



# PRESCHOOL APPLICATION

(Please complete one application per student.)

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

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Please attach the following along with Preschool Application:

- Birth Certificate
- Baptismal Certificate
- Registration Fee \$50 (check payable to SFA)
- Tuition Agreement
- Parenting Plan (if applicable)
- Guardian Decree (if applicable)

**STUDENT INFORMATION**

Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Main Email: \_\_\_\_\_ Religion: \_\_\_\_\_

Birth Date: (MM/DD/YY) \_\_\_\_\_ Birth City & State: \_\_\_\_\_

Race/Ethnicity: (Circle all that apply) Asian Black Hispanic Indian Pacific Islander White

Medical Conditions: (allergies, etc.) \_\_\_\_\_

Emotional or Physical Problems: \_\_\_\_\_  
(fears, dependencies, special diet, etc.) \_\_\_\_\_

Are there any family circumstances we should be aware of? \_\_\_\_\_

How can St. Francis of Assisi Preschool help your child? \_\_\_\_\_

Previous preschools or daycare centers attended:

	Date	Church	City/State
Baptism			

**PARENT INFORMATION**

**FATHER** Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: (if different than student) \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**MOTHER** Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: (if different than student) \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Marital Status: Married Single Separated Divorced Widowed Remarried

Parent with Custody: (if applicable) \_\_\_\_\_

Parishioner of SFA: (Y/N) \_\_\_\_\_ If No, present parish: \_\_\_\_\_

**GUARDIAN INFORMATION (if applicable)**

Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: (if different than student) \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_





## 2019/2020 Pre-School Registration Information

Dear St. Francis of Assisi Pre-School Parents:

I wanted to again share with you the financial situation of our school in order to ensure we are good stewards of all the treasure it takes to run our largest ministry of the Parish. In 2017, we conducted focus groups to solicit feedback from parents and parishioners, and the general agreement that came out of those sessions was that a gradual increase in tuition to keep revenues more in line with costs, keeping the school viable, was the most logical approach to our financial situation.

For the fiscal year 2018/2019, our overall school revenues are projected to be \$1,117,343, while our expenses are projected to be \$1,345,094, leaving a Parish investment in the school ministry of \$276,308. Budget preparation is underway for the 2019/2020 fiscal year, and early projections show a very similar outlook. In light of this situation, the Finance Council and School Board are recommending a 3% tuition increase for the preschool for the 2019/2020 school year, **with no increase in fees.**

This year, preschool tuition will be:

<u># OF DAYS</u>	<u>TUITION</u>	<u>PAID IN FULL (2% DISCOUNT)</u>
5 half days	\$ 2,884.00	\$ 2,826.32
5 full days	\$ 5,253.00	\$ 5,147.94
4 half days	\$ 2,317.50	\$ 2,271.15
4 full days	\$ 4,171.50	\$ 4,088.07
3 half days	\$ 1,699.50	\$ 1,665.51
3 full days	\$ 3,193.00	\$ 3,129.14
2 half days	\$ 1,287.50	\$ 1,261.75
2 full days	\$ 2,235.10	\$ 2,190.40

**NOTE: if enrolling more than one child in our preschool program, siblings are billed 50% off the prices listed**

Fees are as follows:

- Snack & activity fee - 5 days per week - \$170.00
- Snack & activity fee - 4 days per week - \$140.00
- Snack & activity fee - 3 days per week - \$115.00
- Snack & activity fee - 2 days per week - \$100.00

The registration fee is \$50 per child, and it is due with your registration.



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**Please note that this year I'm requiring all families, other than those who choose the Full Payment option, pay their tuition through FACTS.** We've made some administrative changes in how we track tuition, and because of this it is important that all families making payments for their tuition pay through FACTS. In the past we've allowed families to make payments directly to the parish, but tracking such situations has led to too many issues, forcing us to make this policy change. See the "Tuition Payment Policies & Procedures" section below for more details.

I am grateful for all our families' supporting SFA through their time, talent and treasure. Let us continue to pray for the success of our school and preschool, and spread the good news that we continue to be Academically Excellent and Passionately Catholic.

Sincerely,

A handwritten signature in black ink, appearing to read "Rev. Anthony Yates".

Rev. Anthony Yates  
Pastor



**St. Francis of Assisi Preschool  
Tuition Payment Policies and Procedures  
For the 2019-2020 preschool Year**  
(Please retain for reference throughout the preschool year.)

### **Policies for preschool Tuition Payments:**

The St. Francis of Assisi School Board acts in an advisory role to the Pastor and the Principal of the school in regard to educational and religious programs for our school and preschool as well as financial matters. In that capacity, the Board annually establishes the amount of tuition and the manner of payment with the approval of the Pastor. Because there is a serious need for scheduled payments in order to keep our preschool financially solvent, the tuition formula will be reviewed periodically. **The Pastor, Finance Commission and the School Board reserve the right to act to increase the tuition formula as necessity dictates and/or determine other appropriate actions to maintain the financial viability of the preschool.**

Each preschool family must complete and sign a tuition contract prior to the beginning of this preschool year in order for their children to attend St. Francis of Assisi preschool.

