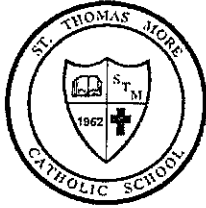


**2017 – 2018**

**New Student**

**Enrollment Form**



# ST. THOMAS MORE CATHOLIC SCHOOL

"EXCELLENCE IS AFFORDABLE"

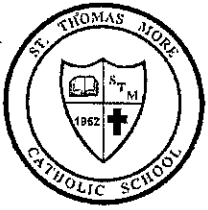
4427 MOANA DR., SAN ANTONIO, TEXAS 78218

PHONE: (210) 655-2882 FAX: (210) 655-9603

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- # National Catholic Standards and TEKS curriculum
- # Fully Accredited
- # All Day Pre K-3 and Pre K-4 curriculum based program
- # Highly Qualified Faculty (most hold advanced degrees)
- # Library
- # Science Lab/Technology Center
- # Before and After School Care
- # 8<sup>th</sup> Grade Graduation Ceremony
- # Kindergarten Graduation Ceremony
- # Small Student – Teacher ratio
- # National Junior Honor Society
- # Student Council
- # Acolytes
- # Middle School Athletic Program
- # Guitar Lessons
- # Cheerleading
- # Ballet Folklorico
- # Girl Scouts
- # Lego/Robotics Club
- # Academic Competition Teams
- # Financial Assistance Available
- Hope for the Future online application: [www.hopeforfuture.org](http://www.hopeforfuture.org)
- # Nestled in a quiet, safe neighborhood
- # Nurturing the uniqueness of each child
- # Sacrament Preparation



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## ENROLLMENT & TUITION INFORMATION 2017– 2018

### Enrollment and General Fees

Will be withdrawn through FACTS on June 15, 2017 and are Non-Refundable

#### One Child \$325

*(\$150 Registration Fee, \$125 Book Fee, \$20 Transportation Fee, \$30 PTC Dues)*

#### Two Children \$570

*(\$250 Registration Fee, \$250 Book Fee, \$40 Transportation Fee, \$30 PTC Dues)*

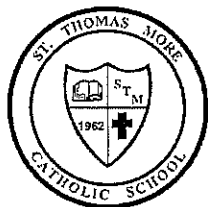
#### Three Children \$815

*(\$350 Registration Fee, \$375 Book Fee, \$60 Transportation Fee, \$30 PTC Dues)*

#### Four Children \$1,060

*(\$450 Registration Fee, \$500 Book Fee, \$80 Transportation Fee, \$30 PTC Dues)*

| Tuition Rates<br>3K - 8 <sup>th</sup> Grade | Yearly    | 10 Month Rate<br>Aug. – May | 11 Month Rate<br>July – May |
|---|-----------|-----------------------------|-----------------------------|
| 1 child                                     | \$ 4,200  | \$ 420                      | \$ 382                      |
| 2 children                                  | \$ 7,980  | \$ 798                      | \$ 726                      |
| 3 children                                  | \$ 10,080 | \$ 1,008                    | \$ 917                      |
| 4 <sup>th</sup> child                       | Free      | Free                        | Free                        |



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## Services Offered

**Morning Care:** 7:00 a.m. to 7:45 a.m.

Breakfast is served from 7:00-7:30 a.m. - Various cereals, granola bars, pancakes, and waffles available.

Price range-\$.50 - \$1.00

### Hot Lunch Prices:

PreK3 – 2<sup>nd</sup> Grade \$3.25 per day – Lunch Ticket for 10 days is \$32.50 or 20 days is \$65.00

3<sup>rd</sup> – 8<sup>th</sup> Grade \$3.75 per day – Lunch Ticket for 10 days is \$37.50 or 20 days is \$75.00

