



St. Bernard's Catholic School
117 Knight Ave North
Thief River Falls, Minnesota 56701
Phone (218) 681-1539
<http://www.stbernardsschooltrf.org/>

March 23, 2017

Registration Packet for 2017-2018

Dear Parents,

Enclosed with this letter are the registration materials for 2017-2018. St. Bernard's strives to be conservative with our budget and sensitive to the budgets of families that choose to have their children attend school here. St. Bernard's School is funded by tuition, a contribution from the St. Bernard's parish community, and through fundraising efforts. The cost to educate a student at St. Bernard's is approximately \$6,500 per student, meaning tuition alone does not cover the entire cost. The school is also fortunate that the parish assists with about \$2,500 per student. When comparing an education at St. Bernard's to a public school please remember that it is an investment not only academics; but also character, morals, service and faith!

The registration fee for 2017-2018 will be \$50/child if turned in on/before April 28th. Forms turned in after that date will have a \$100 registration fee/child. All registration forms need to be turned in to the office as soon as possible for planning purposes. Even if you are not able to pay the registration fee, please turn in your registration form and the registration fee(s) will be added to your tuition for next year.

If you are registering for next fall's prekindergarten class or registering for the first time, there is an additional letter included in the registration packet for you. Please read this carefully, as it explains our Prekindergarten Scholarship fund. This program was started several years ago to assist with providing scholarship money to those in need, and also as a retention tool. It follows students through fifth grade, at which time there are several options available to families. If you have any questions about this program, please let me know.

God Bless,

Mr. Randy Schantz, Principal



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St. Bernard's Scholarship Deposit Program

Dear Parents of Prekindergarten and new enrollees,

The St. Bernard's School Advisory Council established a scholarship fund in 2010-2011 to encourage students that start here in prekindergarten to remain at St. Bernard's through graduation in 5th grade. This program also helps create funds for student scholarships and other aid programs to ensure that students can receive a quality education from St. Bernard's. St. Bernard's being a private school does not receive the same federal and state funds that a public school does. Due to this, St. Bernard's is funded by tuition, a contribution from the St. Bernard's parish community, and through fundraising efforts.

This Prekindergarten enrollment deposit program requires prekindergarten and new enrollees to St. Bernard's to pay a one-time deposit fee of \$150. These funds are retained in a bank account to gain interest to apply to the fund. When a student is in 5th grade they have options on how they would like to use that \$150 deposit. Parents can decide to receive the \$150 back to put towards tuition, other school costs, or leave it with St. Bernard's School as a donation. This enrollment fee can be paid in full at the time of enrollment or along with tuition payments.

We understand that circumstances may at some time cause you to leave St. Bernard's School. In these cases we have a plan in place for your deposit as well. If your family were to leave the Thief River Falls area, the family will receive a pro-rated amount back according to the number of semesters/years the student(s) completed here. If a student transfers to any other school, home school, an online course of study in Thief River Falls, or a neighboring school district instead of remaining at St. Bernard's, the family will then forfeit the entire deposit. The same forfeiture would apply if the student moved outside of Thief River Falls, but still went to another school in Thief River Falls.

We thank you for your investment in a faith-based, quality education for your child(ren).

God Bless,

Mr. Randy Schantz, Principal



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St. Bernard's Fundraising and Volunteer Agreement

Dear Parents,

St. Bernard's strives to keep the number of fundraisers requiring parent involvement to a minimum. However, there are a few fundraisers that are required for all school families to participate in each year. Required fundraisers for 2017-2018 will be the Fall and Spring Raffle Fundraisers. In addition to this other fundraisers require parent volunteers to make them happen such as the golf tournament, book fair, pancake breakfast, and 5K. Fundraising is necessary to keep tuition at a reasonable rate for our families. Our goal is to have approximately one-third of the educational costs for a child to come from school fundraising efforts, one-third from the parish, and one-third from school families. Take into consideration that increasing fundraising efforts and participation can ensure that tuition can remain stable.

In addition to the requirement of participating in some of the fundraisers, there is also a volunteer commitment for each family. St. Bernard's School needs help in several areas to keep our school running smoothly. Each family is required to work/participate in a minimum of 10 volunteer hours for various St. Bernard's activities. These range from prep work, sorting labels, helping during school activities, donating items, and just about anything in between. Volunteer hours can be worked by just about anyone in the name of the family. Periodically reports will be sent to notify you of your current standings, please remember to report your volunteer hours to the office. At the end of the year any unaccounted for hours will be added to your tuition bill at a rate of \$25 per hour.

Parents, your help is greatly needed and appreciated! Please sign the form below and return it with your completed registration form for your child/children.

God Bless,

Mr. Randy Schantz, Principal

Fundraiser/Volunteer Agreement

I have read the above letter and acknowledge that I will be required to participate in school fundraising activities and fulfill my required volunteer hours.

Parent Signature

SAINT BERNARD'S CATHOLIC SCHOOL



A SCHOOL GROWING IN FAITH AND KNOWLEDGE!

