

ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill
Lancaster, NY 10486-2033
www.smeschool.com

Phone: (716) 683-2112
Fax: (716) 683-2134
“...visible examples of gospel living”

Dear Parents,

Thank you for your interest in returning to St. Mary's Elementary and choosing Catholic Education for your child! You truly are making a wise investment and we thank you for doing so. We look forward to continuing to learn and grow with your family.

Completed Re-Registration packets are due by April 15, 2018. It is very important that all forms and fees are returned as soon as possible, but no later than April 15th. Re-Registration after the April 15, 2018 deadline **DOES NOT** necessarily guarantee placement for your child next year. Re-registration is considered complete as of the date when all forms and fees are received. The same re-registration form can be used for all returning students in first through eighth grade.

A Verification of Parish Membership form, CTGP Form, needs to be completed if you are members of a parish without a school.

Please refer to the re-registration checklist below for all items to be returned with your completed Re-registration Form.

- _____ Proof of Residency (**2 mailed items to your residence with your name and address on it**)
- _____ Re-Registration Form
- _____ Textbook Request Form
- _____ Tuition Payment Contract
- _____ CTGP Form if applicable (for families who are members of a Roman Catholic Parish without a school)
- _____ Consent & Release Form
- _____ Service Hours Recommendation List
- _____ Health Authorization Disclosure Form
- _____ Uniform Policy Form (Please sign and return page 3 only)

The following Commitment fee is required at the time of registration. Commitment Fees provide for registration, book, and technology fees, HSA dues, and miscellaneous classroom supplies (disinfecting wipes, box of tissues, hand sanitizer, ream of paper, and a Note from Home Pad). **New for the 18-19 school year, all school supplies, and assignment notebooks are included in the Commitment Fees. The following items are NOT included: head phones, other technology items, and Middle School (grades 6-8) calculators.**

- _____ \$300 for one student Commitment Fee (Non-refundable/Non-transferrable). **Due by May 1, 2018**
- _____ \$475 for two students Commitment Fee (Non-refundable/Non-transferrable). **Due by May 1, 2018**
- _____ \$600 for three or more students Commitment Fee (Non-refundable/Non-transferrable). **Due by May 1, 2018**

EARLY REGISTRATION COMMITMENT FEE DISCOUNT OF \$50 PER FAMILY IF REGISTERED BY MARCH 1st, 2018.

Thank you for being a member of our school family.

Sincerely, Mrs. Kwitowski, Principal

01/24/18

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RE-REGISTRATION FORM: 2018-2019

The following Commitment fee is required at the time of registration. Commitment Fees provide for registration, book, and technology fees, HSA dues, and miscellaneous classroom supplies (disinfecting wipes, box of tissues, hand sanitizer, ream of paper, and a Note from Home Pad). **New for the 18-19 school year, all school supplies, and assignment notebooks are included in the Commitment Fees.** **The following items are NOT included: head phones, other technology items, and Middle School (grades 6-8) calculators.**

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\$600 for three or more students Commitment Fee (Non-refundable/Non-transferrable). Due by May 1, 2018

EARLY REGISTRATION COMMITMENT FEE DISCOUNT OF \$50 PER FAMILY IF REGISTERED BY MARCH 1st, 2018.

Please return this form along with the items detailed on your 2018 – 2019 Re-Registration Checklist

PLEASE PRINT

Father's/Guardian Name _____			
Address _____		City _____	State ____ Zip _____
Phone (H) _____	Cell _____	Email _____	
Mother's/Guardian Name _____			
Address _____		City _____	State ____ Zip _____
Phone (H) _____	Cell _____	Email _____	
School District _____			
With whom does the child (ren) reside? _____			
Who has legal custody? _____ (please submit court papers)			

List the names of children **who already** attend St. Mary's Elementary **and** will do so next year:

NAME	GRADE LEVEL IN 2018-2019
_____	_____
_____	_____
_____	_____
_____	_____

Proof of Address: Please include copies of **(2 mailed items to your residence with your name and address on it)**

For information on Tuition Assistance, please see the Financial Aid and Tuition Assistance sheet.