**Milk or Juice:** \$.50 (Only PreK3 – Kinder may purchase a 20 day milk ticket for \$ 10.00)

**Snack Bar:** The snack bar is stocked with various snacks daily. Fresh fruit is also available \$.50 - \$1.00

**After School Care:** ASC is open from 3:30 p.m.—6:00 p.m. A snack and drink is provided.

**Registration Fee** \$40.00 per family

### Full time Rate (3:30 p.m. to 6:00 p.m.)

1 child \$ 115/month

2 children \$ 175/month

3 or more children \$ 235/month

### Part Time Rate (2 to 3 days a week)

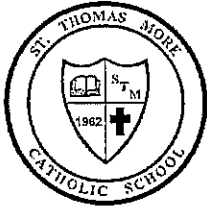
1 child \$ 70/month

2 children \$ 110/month

3 or more children \$ 140/month

### Daily Drop-In Rate

\$14.00/per day (per child)



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## Additional Information for 2017-2018

**Tuition Payment Policy:** Due on the 1<sup>st</sup> of each month. Unless arrangements are made with the School Office, a \$50.00 late fee is assessed after the 7<sup>th</sup> of each month. NSF Fee \$50.00. **Must be signed up with FACTS Management Company.**

### Payment Options:

All payment options will be through **FACTS Management Company**. Within the Re-enroll/Enrollment process you will also set up your FACTS account.

### Discounts:

**Active Military-** 5% off of tuition. Please contact Mrs. Moser at the front office for details.

**Payment of full year's tuition** that is made by July 15<sup>th</sup> receives a 2 % discount. Please contact Mrs. Moser at the front office for details.

**Preschool Activity Fee:** (PreK-3 and PreK-4 only) \$250 due the 1<sup>st</sup> of September, assessed in FACTS.

**8<sup>th</sup> Grade Graduation Fee:** \$100.00 due the 1<sup>st</sup> of March of graduation year, assessed in FACTS.

**Kinder Graduation Fee:** \$ 50.00 due the 1<sup>st</sup> of March of graduation year, assessed in FACTS.

**Middle School Athletic Program (A.I.A.L-Archdiocesan Interscholastic Athletic League)-**\$125 per Sport registering for, assessed in FACTS. (\*Fee may vary and is due at the time of registration for sport.)

## Fundraising Obligations

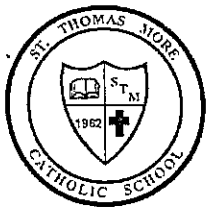
To help offset the \$1000-\$1300 automatic supplement St. Thomas More Parish and School is giving to each student, we ask our student families to help the school in our fundraising efforts.

Each family at St. Thomas More is required to participate in the Catholic Life Sweepstakes Raffle Ticket Sales and our Spring fundraiser (to be decided).

- Catholic Life Sweepstakes Raffle Ticket Sales—Each family will be responsible for selling **30 tickets** (\$150 worth). Any tickets returned unsold will be invoiced for the remaining balance in FACTS.
- Must sell or purchase 2 tickets to the 6<sup>th</sup> Annual STM Gala to be held in the Spring of 2018. Any tickets returned unsold will be invoiced for the remaining balance in FACTS. (\$50.00 worth)

## Volunteer Service Hours

Each family is required to complete **20 service hours** total (10 each semester). St. Thomas More's PTC hosts numerous opportunities where service hours can be completed. A volunteer service hour form will be available for our families to keep track of their hours. All service hours must be verified with STM's Volunteer Coordinator. The total service hours must be completed by April 1, 2018. An invoice will be sent out via FACTS May 1, 2018 for any service hours not completed.



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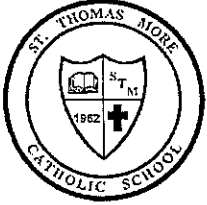
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## ADMISSION REQUIREMENTS

- Pre K- 3, Pre K-4 and Kinder students must be of age by Sept. 1<sup>st</sup>.
- Birth Certificate & Baptismal Certificate (if Catholic)
- Social Security Number
- Immunization Record  
(No student will be allowed to attend the first day of school unless all immunization requirements have been met. The school needs to be in full compliance with state laws.)
- Copy of current / previous year's report card and any standardized test results
- Acceptance is subject to previous school's verification in the following areas:  
Grades, grade placement, conduct and standardized test scores. STM Principal determines acceptance.
- Uniform required Pre K 3 through 8<sup>th</sup> grade.