### **Payment Options & Tuition Delinquency Processes**

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 via a signed tuition agreement at the time of the student(s) registration. Options for payments are as follows:

#### **Full Payment option:**

- **Payment Processing** - Under this option, the entire amount of tuition is paid on or before July 1<sup>st</sup>. **This is paid directly to the parish office.** Families who choose this option will receive a 2% discount off of their tuition. For families who do not wish to use FACTS, this is the option for you.
  - It shall be the responsibility of each preschool family to keep the Preschool Secretary informed of their need to make any changes to their tuition payment option or adjustment in the amount of tuition expected to be paid. Without such information, the following policy will apply for tuition payments not received:
    - When full payment has not been made by July 1, the family will be contacted within fifteen (15) days by the Parish office concerning the missed payment date and an alternative tuition option will be offered. If the funds are not received according to the new agreement, all tuition payments shall be made through FACTS Tuition Management plan under one of the options below.

#### **Two Payment plan option via FACTS:**

- **Payment Processing** - Under this option, payments are due August 15<sup>th</sup>, 2019 and January 15<sup>th</sup>, 2020. This option is an automatic payment plan made through a checking or savings account. Those choosing this option will authorize their bank to make automatic payments to FACTS. **Payments made under this option are required to be made through FACTS.** There is a processing fee of \$10 that will be charged to the account by FACTS prior to the August payment. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.
- **Delinquencies** - preschool families who choose the two payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for



example, if a payment fails on the 15<sup>th</sup>, FACTS will try to draw that payment again on the 30<sup>th</sup> of that same month. If it fails again, FACTS will attempt to draw that payment again on the 15<sup>th</sup> of the next month).

- Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
- Preschool families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to preschool according to the Non-Admission specifications of this policy.

#### **Quarterly Payment Plan via FACTS –**

- **Payment processing** - under this option, the amount of tuition is paid quarterly with payments due in August, November, February and May (on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month). This option is an automatic payment plan made through a checking or savings account. **Payments made under this option are required to be made through FACTS.** Those choosing this option will authorize their bank to make automatic payments to FACTS. A processing fee of \$43 will be charged to the account by FACTS prior to the first payment due date. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option
- **Delinquencies** - preschool families who choose the quarterly payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for example, if a payment fails on the 5<sup>th</sup>, FACTS will try to draw that payment again on the 20<sup>th</sup> of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5<sup>th</sup> of the next month).
  - Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
  - Preschool families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to preschool according to the Non-Admission specifications of this policy.

#### **Monthly Payment Plan (10 month) via FACTS:**

- **Payment Processing** - under this option, the amount of tuition is paid monthly over a ten (10) month period, with payments beginning in August, 2019. This option is an automatic payment plan made through a checking or savings account. **Payments made under this option are required to be made through FACTS.** Those choosing this option will authorize their bank to make automatic payments to FACTS on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. A processing fee of \$43 will be charged to the account by FACTS prior to the first payment due date in August. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.
- **Delinquencies** - preschool families who choose a monthly payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for example, if a payment fails on the 5<sup>th</sup>, FACTS will try to draw that payment again on the 20<sup>th</sup> of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5<sup>th</sup> of the next month).
  - Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
  - Preschool families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to preschool according to the Non-Admission specifications of this policy.



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Special note: In situations where parents are divorced, separated, or unmarried, and tuition is to be split between two parties, families can arrange split tuition payment arrangements with each family paying through their own FACTS account. Each party will need to complete a tuition contract, with the tuition amounts adjusted accordingly. Please notify the Preschool Secretary if you are in this situation.

### **Non-Admission of Students due to Tuition Delinquency:**

Preschool families failing to pay tuition according to the agreement which they have made with the preschool or who have been unwilling to make suitable alternative arrangements with the parish, will be informed that their child(ren) will not be re-admitted to our preschool as outlined above. **All families must be current on their tuition.**

### **Delinquent Tuition from Previous Years:**

All previously unpaid tuition must be paid by August 1<sup>st</sup> if a student is to be re-admitted on the first day of class for a new preschool year. **Payments are to be made directly to the parish office.** If payment is not possible, suitable arrangements must be made with the Pastor.

### **Adjustments of Tuition:**

In the event that a child is withdrawing from St. Francis of Assisi preschool, requests for tuition adjustments should be made to the Director of Operations & Finance. Tuition will be adjusted on a pro-rated basis. Any month or partial month attended (even if student only attended one day that month) will be counted as a full month of tuition owed.