Our family **will not** be returning to St. Mary's Elementary School next year.

Reason _____

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Payment Policy

2018-2019

All families are required to make tuition payments according to one of the following payment plans. Credit card payments are accepted for tuition payments only. Options for payment shall include:

- Annual Payment - Full payment of tuition directly to the school office by check, cash or credit card by July 15, 2018
- Quarterly Payment – Payment of tuition directly to the school office by check, cash or credit card by July 15, 2018, October 15, 2018, January 15, 2019 and April 15, 2019
- Monthly Payment – Payment of tuition directly to the school office by check, cash or credit card by the 15th of each month beginning July 15, 2018 through April 15, 2019
-

*Note: Post-dated checks will not be accepted.

Late Payments

Tuition payments not received within 10 days of the due date will be considered late and may be assessed a \$25 late fee.

Returned Checks

A fee of \$35.00 will be assessed to a tuition account for checks that do not clear and are returned by the bank. When replacing a returned check, it must be paid by a money order, bank check, cash or credit card payment. Credit card payments are accepted for tuition payments only.

Non-Admission of Students due to Default in Payment of Tuition, Fast Club, Fundraising, etc...

Families who fail to pay Tuition, Fast Club, Fundraising, etc... according to any agreement that they made with St. Mary's Elementary School or who have been unwilling to make alternative arrangements will be notified that their student(s) will not be allowed to attend St. Mary's Elementary School until their accounts are current. Parents/Guardians will not have access to their student(s) grades on parent portal if a tuition account is in arrears and records will not be released. All families must be current with their payment of Tuition, Fast club, Fundraising, etc....

By August 25:

If not, student(s) may not be admitted on the first day of school until their Tuition, Fast Club, Fundraising accounts etc...are current.

By December 19:

If not, students may not be readmitted after Christmas vacation on the first day of class in January until their Tuition, Fast Club, Fundraising accounts etc...are current.

By April 25:

If not, students may not be allowed to attend class as of May 1 and registration will not be accepted for the following year until their Tuition, Fast Club, Fundraising accounts etc...are current.

By May 25:

If not, students may be excluded from participating in end of school year activities, field trips, graduation ceremonies, receiving of transcripts, and final report cards until their Tuition, Fast Club, Fundraising accounts etc...are current.

Withdrawal

The cost of your child's education is a full school year expense. Please note books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year enrollment. As a result, St. Mary's Elementary

School has specific policies and guidelines regarding students who withdraw from the school. Families withdrawing their student(s) prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the upcoming school year. Families who withdraw their student(s) before the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal. Commitment Fees and financial aid are not considered tuition payments and will not be refunded in the event of a withdrawal. There is no tuition refund for students expelled for disciplinary reasons. Commitment Fees are non-refundable and non-transferrable.

Tuition Assistance

St. Mary's Elementary School Tuition Assistance Program is available for families with students attending grades K – 8. Applications are available per request from tuition office. This need-based assistance is funded by an annual donation from The Galasso Foundation. A letter of request, specific financial documentation, a description of monthly expenses, and the completed application must be turned into the Tuition Office for consideration. Please contact Nancy Jezuit, Director of Student Affairs at 683-2112 x121 or Jezuitn@smeschool.com if your family circumstances change and a need arises during the school year.

BISON Fund is a privately funded tuition assistance program offering partial tuition assistance to low income families for students attending K - 8. More information may be found at www.bisonfund.com or by calling Cindy McDonald at 716-854-0869 ext. 1.

However, since circumstances often are unpredictable, families should not hesitate to inform the tuition office of their need whenever it may arise during the school year. For the sake of our families and the general financial stability of our school, we encourage parents/guardians to contact Nancy Jezuit in the tuition office or Mrs. Kwitowski, Principal, at 683-2112 x124 or Kwitowskik@smeschool.com as soon as possible when they are experiencing economic difficulties. We are always happy and willing to work with you.

