

# Registration Packet Forms

## **Paperwork Check list:**

- Include a check for \$100 for registration per child realizing the remaining \$100 is due by July 1, 2013

Read Enrollment Instructions

- Fill out the registration form - Gray
- Fill out the Benefit Dinner Information Sheet - Pink
- Fill out Harvest Festival Sheet – Salmon
- Fill out Volunteer Sheet – Green
- Fill out the Parent Commitment Sheet - Blue
- Read Parent Handbook, sign and return: (1) Handbook acknowledgement Sheet - Gold
- Fill out the Parent Pledge Sheet/Field trip – Yellow (2)
- Read and sign the Computer Use Policy – Tan
- Education Agreement – Light Purple



**ST. EDWARD'S CATHOLIC SCHOOL**  
 139 6th Avenue East  
 Twin Falls, Idaho 83301  
 PHONE (208)734-3872 or FAX (208) 734-1214  
 WEBSITE: [www.sainteddie.org](http://www.sainteddie.org)

**INSTRUCTIONS FOR ENROLLMENT  
 SCHOOL YEAR 2013-2014**

1. **ALL** ATTACHED PAPER WORK MUST BE FILLED OUT COMPLETELY
2. Applications for Admission will NOT be accepted without the following:
  - a. **STATE CERTIFIED BIRTH CERTIFICATE** (must have the official raised seal).  
**NEW STUDENTS ONLY**
  - b. **UP-TO-DATE IMMUNIZATION RECORDS (NEW STUDENTS ONLY)**  
 If there are health reasons why immunizations are not up-to-date, a physician's note is required. Exemption forms can be picked up in the school office.
  - c. **\$100 NON-REFUNDABLE DEPOSIT**  
 The deposit will be applied to the total Registration Fee. The remaining balance of the Registration Fee is due by July 1 (late fees will be applied after this date). If you are registering after July 1, the total Registration Fee is due (no deposit is required). All Registration Fees are non-refundable.
  - d. **Baptismal certificate**
3. **St. Edward's Registration** is held from **January 28, 2013 – February 22, 2013**. During St. Edward's Registration, applications for admission will **ONLY** be accepted from current St. Ed's students and their siblings; current St. Ed's CCD students and their siblings; or St. Edward's Church member students and their siblings.
4. **Public Registration** will begin on **February 25, 2013**. Once Public Registration begins, applications will be accepted on a first come, first serve basis until each class is full.
5. Tuition payments are due on the 1st day of each month. A \$15.00 late fee will be added after the 15th. Enrollment will be terminated if your account is 60 days past due.
6. St. Edward's Catholic School accepts Visa, MasterCard and Discover for a small convenience fee.
7. Automatic withdrawal from checking/savings accounts or credit/debit cards are available for tuition payments. Withdrawals occur around the 12<sup>th</sup> of each month. Please fill out the attached authorization form, attach a voided check, and return it to the school office.
8. If the total tuition is paid in full by October 31, 2013, a 5% discount will be applied

<b>Total Registration Fee</b>	<b>Date Received</b>
<b>Less Deposit</b>	<b>OFFICE USE ONLY</b>
<b>Balance Due- July 1, 2013</b>	
<b>Your tuition payments will begin on:</b>	
June 1, 2013	August 1, 2013
	September 1, 2013



# Application for Admission 2013-2014

Attach non-refundable application fee of \$100

<b>Office Use Only:</b>				
Received: _____				
BC	IMM	BAP	DEP	EM
Rolodex _____				
Quick books _____		Database _____		
Paid by _____				

3 year old Preschool – 4 Day	AM	PM
4 year old Pre-Kindergarten – 4 Day	AM	PM
3 and 4 year old Extended Day (7:30am to 5:30am)– 5 Day _____		

**Student's Information**

**Preschool-7<sup>th</sup> Grade**

Child's **LEGAL** NAME: \_\_\_\_\_ Grade \_\_\_\_\_  
 Entering \_\_\_\_\_

**Last                      First                      Middle**

Name Child Goes By: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: M    F

  

Child's **LEGAL** NAME: \_\_\_\_\_ Grade \_\_\_\_\_  
 Entering \_\_\_\_\_

**Last                      First                      Middle**

Name Child Goes By: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: M    F

  

