffle tickets. If you do not participate in the raffle, the \$200.00 will be added to your yearly tuition bill.

Spring Raffle: Families are required to **sell a minimum of \$200.00** worth of raffle tickets. If you do not participate in the raffle, the \$200.00 will be added to your yearly tuition bill.

- **Parishioner/Non Parishioner Status**

To be considered for a parishioner status in regards to tuition rates, families who are contributing a minimum of \$300.00 to All Saints Parish (from January to December of the prior year) are considered as parishioners and therefore receive parishioner status.

This is checked periodically in the fall and winter during the school year and at the time of registration. Families must keep up-to-date by using All Saints Parish weekly budget envelopes, or their tuition will be changed to Non-Parishioner status and put on an entire school year probationary period. If you do not have church envelopes and would like to obtain some, please contact the All Saints Parish rectory at 978-372-7721, and the parish secretary or bookkeeper would be glad to provide you with some.

- **Twenty (20) Hours of Service:**

Each family is required to volunteer 20 hours of service per child (up to 40 hours) in the school. There are numerous ways in which to obtain your hours, which are usually posted in the weekly notice.

Those who are unable to fulfill the hours will be billed \$400.00 at the end of the school year.

If a family's tuition is paid in full before the beginning of the school year, that family is neither obligated to work the 20 hours nor will they be billed for \$400.00 at the end of the school year.

I have read and understand the requirements above.

**St. Joseph School of All Saints Parish
Haverhill, MA
Tuition Agreement & Registration Policies 2012-2013**

The Pastor, Principal, and the School Board Finance Committee have adopted the following regarding tuition and registration policies:

1. Parishioner/Non Parishioner Status

To be considered for parishioner status in regards to tuition rates, families must contribute a minimum of \$300.00 to All Saints Parish (from January – December of the prior year). This is easily done by regular Mass attendance.

This is checked periodically in the fall and winter during the school year and at the time of registration. Families must keep up-to-date by using All Saints Parish weekly budget envelopes, or deposit a check in the offertory, otherwise their tuition will be changed to Non-Parishioner status. If you do not have church envelopes and would like to obtain some, please contact the All Saints Parish rectory at 978-372-7721, and the parish secretary or bookkeeper would be glad to provide you with some.

2. Tuition Payments

All families are required to sign up with FACTS Tuition Payment program, unless you plan to pay your Tuition in full by September 1, 2012.

Returned Checks: There is a \$25.00 fee for each check that is returned to us. **We cannot re-deposit your check.** You will receive a notice that needs to be returned with a replacement check including the fee.

Tuition Aid: The Archdiocese of Boston in conjunction with the Catholic Schools Foundation is requiring that tuition aid be handled by the FACTS Management Company. It is highly confidential. Forms for tuition aid will be provided upon your request.

The forms are far more detailed, requiring monthly income and expenses as well as tax information. You may fill out a paper application or apply online. There is a \$20.00 fee for this application, payable to FACTS.

3. Mandatory Fundraisers

The annual cost of an education at St. Joseph School of All Saints Parish is over \$4,000.00 per student, which is significantly more than the cost of tuition. Each family is expected to participate in other fundraising efforts in order to offset the actual cost of education for your child/ren. In this way, each family is able to garner support from relatives, neighbors, and work colleagues to help keep costs down for families.

Fall Fundraiser: Families are required to **sell a minimum of \$200.00** worth of raffle tickets.

Spring Raffle: Families are required to **sell a minimum of \$200.00** worth of raffle tickets.

Remember the two raffles (Fall and Spring) are mandatory.

Families who choose not to participate in the raffles will receive a bill for \$200 each. The school budget depends upon these funds to offset costs, and these are obligations of each family in addition to tuition. Your obligation to the school is not considered current until these obligations are met.

Other fundraisers: The annual Christmas Carnival and the annual Auction also obligate each family to contribute. These amounts are smaller and vary each year, but each family should be aware of them. There are also smaller events sponsored by the P.T.O. like the annual bake sale, dessert Tuesdays, Family Night, etc.

During the year, there are expenses like field trips, the eighth grade trip (if held), and graduation fees, as well as the **\$400** in lieu of twenty hours' volunteerism.

The most important activity your family should participate in is the weekly Mass. All Catholic families should attend Mass on the weekend. Families that consider themselves parishioners must contribute \$300 yearly in the parish offertory.

4. Twenty (20) Hours of Service

Each family is required to volunteer 20 hours of service per child up to 40 hours in the school. There are numerous ways in which to obtain your hours, which are usually posted in the weekly notice.