**St. Thomas More Catholic School is accredited by the Texas Catholic Conference and admits students of any race, color, national origin, sex, disability, religion, or political belief.**



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## 2017 – 2018 Application for Enrollment

### Documents Required at time of Enrollment

Official State Birth Certificate     Baptismal Certificate     SS Card     Legal Orders (if applicable)  
 Medical Assessments, (if Applicable)     Health Data Card     Health Questionnaire  
 Parent's / Legal Guardian's Copy of Drivers License  
 Current Immunizations (must be reviewed by health coordinator prior to full enrollment)

**Please Note: Enrollment is not complete and enrollment will not proceed until all sections of this application are filled out and copies of the documents listed above are on file and have been approved by the admissions office and/or health coordinator.**

### Section A: Student Information

Grade Entering: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_     Male     Female    SSN: \_\_\_\_\_

Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_    Religion: \_\_\_\_\_

Primary language spoken in the home: \_\_\_\_\_    Second language: \_\_\_\_\_

Name of school transferring from: \_\_\_\_\_    Grade Completed: \_\_\_\_\_

School Address: \_\_\_\_\_    City: \_\_\_\_\_    ST. \_\_\_\_\_    Zip: \_\_\_\_\_

### Section B: Sacramental Information:

Baptism: (please attach certificate) Church: \_\_\_\_\_    Date: \_\_\_\_\_

1<sup>st</sup> Eucharist: (please attach certificate) Church: \_\_\_\_\_    Date: \_\_\_\_\_

Would you like your child to prepare to receive the Sacraments? \_\_\_\_\_

### Section C: Census Information

St. Thomas More Catholic School is open to all children, regardless of race, color, creed, or national origin.

Ethnicity:  African American     Anglo     Asian     Multi-racial     Hispanic     Native American Indian  
 Native Hawaiian     Other / Unknown

Number of children in family: \_\_\_\_\_    Boys: \_\_\_\_\_    Girls: \_\_\_\_\_    What sibling rank is this student: \_\_\_\_\_

**Section C: Census Information continued**

Public School district which student resides: \_\_\_ Northeast (910) \_\_\_ Judson (916) \_\_\_ Alamo Heights (900)  
\_\_\_ Fort Sam Houston (914) \_\_\_ Northside (915) \_\_\_ Harlandale (904) \_\_\_ San Antonio (907)  
\_\_\_ Comal (900) \_\_\_ Other \_\_\_\_\_

Public School student would attend: \_\_\_\_\_

**Section D: Family Data**

**Father's / Guardian's Full Name:** \_\_\_\_\_

Driver's License (Copy Required): State \_\_\_\_\_ Number: \_\_\_\_\_

Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Remarried \_\_\_ Divorced \_\_\_ Separated \_\_\_ Widow / Widower

D.O.B. \_\_\_\_\_ SSN: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address and Phone (if different from student): \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Business: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Church Attending: \_\_\_\_\_

Military Status (if applicable): \_\_\_ Active Duty \_\_\_ Retired \_\_\_ Veteran

**Mother's / Guardian's Full Name:** \_\_\_\_\_

Driver's License (Copy Required): State \_\_\_\_\_ Number: \_\_\_\_\_

Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Remarried \_\_\_ Divorced \_\_\_ Separated \_\_\_ Widow / Widower

D.O.B. \_\_\_\_\_ SSN: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address and Phone (if different from student): \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Business: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Church Attending: \_\_\_\_\_

Military Status (if applicable): \_\_\_ Active Duty \_\_\_ Retired \_\_\_ Veteran

Before student is accepted to St. Thomas More Catholic School, forms listed on page one (1) are to be reviewed by the Principal (for academic compliance) and the School Nurse (for immunization compliance). A meeting regarding previous school records and immunizations may be in order.