Child's **LEGAL** NAME: \_\_\_\_\_ Grade \_\_\_\_\_  
 Entering \_\_\_\_\_

**Last                      First                      Middle**

Name Child Goes By: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: M    F

Home Phone: \_\_\_\_\_ May we include name, address, and phone number in the school directory? Y    N

Ethnic Background: \_\_ Caucasian \_\_ African-American \_\_ Asian \_\_ Hispanic \_\_ Native-American Other \_\_\_\_\_  
Specify

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Parental Status: \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Unmarried \_\_\_\_\_ Guardian \_\_\_\_\_ Widowed

**Student's Background**

Attends Church Y N If yes, where? \_\_\_\_\_

Baptized Y N If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Church City State

Previous School Attended \_\_\_\_\_

Name Address City State

Reason for Leaving \_\_\_\_\_

Has your child (ren) ever been expelled from school Y N If yes, Why? \_\_\_\_\_

Has your child(ren) ever been screened or evaluated for:

ADD, ADHD, Learning disabilities, or other areas which can impact learning Y N

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

**Emergency Information**

Child's (ren) Doctor \_\_\_\_\_ Phone \_\_\_\_\_

In an emergency, may we call the doctor? Yes No An Ambulance? Yes No

Emergency contacts (OTHER THAN THE PARENTS):

Primary Contact \_\_\_\_\_

Name & Relationship Cell Phone Home Phone Work Phone

Secondary Contact \_\_\_\_\_

Name & Relationship Cell Phone Home Phone Work Phone

Please identify any special health concerns/allergies which we should be aware of:

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

**Parent/Guardian Information**

Father/Guardian	Mother/Guardian
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
Employer: _____	Employer: _____
Occupation: _____	Occupation: _____
Attends Church Y N	Attends Church Y N
Email Address: _____	Email Address: _____

**PARENTAL PLEDGE OF SUPPORT**

We, the parents (primary care givers), pledge our full support and cooperation to the faculty of Saint Edward's Catholic School with regard to the work and conduct required of our child. We agree to make tuition payments on time and to promptly meet other financial obligations as they arise.

\_\_\_\_\_  
Father's Signature Date

\_\_\_\_\_  
Mother's Signature Date

**Note: All Monthly Statements are emailed. Please verify you have entered a legible and valid email address.**

**2013-2014 St. Edward's Catholic School Tuition Table**

**REGISTRATION FEES \$200 per student:**

**(BREAKDOWN OF FEES - DUE AT TIME OF REGISTRATION)**

- Yearly workbooks/textbooks/paper per student..... \$150.00
- Benefit Dinner Project..... \$20.00
- Harvest Festival Project..... \$10.00
- Technology Fee..... \$5.00
- Yearbook..... \$15.00

**TUITION TABLES**

Catholic Families Tuition Table	Yearly Tuition	Monthly Payments		2nd child Yearly Tuition	Monthly Payments		3rd child Yearly Tuition	Monthly Payments	
		12	9		12	9		12	9
Full Day Kindergarten - 5th Grade	\$2,790	\$233	\$310	\$2,372	\$198	\$264	\$2,093	\$174	\$233
NON -Catholic Families Tuition Table	Yearly Tuition	Monthly Payments		2nd child Yearly Tuition	Monthly Payments		3rd child Yearly Tuition	Monthly Payments	
		12	9		12	9		12	9
Full Day Kindergarten - 5th Grade	\$3,350	\$279	\$372	\$2,848	\$237	\$316	\$2,513	\$209	\$279

**K-5 After-school program 3:30-5:30 \$4.00 per hour M-F.**

<p><b><u>HALF DAY MONDAY - FRIDAY</u></b></p> <p><b><u>4 year old Class (select one)</u></b>                      MORNING 8:30am to 11:30 pm                      AFTERNOON 12:30pm to 3:30 pm</p> <p><b><u>3 year old Class (select one)</u></b>                      MORNING 8:30am to 11:30 pm                      AFTERNOON 12:30pm to 3:30 pm</p>	<p>\$1,800 Year (\$200.00/ 9 Months)</p>
<p><b><u>FULL DAY MONDAY - FRIDAY 7:30 am until 5:30 pm</u></b></p> <p><b>4 year old Class                      OR                      3 year old Class</b></p>	<p>\$3,825 Year (\$425.00/ 9 Months)</p>

