

# Enrollment Contract



2021-2022

# St. Matthew's Episcopal School

2620 Crestview Drive  
Edinburg, Texas 78539

## Enrollment Contract

### APPLICATION PROCEDURES/PROVISIONS FOR NEW STUDENTS

The following events are necessary for your child to be considered for enrollment at St. Matthew's Episcopal School. The following criteria will be initialed by the principal.

1. Date \_\_\_\_\_ Initials \_\_\_\_\_ Phone interview with the principal
2. Date \_\_\_\_\_ Initials \_\_\_\_\_ Tour of the school with the principal
3. Date \_\_\_\_\_ Initials \_\_\_\_\_ Face-to-face interview between the principal and the prospective student and parents
4. Date \_\_\_\_\_ Initials \_\_\_\_\_ Meets the developmental criteria for PK2, PK3, and PK4
5. Date \_\_\_\_\_ Initials \_\_\_\_\_ Students new to St. Matthew's for K-6<sup>th</sup> grade must meet the readiness requirements specific to the age appropriate and desired grade level.
6. Date \_\_\_\_\_ Initials \_\_\_\_\_ Students new to St. Matthew's desiring admission to 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade shall compose a brief handwritten essay describing their interest in attending St. Matthew's along with their prospective contributions to St. Matthew's.
7. Previous daycare or school \_\_\_\_\_
8. Reason for leaving \_\_\_\_\_

This form must be completed and submitted with the following

- A NON-REFUNDABLE/ NON-TRANSFERABLE registration and building usage fee.
  - A copy of the applicant's birth certificate
  - Immunization form with current immunizations
  - Social Security Number (copy of the card)
  - A FACTS tuition payment preference form
  - An Extended Day Enrollment form (if applicable)
1. Applicants must provide satisfactory records from the previously attended school, if applicable.
  2. All students entering our PK3 program must be 3 years of age by September 1<sup>st</sup> and toilet trained.
  3. Must complete online FACTS enrollment. Go to [www.stmattschool-rgv.org](http://www.stmattschool-rgv.org)

## **APPLICATION PROCEDURES/ PROVISIONS FOR RETURNING STUDENTS**

1. This form must be completed and submitted with the following:
  - A NON-REFUNDABLE/ NON-TRANSFERABLE registration and building usage fee
  - Updated emergency information
  - A FACTS tuition payment preference form
  - An Extended Day enrollment form (if applicable)
  
2. Returning students are also required to have on file:
  - A copy of their birth certificate
  - Updated Immunization form
  - Social security number (copy of the card)

Students must have met the necessary requirements for promotion to the next grade level.

All previous year's tuition and fees must be current at the time of application.

Must complete online FACTS enrollment~ Go to [www.stmattschool-rgv.org](http://www.stmattschool-rgv.org)

# Registration Form

## Registration Fees

<b>Non Refundable/ Non Transferable Fees</b>	<b><u>February 1-28</u></b>	<b><u>March 1- June 30</u></b>	<b><u>Beginning July 1</u></b>
Registration fee per student	\$200	\$250	\$300

## Building Usage Fee

(Nonrefundable and Nontransferable)

\$250 per student

## Fees due upon Registration

Registration Fee \$\_\_\_\_\_ Building Usage Fee \$250 \_\_\_\_\_ Date \_\_\_\_\_

***Please complete the following student-parent information.***

*The information is important to the school and needed on a yearly basis. Please be as complete as possible. Your cooperation is most appreciated.*

Fill out an enrollment contract for each child enrolled at St. Matthew's School.

I wish to enroll the following student at St. Matthew's Episcopal School of Edinburg for the 2020-2021 school year.

Student's Name \_\_\_\_\_ Age (Sept. 1, 2021) \_\_\_\_\_ Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_

In consideration of the acceptance of this Enrollment Contract by St. Matthew's Episcopal School, the undersigned agrees to pay tuition on the due date as stated on the 2021-2022 Fee Schedule. The undersigned understands and agrees to accept the rules and regulations of St. Matthew's School as set forth in the policy handbook of the school.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Saint Matthew's Episcopal School accepts students of any gender, race, color, nationality, ethnic origin, or religious affiliation. Rights, privileges, programs, and activities are afforded to all students eligible to participate in the general education classroom. The school does not discriminate in any of its admission or educational programs.