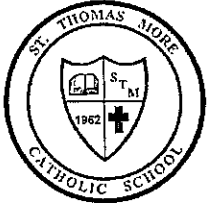
How did you hear about us: \_\_\_\_\_

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

I wish to enroll my child at St. Thomas More Catholic School for the 2017 – 2018 school year.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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## Health Emergency Data Card

School Year 2017 – 2018

Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Last

First

Middle Name

Home Address: \_\_\_\_\_ D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

List additional numbers where you can be reached if you are not at home. \_\_\_\_\_

**Mother / Guardian:** \_\_\_\_\_

(Circle one)

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**Father / Guardian:** \_\_\_\_\_

(Circle one)

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

List two neighbors or nearby relative who will assume temporary care of your child if you cannot be reached:

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.L.# \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.L.# \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

In case of accident or serious illness, I request the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may make whatever arrangements it deems necessary.

Remarks: \_\_\_\_\_

**Primary Physician:** \_\_\_\_\_

Office Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Medications: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other Conditions: \_\_\_\_\_

| Additional Authorized Pick Up | Relationship to Student | Cell Phone | Drivers License# (mandatory) |
|-------------------------------|-------------------------|------------|------------------------------|
|-------------------------------|-------------------------|------------|------------------------------|

(If additional space is needed, please use back side.)

Signature of Parent or Guardian

Date

Parents,

Please list the people, (family and friends) who are allowed to pick up your child/children at school. Also fill in their phone numbers and the address where they will take your child/children, until you pick them up.

Mom's name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Dad's name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**St. Thomas More Catholic School  
Tuition Payment Contract 2017-2018**

Please return to School Office

Student: \_\_\_\_\_

Grade 2017-2018 \_\_\_\_\_

Student: \_\_\_\_\_

Grade 2017-2018 \_\_\_\_\_

Student: \_\_\_\_\_

Grade 2017-2018 \_\_\_\_\_

Student: \_\_\_\_\_

Grade 2017-2018 \_\_\_\_\_

Parent(s) Mother: \_\_\_\_\_

Mother's Work # \_\_\_\_\_

Father: \_\_\_\_\_

Father's work # \_\_\_\_\_

**Person(s) responsible for payment of tuition and fees:**

\_\_\_\_\_  
\_\_\_\_\_

Work# \_\_\_\_\_

Work # \_\_\_\_\_

**Description of Services:**

One hundred and eighty (180) days of Catholic Education in accordance with the approved 2017-2018 School Calendar. Variations to the approved calendar, as specified by the Department of Catholic Schools (waivers/make-up days etc... for inclement weather), are considered part of the contract.

**Enrollment and General Fees  
Due at the time of Enrollment and are Non-Refundable**

|   |
|---|
| <p><b>One Child \$325</b><br/><i>(\$150 Registration Fee, \$125 Book Fee, \$20 Transportation Fee, \$30 PTC Dues)</i></p> <p><b>Two Children \$570</b><br/><i>(\$250 Registration Fee, \$250 Book Fee, \$40 Transportation Fee, \$30 PTC Dues)</i></p> <p><b>Three Children \$815</b><br/><i>(\$350 Registration Fee, \$375 Book Fee, \$60 Transportation Fee, \$30 PTC Dues)</i></p> <p><b>Four Children \$1,060</b><br/><i>(\$450 Registration Fee, \$500 Book Fee, \$80 Transportation Fee, \$30 PTC Dues)</i></p> |
|---|

| <b>Tuition Rates<br/>PreK3 – 8<sup>th</sup> Grade</b> | <b>Yearly</b> | <b>10 Month Rate<br/>Aug. – May</b> | <b>11 Month Rate<br/>July - May</b> |
|---|---------------|-------------------------------------|-------------------------------------|
| 1 child   | \$4,200       | \$ 420                              | \$ 382                              |
| 2 children  | \$ 7,980      | \$ 798                              | \$ 726                              |
| 3 children  | \$ 10,080     | \$ 1,008                            | \$ 917                              |
| 4 <sup>th</sup> child                                 | Free          | Free                                | Free                                |

**Graduation Fee:** 8<sup>th</sup> Grade - \$100.00 due March 1, 2018  
Kinder - \$ 50.00 due March 1, 2018

**After School Care: Registration Fee: \$40.00 per family**

**Full time Rate (3:30 p.m. to 6:00 p.m.)**

1 child                    \$ 115/month  
2 children                \$ 175/month  
3 or more children      \$ 235/month

**Part Time Rate (2 to 3 days a week)**

1 child                    \$ 70/month  
2 children                \$ 110/month  
3 or more children      \$ 140/month

**Daily Drop-In Rate**

\$14.00/per day (per child)

St. Thomas More Catholic School Families have the option of paying tuition annually, semiannually, or monthly in 10 or 11 equal payments. Monthly tuition is not pro-rated. If a student withdraws prior to completing the school year, a refund will be made for the remaining whole months.

