

February 2012

Dear St. Peter's Montessori, Elementary, Junior High, and High School Parents,

It's time to register your children for the 2012-2013 school year. All registration materials are enclosed in this packet. The ability to accurately determine our enrollment prior to Open House serves everyone well if we can admit students with certainty that we have room for them. Thus, we require a \$100 per child registration fee, not to exceed \$200 per family, for enrollment in Montessori through grade twelve. This non-refundable fee will be applied to tuition. We hope it will keep us from having to turn away serious applicants unnecessarily. **If this non-refundable fee poses a hardship for any family at this time, a conversation with the building principal is necessary to discuss options.**

A Tuition Worksheet is included in the registration packet. On this worksheet, every family must choose one of two prepayment options or enrollment in the FACTS tuition program which permits payments at various intervals of your choosing. The earlier of the two prepayment options (by June 1) results in a 2% tuition discount. This discount applies to tuition only; not fees. The second prepayment option (by August 1) avoids enrollment in the FACTS program.

It is important for **current families to enroll before the March 4 Open House.** At that time new registrations will be accepted, filling remaining class openings. Registrations returned after March 4 will not guarantee a position for your child and will be processed on a first-come, first-served basis. For those current families who do not meet that March 4 deadline, and if class openings remain, the window for registration closes Friday, March 30. **After March 30, any current family who wishes to enroll will incur a late fee equal to 5% of the published 2012-2013 tuition rates as they apply to your specific tuition charge.** All of the following forms and **payment of or arrangements for deposit** must be completed and turned in prior to enrollment.

- Registration form – one per child
- Emergency Medical form – one per child
- Tuition Worksheet – one per family
- Non-refundable fee of \$100.00 per child, not to exceed \$200.00 per family
- Active Parishioner Participation Guideline Sheet, if applicable – one per family

Each student will receive a registration form and emergency medical form. Only the youngest St. Peter's student in your family will receive a registration packet which will include the Tuition Schedule, Admissions Policy (new families only), Active Parishioner Participation Guidelines, Tuition Policy, and Tuition Worksheet. This packet, including registration and emergency medical forms, is also available online at www.mansfieldstpeters.org in each school's forms section. It is possible to fill out these forms using your computer but they may not be submitted electronically. If you use the online forms, you will need to print them, provide your signature, and then have your child bring those signed documents to the appropriate school office.

Students currently attending St. Peter's will not be denied a Catholic education due to financial need as long as they complete the necessary paperwork and observe the Tuition Policy. The Tuition Policy has been revised and is enclosed. Application forms for tuition assistance (Private School Aid Service - PSAS) are available in the school offices or from our tuition clerk, Mrs. Tracey Williamson. We require all families who need tuition assistance to request and use this form. It is a confidential way for you to apply for aid and for St. Peter's to determine how our assistance monies should be dispersed. Your application is evaluated by a service in Lakewood, Ohio. Using your federal tax information, please complete your PSAS forms and mail them to Private School Aid Service; P.O. Box 770728; Lakewood, Ohio 44107-0034, no later than Monday, April 16, 2012.

You will also find enclosed an Active Parishioner Participation Guideline sheet outlining eligibility for the Catholic tuition rate. St. Peter's and other Catholic parishes subsidize the tuition of the students they send to us. Families earn that subsidy by being active, contributing members of their parishes. The Parishioner Participation Guideline document will help you determine whether you are eligible for the Catholic rate. Sign and include it with the other registration paperwork if applicable.

If your child(ren) will not be returning to St. Peter's in the fall, please indicate this on the front of the registration form and return it to the appropriate school office. This will allow us to determine the number of places available for new students at each grade level.

Our tuition arrangement requires a separate Registration form for each child which should be submitted to the respective school offices. The one-per-family Tuition Worksheet along with the non-refundable fee should be returned by the youngest student to the respective school office.

Our Open Houses for the general public will be held on **Sunday, March 4, from 1:00 to 3:00 p.m. in the Day Care, Montessori, Elementary, Junior High, and High School.** An important general session to include grades 7 – 12 information will be held in the high school auditorium at 2:00 p.m.

If you have any questions regarding enrollment, tuition, and/or tuition assistance, please call 419-524-3351 for Mr. Smith. Call 419-524-0979 for Mrs. Reith. Thank you for your continued support of St. Peter's School.

Sincerely,

Mr. James Smith
Montessori/Elementary School Principal

Mrs. Tressa Reith
Junior High/ High School Principal