**Background check fee with Safe Environment Workshop for NEW parents: \$30.00 each**

**Welcome to the St. Edward's Catholic School Family!**

**We need your involvement! You are a huge component in the success of St. Ed's School!**

**OUR ANNUAL BENEFIT DINNER AND AUCTION**

The Benefit Dinner and Auction, held in February or March of each year, is the largest fundraiser at St. Edward's Catholic School. The proceeds from this event help keep your tuition costs down. You are a vital component of this function – your time, talents, and resources are important for its continued success. **Please mark all of the areas in which you are interested. Please mark more than one.**

I can help **BEFORE** the Dinner:

- Auction items (solicitation & pick up at businesses I know)
- Raffle chairperson
- Decorations (making/preparing)
- Taking digital pictures in the school
- Putting together slide show
- Invitations
- Program (writing)
- Advertising
- Selling tickets after Masses
- Data entry
- Delivering programs

I can help the **DAY** of the Dinner:

- Loading/ hauling tables/chairs/set up
- China/set-up
- Decorations set-up
- Pick up & deliver auction items to dinner
- Auction set-up

I can help the **NIGHT** of the Dinner:

- Cashiers
- Serving dinner
- Bartending
- Games
- Coordinators to write amounts on Tally sheets (important-many needed throughout dinner)
- Spotters (assist with live auction)
- Clean up immediately after dinner
- China take-down
- Take down tables/chairs-return to Parish Hall
- Take down and collect decorations

I can help the days **AFTER** the Dinner:

- Returning tables/ chairs
- Pick up decorations and return
- Pick up linen and return to provider
- Final clean up
- Thank you notes

**♥♥♥ If you would like to chair a committee, or are interested in getting more information on what is involved, please check here and indicate which committee you would like: \_\_\_\_\_**

- ❖ Exceptions to your obligation for helping with the Benefit Dinner are: Chair another key fundraiser
  - Fun run
  - Golf scramble
  - Chocolate fundraiser
  - PTO
  - Spirit Wear
  - Gift Cards

You also have the option to “opt out” of volunteering at this event by paying \$50 an hour for each of the **six hours** not completed or recorded.

**Service beyond SIX hours working on the dinner will be applied to your 15 hour volunteer commitment.**

- ❖ We ask that every family sell at least two raffle tickets (\$100 each) for the big vacation raffle that is part of the Benefit Dinner.

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
Telephone number

## Harvest Festival & Carnival Volunteer Signup

The Harvest Festival is held the first Saturday of November each year. Our school operates thanks to the **\$120,000.00** subsidy from our parish, St. Edward's Catholic Church.

You are vital to the operation of this school! **THIS IS WHY WE REQUIRE EACH FAMILY TO HELP WITH ST. EDWARD'S CHURCH'S BIGGEST FUNDRAISER BY COMMITTING TO 4 HOURS OF VOLUNTEER SERVICE (per family) TO THE HARVEST FESTIVAL & CARNIVAL.**

You also have the option to "opt out" of volunteering at this event by paying \$50 an hour for each hour not completed. This amount will be added to your December 2013 monthly tuition bill.

**Each classroom will be responsible to run a carnival booth. Please mark all of the areas you are interested in. Please mark more than one. We will do our best to accommodate your preference.**

I can help **BEFORE** the Harvest Festival:

- Decorations (making/preparing)
- Gathering toys for prizes
- Putting together games for carnival
- Cake Walk donations
- Donate items to our Carnival Prize Booth
- Pick up & deliver auction items to Hall
- Gathering items for Silent Auction

I can help the **DAY** of the Harvest Festival:

- Loading/ hauling tables/chairs/set up
- Decorations set up
- Pick up & deliver auction items to Hall
- Carnival set up
- Silent Auction set up

I can help the **NIGHT** of the Harvest Festival:

- Cashiers/Ticket Sales
- Serving dinner
- Help run a Carnival Booth
- Runner to deliver coins to all Carnival Booths
- Clean up immediately after Carnival
- Take down tables/chairs-return to Parish Hall
- Take down and collect decorations
- Help with Silent Auction

I can help the days **AFTER** the Dinner:

- Returning tables/ chairs
- Pick up decorations and return
- Final clean up

**Service beyond FOUR hours working on the Harvest Festival will be applied to your 15 hour volunteer commitment.**

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
Telephone number

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I, \_\_\_\_\_, have read the information regarding my participation in the Harvest Festival & Carnival. I understand \$50 an hour of unfulfilled hours will be added to my December 2013 monthly bill if I choose not to volunteer at this event. It is my responsibility to complete the Volunteer Hours form and have it signed by my child's teacher, parent-coordinator or Harvest Festival Chair. Signed Volunteer Forms must be turned in by Nov. 15, 2013, to avoid a fee added to your December 2013 bill.