**No provision of the contract shall be modified except by a written instrument expressly referring to this contract and provision to be modified.**

**Tuition payments are due on the 1<sup>st</sup> of each month.**

All payment options will be through **FACTS Management Company**. Within the Re-Enroll/Enrollment process you will also set up your FACTS account.

Tuition may be paid according to one of four plans:

Please check one.

\_\_\_\_\_ **Plan A:** Annual Payment: Due July 2017 (2% discount)

\_\_\_\_\_ **Plan B:** Semester Payments: **First Payment Due:** Aug. 2017      **Second Payment Due:** Jan. 2018

\_\_\_\_\_ **Plan C:** 10 Equal Monthly Payments (Beginning in August)

\_\_\_\_\_ **Plan D:** 11 Equal Monthly Payments (Beginning in July)

**Unless specific payment arrangements have been made with the School Office, tuition paid after the 7<sup>th</sup> of the month will be assessed a \$50.00 late fee and a late notice will be sent to the family. Checks returned for insufficient funds will incur a \$50.00 processing fee.**

**Delinquent tuition is defined as tuition that is 45 days past due or tuition that is 30 days past due three times during a school year. These accounts will be reviewed by the School Council Finance Committee which may, at its option, recommend to the Principal the termination of the enrollment of the child (ren) at St. Thomas More Catholic School. If such action is taken, the Principal will give the family written notice of the decision. Terminated student must depart from St. Thomas More Catholic School within two (2) school days.**

Test results, grades, and report cards will not be provided to a student's parent/guardian or to other schools, nor will students be allowed to graduate until accounts are paid in full. All fees and tuition must be current in order for a student to re-register. If prior to the first day of the new school term, a parent is transferred from the area, registration and general fees may, at the Principal's discretion, be refunded. Proof of transfer/move is required. Otherwise, all fees are nonrefundable.

**Obligation of Parent or Guardians:**

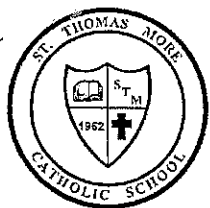
I agree to the following:

- a) I have read, understood, and now agree to the aforementioned terms and responsibilities;
- b) I agree and promise to make payments in accordance with the aforementioned payment schedule;
- c) In the event that I default in this contract, I agree to pay to St. Thomas More Catholic School all reasonable and necessary costs of collection incurred to collect monies for services provided by St. Thomas More Catholic School, including but not limited to: costs of any collection agent or agency; costs of Court; reasonable and necessary attorney's fees; prejudgment interest at the maximum rate allowed by law.

**Mother's/Guardian's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father's/Guardian's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Whenever in this contract the context requires, the singular shall include the plural and vice versa.  
Whenever in this contract the context requires, the masculine shall include the feminine and vice versa.



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## Release Statement

Please fill in information below as it may pertain to your child.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Entering Grade

Please answer Yes or No to the following:

Has this child ever .....

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | received individual tutoring?               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | been on a behavior management program?      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | had a behavior problem in the past?         |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | been tested for ADD / ADHD                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | been in a gifted / talented school program? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | been in a special education program?        |

If yes, please answer the following Yes or No:

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Content Mastery Program  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Itinerant Support Program  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Resource classroom   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Self-contained classroom   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Separate Special Education Campus  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Modification in regular education or curriculum  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Given extra time to complete schoolwork or test  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Residential placement  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Psychiatric hospitalization  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Placement in regular education alternative program   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Placed in alternative school   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is there anything else that St. Thomas More Catholic School needs to be aware of regarding special needs for this child? <b>(If yes, please indicate here or on the back of this page)</b> |

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

\_\_\_\_\_  
Date