117 KNIGHT AVE N, THIEF RIVER FALLS, MN 56701 (218) 681-1539

We are a (choose one): New family at St. Bernard's School Current family at St. Bernard's School

FAMILY INFORMATION

Family Last Name: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

Home/Primary Phone: _____ Primary Email: _____

Relationship Status: Married Separated Divorced Single Parent Foster Home Other

Married in a Catholic Church: Yes No

Father/Guardian Name: _____ Mother/Guardian Name: _____

Father's Email: _____ Mother's Email: _____

Father's Work Phone: _____ Mother's Work Phone: _____

Father's Employer: _____ Mother's Employer: _____

Father's Primary Phone: _____ Mother's Primary Phone: _____

REGISTRATION

Student Name	Gender	Birth Date	Date of Baptism	Grade for 2017-18	Program	Preferred Session
			Date: In Catholic Church: Y /N		<input type="checkbox"/> Preschool (3-4yr) <input type="checkbox"/> Prekindergarten (4-5yr)	<input type="checkbox"/> AM <input type="checkbox"/> PM
			Date: In Catholic Church: Y /N		<input type="checkbox"/> Preschool (3-4yr) <input type="checkbox"/> Prekindergarten (4-5yr)	<input type="checkbox"/> AM <input type="checkbox"/> PM
			Date: In Catholic Church: Y /N		<input type="checkbox"/> Preschool (3-4yr) <input type="checkbox"/> Prekindergarten (4-5yr)	<input type="checkbox"/> AM <input type="checkbox"/> PM
			Date: In Catholic Church: Y /N		<input type="checkbox"/> Preschool (3-4yr) <input type="checkbox"/> Prekindergarten (4-5yr)	<input type="checkbox"/> AM <input type="checkbox"/> PM

PARISH MEMBERSHIP

St. Bernard's Parish Member Yes No

FINANCIAL AGREEMENT

2017-2018 Parishioner Tuition

Preschool \$1,185
Prekindergarten \$1,477
Kindergarten - 5th \$2,860

2017-2018 Non-Parishioner Tuition

Preschool \$1,344
Prekindergarten \$1,656
Kindergarten - 5th \$3,168

We understand and agree that all outstanding financial obligations and fundraising commitments must be paid in full before the end of the current school year. Failure to do so will result in denial of my student(s) year-end report cards, diplomas, transcripts, and/or admission to St. Bernard's Catholic School for the following year.

Mother/Guardian's Signature Required

Date

Father/Guardian's Signature Required

Date

OFFICE USE ONLY

If paid by **April 28, 2017** - \$50 per child
If paid after **April 28, 2017** - \$100 per child

Date Registration Fee Received: _____

Payment Type: _____



St. Bernard's School Tuition Collection Policy

It is the goal of St. Bernard's School to work with each family to provide Catholic education for their family. We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that parishes are also investing significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. We assure you that family financial information will be kept confidential.

St. Bernard's School provides options for tuition payment which are outlined below. All families will be required to sign a tuition agreement, and will be expected to meet their tuition obligation per the signed agreement. **If at any time during the year, a family is unable to meet a tuition payment, it is the family's responsibility to contact the St. Bernard's School Office (principal) to make alternate arrangements. We are willing to work with families if they contact us before outstanding/delinquent tuition becomes an issue.** If there are any bank fees associated with automatic withdrawals, late fees, returned NSF notices, collection fees, etc., the amount of service charges/fees will be added to the family's tuition bill.

Keeping tuition costs reasonable is the responsibility of all, and the St. Bernard's School budget does not include money to cover costs associated with late or delinquent tuition and tuition collection costs. Families who have a past due tuition balance from St. Bernard's School will not be allowed to start the new marking period. The bottom line is that St. Bernard's School has financial obligations and payroll to meet. We need stable and predictable cash flow to operate the school, just as families need to meet their financial obligations. When tuition payments are late, it jeopardizes the solvency of the school for all.

The parish has the flexibility to provide additional financial support to families through scholarships, etc. so families are encouraged to contact the parish business office/pastor to discuss financial need.

Tuition – there are 2 tuition payment options available:

- A) **One annual payment** for total tuition due September 8th of the current school year (if it falls on a weekend, then the following business day). Payment is made directly to St. Bernard's School.
- B) **Payment with Smart Tuition.** By enrolling with Smart Tuition you have the flexibility to choose how many payments over which to pay tuition with automatic withdrawal from your bank account or credit card and choose the date payments are withdrawn. Forms must be filled out and documentation needed should be brought to the school Principal. There is no charge to the family to set up a Smart Tuition account. ****enrolling in Smart Tuition is St. Bernard's School preferred tuition payment option****

Collection Procedure:

- A) If you encounter financial difficulty, and will be unable to meet a payment, you must notify the St. Bernard's School office (Principal) before the payment date so alternative arrangements can be made, and you can avoid missed payment fees.
- B) If there are insufficient funds in your account you will incur a \$55 missed payment fee from St. Bernard's School, as well as an additional fee from your bank or credit union.
- C) If after a 60-day period no contact has been made with the school office – Principal, **a final past due notice** will be mailed. You will have an additional week to contact the office or make the necessary payments to bring your account current or action will be taken to initiate collection proceedings.

The parent/guardian is completely responsible for making contact with the school office (Principal) in the event that a payment will not be made by the due date.