# Volunteer Hour Checklist

## You are vital to the operation of this school!

Below are suggestions of ways to fulfill your **15-hour** commitment (per family). Mark those that are of interest to you so that you may be contacted when we need you.

Classroom Assistance

Grade Levels

Fundraisers

- Parent Coordinator\* \_\_\_\_\_
- Listening to students read \_\_\_\_\_
- Providing refreshments \_\_\_\_\_
- Helping with art \_\_\_\_\_
- Driving/chaperoning field trips \_\_\_\_\_

- Helping with the PTO
- Helping with Chocolate Sales
- Helping with Spirit Wear Sales
- Helping with Gift Card Sales
- Helping with Golf Scramble
- Helping with Fun Run
- Helping with graduating class fundraising

Inside Help

- Electrical work (licensed)
- Plumbing (licensed)
- Heavy lifting
- Painting
- Grant writing & research
- Organize & clean supply closets
- Substitute teaching
- Beginning of Year/End of Year-heavy lifting and moving furniture for teachers.
- Other talents/resources:  
\_\_\_\_\_

Outside Help

- Snow removal
- General clean-up outside of school

HOURS MAY BE COMPLETED BY ANY FAMILY MEMBER (GRANDPARENTS, AUNTS, UNCLES, ETC.)

**IMPORTANT!!! BE SURE TO RECORD YOUR SERVICE HOURS IN THE BINDER OUTSIDE THE SCHOOL OFFICE, SO WE WILL KNOW HOW MANY HOURS YOU HAVE SERVED. OTHERWISE, YOU WILL BE CHARGED \$50.00 AN HOUR FOR ANY UNFULFILLED HOURS. \*\***

\*\*Exceptions to fulfilling this 15-hour commitment are:

- Chairing another key fundraiser.
- Being a classroom Parent Coordinator
- Paying \$50.00 for each unfulfilled hour.

All volunteers are required to have a background check and participate in a safe environment workshop held at the beginning of the year before they can volunteer! The fee is \$30 per person

\*Coordinates Harvest Festival Carnival booth/basket

\*Coordinates Benefit Dinner projects

\*Coordinates Field trips

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Telephone number

**Parent Commitment**

Please read carefully, initial each section, and sign!

St. Edward's After-School program will close if the school is closed due to the weather. Also if the main water line were to ever break, and St. Edward's School would be left without water for more than 2 hours, we would have to close due to health regulations.

Initial: \_\_\_\_\_

I understand that the policy of St. Edward's school program is to make **no refunds on registration fees.** Registration fees will hold my child's place until the first month's tuition is due.

Initial: \_\_\_\_\_

The after-school program runs from 3:30pm to 5:30pm and the rate is \$4.00 per child per hour. If I do not pick up my child by 3:45, he/she will be sent to the after-school program and I will be charged \$4.00 per hour for each child rounded to the next half hour.

(The full day preschool tuition includes after school care until 5:30 pm.)

Initial: \_\_\_\_\_

If my child is sick he/she needs to be kept home. St. Ed's will not accept my child if he/she is running a fever, vomiting, or has any contagious infection. I understand that runny noses that are not clear are infectious and contagious.

Initial: \_\_\_\_\_

If my child is on PRESCRIPTION medication, I agree to fill out a medication form from St. Edward's School before any medication will be administered at school. **Under no circumstances will my child be given over the counter medication without a completed and signed form.**

Initial: \_\_\_\_\_

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

\_\_\_\_\_  
Date

## ST. EDWARD SCHOOL FAMILY HANDBOOK

Please check each box to indicate agreement:

\_\_\_\_ I have reviewed and discussed the contents of the *2013-2014 Handbook* provided to me by St. Edward's School with my child.

\_\_\_\_ I have reviewed the Parental Responsibility and Involvement Requirements, and I will attend conferences and work diligently to resolve any student discipline problems with the school.

\_\_\_\_ I have received a copy of the Attendance Policy for St. Edward's School located within the *2013-2014 Handbook*.