**STUDENT INFORMATION**

Grade Level for 2021-2022 \_\_\_\_\_  
Student's Legal Name \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Gender: \_\_\_M\_\_\_F  
Home Address \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Birthday \_\_\_\_\_

WITH WHOM DOES STUDENT LIVE? \_\_\_\_\_

*All faiths and faith traditions have a special place in our learning community. Please make us aware of any accommodations you may require to honor your family's faith practices.*

**Family's Religion:**

Catholic \_\_\_\_\_ Episcopal \_\_\_\_\_ Other Christian \_\_\_\_\_ Which Denomination? \_\_\_\_\_  
Jewish \_\_\_\_\_ Muslim \_\_\_\_\_ Hindu \_\_\_\_\_ Other \_\_\_\_\_

**Please select the race and ethnicity with which your child most closely identifies:**

Race \_\_\_\_\_ Ethnicity \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Parent's Cell Phone \_\_\_\_\_ Parent's Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent's Occupation \_\_\_\_\_ Parent's Occupation \_\_\_\_\_

Parents are: Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Single \_\_\_\_\_ Deceased \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

*If parents are separated or divorced, to which parent shall we send general correspondence?*

Parent \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email \_\_\_\_\_

*It is imperative that you make us aware of any child custody arrangements or special circumstances. Please provide us with any court documentation pertinent to the child(ren)'s custody status.*

How did you hear about St. Matthew's School? \_\_\_\_\_

Who may we thank for referring you? \_\_\_\_\_

Relative \_\_\_\_\_ Friend \_\_\_\_\_ Colleague \_\_\_\_\_ Parent is an alumni \_\_\_\_\_  
Printed Ad \_\_\_\_\_ Social Media Ad \_\_\_\_\_ Google Search \_\_\_\_\_  
School Website \_\_\_\_\_ Other \_\_\_\_\_

**MEDICAL STATEMENT FORM**

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

DOB \_\_\_\_\_

Date of admission to St. Matthew's Episcopal School \_\_\_\_\_

**Previous hospitalizations and/or operations and dates**

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

Medical Conditions \_\_\_\_\_

Allergies \_\_\_\_\_

Bodily accidents within the past year

\_\_\_\_\_

Other Diagnoses \_\_\_\_\_

Physical Limitations \_\_\_\_\_

Medications prescribed for continuous long term use \_\_\_\_\_

\_\_\_\_\_

May we administer Tylenol/Ibuprofen if student requires it due to pain or fever?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Parents will always be contacted in this event.)

To the best of my knowledge, my child \_\_\_\_\_ is in good health and able to participate in the programs at St. Matthew's Episcopal School.

\_\_\_\_\_  
Physician's name

\_\_\_\_\_  
Physician's Medical Practice

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**FACTS TUITION PAYMENT PREFERENCE FORM**

**PARENTS/ GUARDIAN'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Email** \_\_\_\_\_

**PARTY RESPONSIBLE FOR TUITION IF DIFFERENT FROM ABOVE:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

All families are required to enroll through FACTS. Please check below the desired method of payment for the new school year.

All tuition payments will be collected through FACTS:

\_\_\_ **Automatic Bank Payment in full.** Payment through your checking or savings account can be made by August 20, 2021. \*No enrollment fee.

\_\_\_ **2 Automatic Bank Payments** through your checking or savings account. The first payment is due by August 20, 2021, and second payment due by January 20, 2022. \* \$15 enrollment fee

\_\_\_ **Automatic Bank Payment** through your checking or savings account can be made on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month for **12 months** beginning June- May. \* \$48 enrollment fee **MUST ENROLL BY APRIL 30, 2021** \_\_\_\_\_5<sup>th</sup> or \_\_\_\_\_20<sup>th</sup>

\_\_\_ **Automatic Bank Payment** through your checking or savings account can be made once a month for **10 months** beginning August- May. \* \$48 enrollment fee \_\_\_\_\_5<sup>th</sup> or \_\_\_\_\_20<sup>th</sup>

\_\_\_ **Please apply my fundraising fees to my FACTS account.**

\_\_\_ **Please apply my extended day fees to my FACTS account.**

Automatic Bank Payments through FACTS assess a \$48.00 enrollment fee for 3 or more payments. A \$30.00 Return Payment Fee will be automatically deducted from your account assessed by FACTS for each payment attempt that is returned.