If you do not participate in volunteering you will be billed at the end of the school year in the amount of \$400.00.

Bonus:

If a family's tuition is paid in full before the beginning of the school year, that family is not obligated to work the 20 hours.

5. Extended Daycare

St. Joseph School and the Early Childhood Center offer a before and after school daycare program. This program usually starts the first full day of school after Labor Day. The price per hour at the main building is \$5.00 from 7-8 A.M. and 2:30-5 P.M. and the price per hour at the early childhood center is \$5.00 from 7-8 A.M. and 2:00-5:00 P.M. There are fees for picking up a child late or after hours.

6. Nursery and Pre-K Programs

If you are considering your child for our full day nursery program, your child will be placed on a two week trial period. This will give our teachers the time to evaluate whether your child is ready for a full day program. Your child must turn 3 years of age before August 31st of that school year.

A pre-kindergarten student must be 4 years old by August 31st. There are both half and full day students. There is a monthly activities fee in addition to tuition for each student.

7. Kindergarten Program

Your child must turn 5 before August 31st of that school year.

8. Uniforms

School uniforms can be purchased from J. B. Edwards Uniform Company, Woburn, MA. (800-654-5148). The school receives a percentage of uniforms purchased. Flyers are sent home so that you may place orders or go to the show room..

9. School Supply List

A supply list for the following school year is usually given out at the end of the year with your child's report card and posted on the school website.

10. Registration

A non-refundable \$75.00 registration fee is payable upon registration per family. It is suggested that new families make an appointment to meet with the Principal. A birth certificate is required by law, and the school requires a baptismal certificate, if applicable. It is the family's obligation to bring these documents and the current report card for the child, as well as inform the principal of any special education services or diagnosed learning or psychological issues.

11. Financial Hardship

During the school year, a financial hardship may arise. It is the family's responsibility to meet with the principal to inform her and to discuss a monthly payment plan. As a family, if we are all responsible and depend on each other, everyone benefits.

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Dear Parent(s):

In keeping with new Archdiocesan policy, enclosed is tuition payment information for the next school year. Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have contracted with FACTS Management Company to help us manage our tuition payment program. FACTS is used by over 4,000 schools nationally and most of the schools within our diocese. We are excited to be working with them and are confident this program will ensure strong financial stability for the school.

We have adopted the following tuition payment policy for the next school year. Families can pay their tuition bill in one of two ways:

1. Full payment of tuition this year by September 1, 2012. This payment should be made directly to the school. ALL families are now required to set up an account with FACTS if not paying tuition in full by this date.
2. 10 or 12 automatic monthly payments through the FACTS Payment Plan. Payments will start in July 2012, and may be processed on the 5th or the 20th of each month.

Through FACTS Management's direct debit program, you will authorize automatic bank payments directly from your bank account for your monthly tuition bill. Please be assured that neither FACTS Management nor the school will have direct access to or any knowledge about the status of your bank account. It is simply a pre-authorized bank-to-bank transfer of funds.

FACTS will save us a great deal of administrative time and costs. The program will enable us to project costs and income figures on a more solid basis so in future years, tuition increases can be minimized. Finally, school administrative staff can spend more time on education, development, and related issues.

We appreciate the opportunity to serve your family in the spiritual, academic, and social development of your children. Together we are dedicated to your children and to the Christ-centered vision of our school. Working with FACTS is one more step in assuring we can continue our mission. We trust you understand our decision and will cooperate with us as we continue our ministry.

Sincerely,

St. Joseph School Board
Carol Simone, Principal
Rev. Timothy Kearney, Pastor

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Tuition Payment Preference Form

This form must be completed by all parents with students attending St. Joseph School of All Saints Parish in the 2012-2013 school year before enrollment can be completed. This form must be returned with your child's registration form.

School: St. Joseph School

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Student(S): _____

 Option 1 (Payment in Full):

Single payment due on or before September 1, 2012 This option entitles the responsible party exempt from Hours of Service. Payable directly to St. Joseph School. Registration Fees need to be paid at the time of registration.

NOTE: If payment is not received by the school on or before the due date, payment must be made through FACTS with the option listed below.

*Exemption of Hours of Service will be voided if payment is not received by the deadline date.

 Option 2 (10 or 12 Monthly Payments beginning in July through FACTS):

Automatic bank payments (ACH) through your checking or savings account may be made on either the 5th or 20th of each month. The Registration Fee of \$75.00 per family needs to be paid directly to the school at the time of registration.

I agree to make tuition payments for the 2012-2013 school year according to one of the options above. I have read the school policies regarding tuition/registration and agree to abide by this them.

Responsible Party Signature

Date