\_\_\_\_ I have reviewed and discussed the contents of the Medication Procedures located within the *2013-2014 Handbook* with my child.

\_\_\_\_ I have reviewed and discussed the contents of the Dress Code located within the *2013-2014 Handbook* with my child.

\_\_\_\_ **PHOTO CONSENT:** I hereby give my permission for my child's photograph or video image to be used in school-related publications, including the annual, website, newspaper, video or television advertisement.

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

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

Date: \_\_\_\_\_

## PARENT PLEDGE

We believe that parents are the first and principle teachers of their children! When your child/ren enters St. Edward's Catholic School, we the staff, act as an extension of your teaching in the spiritual and academic areas. This team approach makes it possible for your child/ren to receive the maximum educational benefits.

In keeping with this goal, each student's parent or guardian is required to agree to the following commitments for a total of 25 hours (per family):

- I commit to volunteer **15 hours** of time (per family) per year to the school or pay \$50.00 an hour for each hour not completed.
- I commit to volunteer **6 hours** of time (per family) per year to our Annual Benefit Dinner and Auction or pay \$50.00 an hour for each hour not completed.
- I commit to volunteer **4 hours** of time (per family) per year to the Harvest Festival or pay \$50.00 an hour for each hour not completed.
- I commit to pay tuition by the 15<sup>th</sup> of the month or pay a \$15.00 late fee. I understand enrollment will be terminated if my account is 60 days past due.

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Parent/Guardian Signature

Date

**Local Permission Form**

**PLEASE READ AND SIGN**

**2013-2014 SCHOOL YEAR**

I acknowledge that the teachers or other personnel of St. Edward's Catholic School will be taking my child to:

- Twin Falls City Park
- Twin Falls Public Library
- St. Edward's Church, Parish Hall, lawn & parking lot.
- Downtown (Main Street)

I realize my child \_\_\_\_\_ will be crossing streets to go to these locations. I release the school, principal and teachers from any and all liability for damages beyond the limits of any and all applicable insurance policies.

◆ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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I realize my child \_\_\_\_\_ will be crossing streets to go to these locations. I release the school, principal and teachers from any and all liability for damages beyond the limits of any and all applicable insurance policies.

◆ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

ST. EDWARD'S CATHOLIC SCHOOL

COMPUTER USE AGREEMENT

Individuals using school computers are subject to having all activities on these computers monitored. By using the Internet, it is possible for users (including your child) to access information intended for adults. Although our school has taken reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum, the school cannot prevent the availability of inappropriate material elsewhere on the Internet. It is not possible for the school to restrict access to all controversial material.

I, \_\_\_\_\_ and \_\_\_\_\_  
Parent's name (please print) Student's name (please print)

have read this document, understand it and agree to adhere to its principles. We understand and accept the conditions stated above and we release from any liability St. Edward's Catholic School and employees. We understand that students are expected to use good judgment and follow the rules listed. Should the student named above breach this agreement, we understand the student will lose computer privileges at the school.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Students will not be allowed to use networked computers until and unless this form is signed and returned to the school.**



## Student/Parent/Teacher/Principal Educational Agreement

(Please fill out **one for each student.** More copies available in office.)

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Student Agreement:** I agree to:

- Exhibit the characteristics of a Catholic School student
- Respect others, myself, school, and church
- Follow school rules
- Complete in-class assignments as well as homework on a daily basis
- Be prepared for school each day
- Deliver all communications between the school and my parents

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent Agreement:** I agree to:

- Support the rules, teachings, and values of St. Edward's Catholic School
- Follow up at home with any infractions of my child that have taken place at school
- Drop off and pick up my child on time
- Help my child with assigned homework
- Read all communications sent home from the school
- Address any concerns with the school following the appropriate chain-of-command

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Teacher Agreement:** I agree to:

- Provide a Catholic education on a daily basis
- Treat all children as Jesus would
- Respect and appreciate the diversity of each student
- Maintain open communication with students and parents
- Challenge each student to learn to his or her potential
- Provide meaningful classroom and homework assignments for students

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Principal Agreement:** I agree to:

- Provide a school environment in which all students are given the opportunity for a Catholic education
- Maintain all policies, procedures, and values of St. Edward's Catholic School
- Provide fair and consistent treatment of all students
- Maintain open communication with students, parents, teachers, and parishioners
- Give staff appropriate support, supervision, and guidance in order to provide an excellent educational program for students

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_