



# SAINT FRANCES CABRINI SCHOOL

529 Hawthorn Drive, West Bend, WI 53095  
262-334-7142 | school.saintfrancescabrini.com

## Saint Frances Cabrini School K3-8th Grade Registration and Tuition Payment Contract 2023-2024

Please complete all forms that are attached and return to the office by April 30th. **In addition to filling out and signing the attached forms please go onto Pro-Care and register for the school year online.** Registration implies the responsibility to cooperate with the policies of the Saint Frances Cabrini School Committee and Administration, and the guidelines of the Parish Council. If you have any questions regarding these policies, please contact the principal before finalizing your registration. **NOTE: If your child is new to SFC and entering grade K5 or higher, the student will be temporarily placed until we receive documentation from a prior school attended to determine actual classroom placement.**

**If a limited number of spaces exist at a grade level, then priority for enrollment will be given as follows:**

1. Registered Parishioners with children in school including current K3.
2. Registered Parishioners without children in school.
3. Non-parishioners with children in school.
4. Non-parishioners without children in school.

**All families ending the 2022-2023 school year (by June 30th) with an unpaid balance and without an approved payment plan should contact Chris Chlebek at the parish office before enrolling.**

### Education Fund Tuition Assistance

Through the generosity of school families, parish members, and those in our community and beyond, we have a tuition assistance program available to help families who otherwise might not be able to afford all tuition cost. Applications are available in the school office (See below for more information)

### Registration Fee

There is a Registration Fee of \$150 per student, with a maximum of \$450 per family, which **MUST** be included with this registration form in order to hold your place for next year. *After April 30th, the Registration Fee is \$200 per student.* (If you decide to withdraw by July 1st your money will be refunded.)

### Referral Tuition Credit

The purpose of this program is to reward current St Frances Cabrini families a credit of \$500 to be applied towards their tuition for successfully referring a family of a newly enrolled student. In an effort to increase and sustain enrollment at St Frances Cabrini. Contact the school office for more information.

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## SERVICE • FORMATION • CATHOLIC

*At Saint Frances Cabrini School, our Mission is to Serve as Christ served,  
and to be Formed by the exceptional academic curriculum and the Catholic faith.*

### Tuition

	5 Day	3 Day	2 Day
K3 Half Day AM	\$3,020	\$2,670	\$2,320
K3 Full Day	\$5,100	\$4,050	\$3,360
K4 Half Day	\$3,020	X	X
K4 Full Day	\$5,100	X	X
K5-8th Grade	\$3,630	X	X

### Multi-Child Discount

1 Child	\$ -
2 Children	-\$600
3 Children	-\$1,600
4 Children	-\$3,500

**\*\*If you are enrolling a K3 and K4 student the Multi-Child discount will be different then this standard calculation.**

**St Frances Cabrini Parish provides subsidy for our school each year. We encourage all school families to be active stewards of their time, talent, and treasure as members of our parish community.**

### Educational Fund Financial Assistance

Education Fund grants are available for students attending Full Day K3 through 8th grade. An Education Fund Grant Application must be completed in order to qualify for the grant. Our purpose is to ensure a fair and equitable distribution of grant funds to families via a process that maintains the privacy of applicants and awards the grants based on basic standards of need, asset and income levels, and parish community involvement. Applications are reviewed by the Parish Finance Council

**\*\*If you are interested in assistance please contact the principal for the proper forms or check the website under the registration tab.**

### Before and After School Care

We offer before school care for students starting at 6:30a.m and going until 7:30a.m. We also provide after school care starting at 2:50p.m. and ending at 5:00p.m. If you plan on utilizing this service please indicate on the Enrollment/Re-Enrollment form.

## **Commitment to Adult and Family Faith Formation: SFC Rooted Program**

An essential component of our school's Exemplary Status in the area of Catholic Identity and Mission is our two-fold educational outreach in the area of faith formation to parents and students together.

At Saint Frances Cabrini School, we are committed to educating both students as well as parents in the teachings of the Catholic Church. Faith formation does not occur only in a classroom. Faith formation is a shared partnership between parents, students, the parish staff, the parish community, our priests, and our teachers.

In an effort to assist you as the primary educators of your child the parish offers the Rooted program to you, at no cost!

Rooted is the parish's family faith formation program that is held monthly during the school year. It consists of faith formation activities and lessons for parents alone, for children alone, and also for parents together with their children. The adult education portions are taught by our priests. The sessions are offered on a Sunday morning and are repeated on a Wednesday evening; you may come to either as a family.

It is the parish and school's recommendation to take advantage of this opportunity. If Rooted does not work with your family schedule, you are highly encouraged to utilize other adult and family faith education resources that the parish makes available (for example: Formed.org). We are happy to offer additional resources to you as well upon request.

Participation and registration in the Rooted Program is **free** of charge for our families enrolled in our day school.

Registration materials for Rooted will be sent to your family this spring. Parents/ families who are not Catholic are also welcome to attend Rooted free of charge, if you discern it is appropriate for your family to do so in light of your specific faith background.

Please sign this form acknowledging that you have been made aware of the parish and school's mission to educate both our parents as well as our students as partners in the process of faith formation.