Please return this payment preference form along with the registration packet and fees to the school office upon enrollment.

I agree to make tuition payments for the 2021-2022 school year according to the option I have selected above.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

(Office Use Only)

FACTS Contract # \_\_\_\_\_ Tuition \$ \_\_\_\_\_ Extended Day \$ \_\_\_\_\_ Enrollment Date \_\_\_\_\_

Fundraisers \$ \_\_\_\_\_ QuickBooks Invoice # \_\_\_\_\_

# Fundraising Contract Agreement

In view of your obligation to pay tuition, parents will also be held responsible for contributing the following fees toward our fundraisers. Fees are per family for each school year.

- A minimum of \$200.00 during “Fiesta” in the form of Raffle Tickets; or if not submitted, the \$200 becomes an obligatory donation.
- A minimum of \$200 during our “Winter/Spring Fundraiser” in the form of product sales or Ticket Sales, whichever applies to the specific fundraiser; or if not sold or submitted, the \$200 becomes an obligatory donation.
- A minimum of \$150.00 during “ Holy Smoke BBQ” in the form of BBQ Tickets; or if not sold, the \$150 becomes an obligatory donation.

Parents have the opportunity to pay for their fundraising commitments through their FACTS contract. Contributions can be made through the sale of tickets and/or purchase of the tickets. Regardless of whether parents follow through with the sale of tickets or products, families are still bound by this contract to pay the full amount of the fundraising fees.

Inclement weather or acts of God or nature do not preclude parents from meeting their fundraising obligations.

I agree to fulfill the required fundraising for the 2021-2022 school year.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_



**STUDENT PICK UP and EMERGENCY PERSON CONTACT FORM**

Emergency Contact Information and Student Pick-Up Information

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Address \_\_\_\_\_ Ph. \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Address \_\_\_\_\_ Ph. \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Address \_\_\_\_\_ Ph. \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Address \_\_\_\_\_ Ph. \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Address \_\_\_\_\_ Ph. \_\_\_\_\_

If you wish your child/ children to be picked up by anyone else other than those listed above after school or from Day Care, the school must be notified by phone or note. Such person(s) must come into the school office, produce proper identification and be identified by the child. This rule also applies to a student going home with another student. For safety reasons, we must enforce this policy. Please do not ask us to do differently.

**I HAVE READ AND UNDERSTAND THIS INFORMATION.**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME OF OTHER CHILD/CHILDREN AT ST. MATTHEW'S EPISCOPAL SCHOOL

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

**TRAVEL PERMISSION FORM**

**(Pre-K2 students will not be transported at any time by St. Matthew’s School Personnel)**

\_\_\_\_\_ has our permission to participate in the activities that are a part of St. Matthew’s School program. We are also giving permission for our child to go on local field trips to such places as the library, museum, post office, etc. with adequate supervision.

**Medical Authorization Form for all Students**

In case of illness or accident, and if a parent or guardian cannot be reached, the staff of St. Matthew’s School has our permission to contact Dr. \_\_\_\_\_ at \_\_\_\_\_ for the necessary medical advice or attention for our child. If either parent or the above mentioned physician cannot be reached, said staff has our permission to contact the emergency corps and/or transport this child for necessary medical attention. We, the parents, will assume the cost of said medical attention and will not hold the staff of St. Matthew’s Episcopal School responsible.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## PICTURE AND WORK RELEASE FORM

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

### Picture Release Form

I hereby give consent for St. Matthew's Episcopal School to use my child's picture in the following:

Yearbook	_____ Yes	_____ No
Facebook	_____ Yes	_____ No
(Advertising, newspaper, or website)	_____ Yes	_____ No

\_\_\_\_\_ None

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Web Page Permission Form

St. Matthew's Episcopal School has established a web page on the World Wide Web.

We realize that anyone with access to the Web will be able to view our work, and we are concerned with the privacy and safety of our students. By signing the form below, you give permission for your child's work to be published on the World Wide Web. We feel that privacy and/or safety will not be jeopardized if we use the limitations below. However, if you are not comfortable with this, we will honor your request to not publish your child's picture or work.

\_\_\_\_\_ My child's **WORK/PHOTOGRAPHS** may be electronically displayed.  
I understand his/her **LAST NAME** will not be included.