**PLEASE NOTE THAT ALL REGISTRATION FEES ARE NON-REFUNDABLE.**



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## PRESCHOOL TUITION CONTRACT

**Parish of Registration (required):** \_\_\_\_\_

Father's First Name \_\_\_\_\_ Father's Last Name \_\_\_\_\_

Father's Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Father's email address \_\_\_\_\_ Father's Telephone Number \_\_\_\_\_

Mother's First Name \_\_\_\_\_ Mother's Last Name \_\_\_\_\_

Mother's Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Mother's email address \_\_\_\_\_ Mother's Telephone Number \_\_\_\_\_

**PLEASE NOTE - Listing the Parish name here on this application does NOT register you in that Parish. Please contact the Parish Office if you're not sure whether you're registered**

Student First/Last Name \_\_\_\_\_ pre-k or preschool (circle one) \_\_\_\_\_ DOB \_\_\_\_\_

Student First/Last Name \_\_\_\_\_ pre-k or preschool (circle one) \_\_\_\_\_ DOB \_\_\_\_\_

**NOTE: if enrolling more than one child in our preschool program, siblings are billed 50% off the prices below**

**Please choose one of the following options (circle your choice):**

<b>Single Payment: Due July 1, 2019, paid directly to the Parish office (Includes a 2% discount for paying in full)</b>						
_5 full day	\$5,147.94	_4 full day	\$4,088.07	_3 full day	\$3,129.14	_2 full day \$2,190.40
_5 half day	\$2,826.32	_4 half day	\$2,271.15	_3 half day	\$1,665.51	_2 half day \$1,261.75

<b>Two Payment: Due on August 15, 2019 and January 15, 2020, withdrawn through FACTS</b>						
_5 full day	\$2,626.50	_4 full day	\$2,085.75	_3 full day	\$1,596.50	_2 full day \$1,117.55
_5 half day	\$1,442.00	_4 half day	\$1,158.75	_3 half day	\$ 849.75	_2 half day \$ 643.75

<b>Quarterly Payments: 4 payments withdrawn through FACTS (August, November, February, May)*</b>						
_5 full day	\$1,313.25	_4 full day	\$1,042.88	_3 full day	\$ 798.25	_2 full day \$ 558.78
_5 half day	\$ 721.00	_4 half day	\$ 579.38	_3 half day	\$ 424.88	_2 half day \$ 321.88

<b>10 Payments withdrawn through FACTS (August, 2019-May, 2020)*</b>						
_5 full day	\$ 525.30	_4 full day	\$ 417.15	_3 full day	\$ 319.30	_2 full day \$ 223.51
_5 half day	\$ 288.40	_4 half day	\$ 231.75	_3 half day	\$ 169.95	_2 half day \$ 128.75

\*FACTS: Automatic bank payments (ACH) through your checking, savings or charge card account on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. THERE IS AN ANNUAL FACTS ENROLLMENT FEE OF \$43 FOR BOTH QUARTERLY AND MONTHLY PAYMENTS. The fee is \$10 for Two Payment Families. This fee will be automatically deducted from your specified account within 14 days of the finalization of your agreement.





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**FEE SCHEDULE (ALL PAYABLE AT TIME OF REGISTRATION)**

SCHEDULE	FEE/STUDENT	NUMBER OF CHILDREN	TOTAL
REGISTRATION FEE (PER CHILD)	\$50.00		
SNACK & ACTIVITY FEE - 5 DAYS PER WEEK	\$170.00		
SNACK & ACTIVITY FEE - 4 DAYS PER WEEK	\$140.00		
SNACK & ACTIVITY FEE - 3 DAYS PER WEEK	\$115.00		
SNACK & ACTIVITY FEE - 2 DAYS PER WEEK	\$100.00		
<b>GRAND TOTAL - REGISTRATION AND SNACK &amp; ACTIVITY FEE</b> Make check payable to St. Francis of Assisi			

**PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE**

Full day hours are 7:30am – 3:00pm  
 Half day hours are 7:30am – 11:30am

Snack & Activity fees include healthy snacks for the year, as well as field trips, class parties, and class t-shirts

Your child(ren) is (are) not considered enrolled for our preschool program until this completed form and all fees are returned to the preschool office.

St. Francis of Assisi Preschool and aftercare programs operate nine (9) months of the year and schedules coincide with the school days of our elementary school.

I agree to make tuition payments for the 2019-2020 preschool year according to the option above that I have selected. I have read the preschool policy regarding tuition and agree to abide by this policy.

\_\_\_\_\_  
 Responsible Party Signature

\_\_\_\_\_  
 Date

To secure your child(ren)'s registration for the 2019-20 preschool year, this form should be completed and returned to the preschool office with your family registration and snack & activity fee