Signature \_\_\_\_\_

## Saint Frances Cabrini Parish School 2023-2024 School Year K3-8th Grade Registration, Tuition Payment, and Covenant Agreement

Parish Members and non-parish members, Catholics and non-Catholics are equally welcome to enroll at Saint Frances Cabrini Parish School. No one will be denied the opportunity to enroll on financial grounds alone; generous grants are available, regardless of parish affiliation (see the Education Fund Grant Application form in this covenant). All mothers and fathers (sharing in any custody of your children) parish members and non-members, Catholics and non-Catholics, are required to review the conditions of this covenant and sign in agreement.

### Saint Frances Cabrini Parish School Covenant Terms

Please acknowledge and agree to the following covenant points before signing (each parent having custody) at the bottom indicating your promise to abide by these points:

*Saint Frances Cabrini Parish exists to make disciples of all nations by fostering a relationship with our Lord Jesus Christ, so that we may know Him, love Him, and serve Him, in the living tradition of the Catholic Church.*

As a condition of my child/children's enrollment at Saint Frances Cabrini Parish School, I agree:

- For Catholics: to learn my faith on an adult level by engaging in ongoing formation, and to practice my faith according to the precepts and teachings of the Gospel and of the Catholic Church to the best of my ability, including attending Sunday Mass regularly, celebrating the Sacrament of Confession habitually, and supporting the mission of the Church with my financial and personal resources, including regularly volunteering my time to support parish ministries.
- For non-Catholics: to live a life of virtue; and I understand that no compromises on Church teachings, or on Catholic practices and customs will occur in our school environment, and that non-Catholics will be expected to attend school Masses and devotional services, participating to the limits allowed by the teachings of the Church.
- To attend a Safeguarding God's Children class (all parents and any volunteers must complete this class once)
- To ensure that my child/children complete all assigned homework, and to give their teachers whatever support is necessary as they seek to provide quality education; to participate in parent teacher conferences.
- To support and comply with the provisions outlined in the most current edition of the Parent and Student Handbook, and to support and comply with all other school policies.
- To meet the financial obligations in the amounts we have agreed to above; I understand that a change in my personal financial circumstances does not alter or negate my covenant responsibilities, and that I must submit an Educational Grant application to be considered for any financial assistance available from the parish.

Father's Name Printed: \_\_\_\_\_

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

Mother's Name Printed: \_\_\_\_\_

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

**Saint Frances Cabrini School**  
**New Enrollment/Re-Enrollment Form 2023-2024 School Year**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Online Re-Enrollment and New Enrollment**

Re-Enrollment - Sign into your ProCare account and click "alerts". After that click the button that says begin re-enrollment. <https://www.myprocare.com/>

New Enrollment - Follow this link. <https://www.myprocare.com/Default/EnterEmail>

Name of Child being registered	Catholic or Non (C or N)	Birthdate	School Grade (2023-2024)	Bus or Car?	Before School Care (M, T, W, TH, F)	After School Care (M, T, W, TH, F)

**Other Subsidies and Fees**

Our family will accept the SCRIP subsidy we earn to offset tuition costs: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Before/After School Care**

We offer before school care for students starting at **6:30 am - 7:30 am** and after school care starting at **2:50 pm - 5:00 pm**. If you plan on utilizing these services, please indicate days/week and estimated time in the table above.

If you are a new family enrolling at St Frances Cabrini this year and were referred by an existing family, please share the name below so that they may be entitled to a referral credit.

I was referred to St Frances Cabrini by \_\_\_\_\_



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## 2023-24 TUITION PAYMENT AGREEMENT

**Notice:** Anyone with an outstanding balance at the end of the 22/23 school year will need to contact Chris Chlebek (262)338-2366 X 113 at the parish office before registering for the new school year.

Parent/Guardian First Name(s): \_\_\_\_\_

Parent/Guardian Last Name (s): \_\_\_\_\_

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be **submitted each year** at the time of student pre-registration. Please **check** an option for tuition payments: from the list below.

- ☐ **ACH withdrawals.** Under this plan, monthly tuition payments will be deducted on the 10<sup>th</sup> of each month over a (12) month period beginning July and continuing through June of the following year.
- ☐ **Procure Tuition Express.** Under this plan, tuition is paid monthly over a (9) month period beginning in August through May of the following year.
- ☐ **One Payment in Full.** To be received by September 1<sup>st</sup>.

### AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH)

If this option was selected, please complete the following information and attach a voided check.

I/We hereby authorize **Saint Frances Cabrini Parish** to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my/our account indicated below and Depository named below to credit and debit same entries to such account.

Depository Name \_\_\_\_\_

City, State & Zip \_\_\_\_\_

*You must verify all account numbers with your bank*

Bank Transit Number \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Savings Account Number \_\_\_\_\_

This authority is to remain in full force and effect until Saint Frances Cabrini Parish has received written notification from one of the undersigned on its termination in such time and in such manner as to afford Saint Frances Cabrini Parish a reasonable time to act on it, i.e. one-month notice of closing or changing accounts.

Name (please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Registration fees are not part of the tuition amount. These are paid when registration form is submitted. Aftercare fees are billed separately. Please refer to the before/aftercare agreement**