\_\_\_\_\_ Please **DO NOT** electronically display my child's work, name, picture.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2021-2022 Extended Day Policies and Fees

### ELIGIBILITY

- Currently enrolled student at St. Matthew's.
- Both parents and children agree to abide by the guidelines and policies of the program

### EXTENDED DAY RATES

- |                                  |                   |                    |
|----------------------------------|-------------------|--------------------|
| • 12 mos– 6 <sup>th</sup> Grade  | 3:15 PM – 4:30 PM | \$120.00 per month |
| • 12 mos – 6 <sup>th</sup> Grade | 3:15 PM - 5:30 PM | \$160.00 per month |
| • 12 mos-- 6 <sup>th</sup> Grade | 3:15 PM - 6:00 PM | \$180.00 per month |

### OTHER PERTINENT INFORMATION

#### 1. Grace Periods

- 12 mos -PK4- A grace period from 2:45- 3:15 pm.
- K- 6<sup>th</sup> Grade- A grace period from 3:15- 3:30 pm
- Extended Day Care ends at 6:00 pm each day. **A \$20.00 late pick up fee will be charged for any child/ children not picked up by 6:00 pm.**
- **An additional \$20.00 will be charged for each additional 30 minutes the child/ children stay in Extended Day Care.**

#### 2. Holidays and No School Days

- Extended Day will observe all school holidays and early dismissals.

#### 3. Payment Due Dates

- All Extended Day charges will be due by the 10<sup>th</sup> of the following month for which the charge were incurred.
- Payments received after the 30<sup>th</sup> of the month will be charged a \$20.00 late fee.

#### 4. Enrollment Requirements

- Registration Fee: \$50.00 per family per semester (due by Sept. 2021 and Jan. 2022)
- Extended day registration forms
- Up to date immunization records

#### 5. Drop in rate- \$10.00 an hour.

St. Matthew's Episcopal School does not discriminate against any child based on the child's race, religion, color, creed, sex or national origin.



## **Scholarships or Discounts for the 2021-2022 Academic Year**

We have a variety of opportunities to assist parents with their child's tuition. Tuition discounts and scholarships cannot be combined in any fashion. Generally the highest award is the one applied to the tuition reduction. Please select only one tuition assistance category that applies to your family's situation.

\_\_\_\_\_ Sibling Discount; 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> siblings' tuition is reduced by \$200 in descent. For example, \$5,200, \$5,000, \$4,800, \$4,600.

\_\_\_\_\_ Retired, reserve, or active duty military; 10% discount off each child's tuition

\_\_\_\_\_ First Responder and Law Enforcement; 10% discount off each child's tuition

\_\_\_\_\_ Employee's Tuition Discount; 40% off each child's tuition

\_\_\_\_\_ Financial Need based on the results of the FACTS grant and aid scholarship application found on the school's webpage. The formula is calculated by FACTS and the results could merit no aid, or aid ranging from 10 to 40%. Families will need to apply annually through FACTS to be considered for this scholarship.

### **Enrolling After the First Day of School**

If your child's enrollment application has been approved and accepted by the principal and your child is granted a later date for enrolling, both the registration and building usage fees must be paid before your child can attend.

The tuition will be prorated by a reduced rate of \$100/week for the number of weeks that have passed beyond the first week of school.

**ENROLLMENT CONTRACT**  
(12 mos- 6<sup>th</sup> Grade)

**Probationary Period**

There will be a six-week probationary period at the onset of each academic year during which the child's and parents' adjustment to St. Matthew's will be monitored. At the end of the period, if needed, a conference will be held with the parents, teacher, and the principal. If the student or parents have been unable to adjust to the expectations of our academic community or the social environment, in the best interest of all parties, the school has the prerogative to ask the parents to withdraw their child at this time. Any parental concerns should be directed to their child's teacher and/or the Principal, as the spread of gossip is harmful to a positive Christian community. Gossip will not be tolerated by the Administration or the School Board of St. Matthew's.

**Early Withdrawal**

Parents desiring to withdraw their child or children before the end of the school year will be obligated to pay tuition and fees one month beyond the withdrawal date. Notification must be made in writing to the principal.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* I have read this entire contract and agree to the terms and conditions within it.\*\***

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Acceptance by St. Matthew's Episcopal School**

Principal \_\_\_\_\_ Date \_\_\_\_\_