Parishioner vs. Non-Parishioner Tuition Rate

By meeting the following criterion, families are considered active parishioners and qualify to receive parishioner rate status for students in K – 8:

- 1) Families must be registered at a Roman Catholic parish without a school or registered at St. Mary of the Assumption parish.
- 2) Families are encouraged to attend Mass on a weekly basis and worship in the parish faith community.
- 3) It is expected that families receiving the parishioner rate contribute financially to the parish in their weekly offering.
- 4) **Note: Pre K families** will receive the parishioner rate if they meet the criterion above and are registered parishioners of St. Mary's of the Assumption parish **only**. The Payment Policy also applies to Pre-K families.
- 5) **NON-AFFILIATE RATE:** A non-affiliate is either a non-Catholic, a Catholic not registered at any parish, or a member of another parish with no CTGP verification of parish membership form on file.

Fast Club

All Fast Club payments are due on a bi-weekly basis and are expected to be paid in full by the due date indicated at the bottom of your Fast Club statement. Charges are based on a cumulative number of hours for services rendered on a weekly basis. Weekending dates are used as the posting date for all weekly charges. If paying by check, please issue a separate check made payable to St. Mary's Elementary School. Receipts will be issued for all cash payments.

Families whose balance is in arrears are in violation of the Payment Policy and are at risk of losing Fast Club services.

Fundraising

All Fundraising participation is at the discretion of each family and is not mandatory. However, active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. SME hopes to promote the true spirit of volunteerism which is not compensated. All money raised by any family as a result of voluntary participation in any fundraising event is expected to be turned in to the school office promptly upon the sale of goods provided to you per your request. Candy Bar money is expected to be promptly turned in to the school office upon the sale of each box of candy bars sold. Golf Tournament Raffle Ticket proceeds are expected to be promptly turned in to the school office upon the sale of the Golf Tournament Raffle Tickets. Any family who has an outstanding balance due to St. Mary's Elementary School for any fundraising event and who has not turned in the money owed, is in violation of the Payment Policy and may be subject to enforcement of the terms of the payment policy.

St. Mary's Elementary School Uniform Policy 2018 - 2019

All uniforms are to be neat, clean and properly fitting. Shirts are to be tucked in at all times.

****PLEASE SIGN & RETURN PAGE 3****

Girls K-8

1. Skirt/skort/shorts length must fall no more than 2" above your knee. If you are in violation you will be required to change into an appropriate uniform.
2. No makeup or nail polish is to be worn at all during the school year.
3. Girls in grades 6-8 may carry a small wristlet purse for personal items as needed.

Girls Grades K-5

- a.) Uniform plaid knee-length jumper, navy blue or khaki skirt/skort/pants. Navy blue or khaki knee length shorts may be worn in September, October, May and June. No cargo shorts/pants are allowed. **A black or brown belt needs to be worn with shorts or pants.**
- b.) Red, white or navy blue polo shirt or turtleneck with strongly suggested school logo on shirt. Girls may also wear a white collared blouse or a white oxford shirt with a school plaid tie or plain navy-blue tie.

Girls Grades 6-8

- a.) Uniform plaid skort, navy blue or khaki skirt/skort/pants.
- b.) Navy blue or khaki knee length shorts may be worn in September, October, May and June. No cargo shorts/pants are allowed. **A black or brown belt needs to be worn with shorts or pants.**
- c.) Red, white or navy blue polo shirt or turtleneck with strongly suggested school logo on shirt. Girls may also wear a white collared blouse or a white oxford shirt with a school plaid tie or a plain navy-blue tie.

Boys K-8

1. Navy blue or khaki pants, straight cut. No cargo pants.
2. Navy blue or khaki knee length shorts may be worn in September, October, May and June. No cargo shorts.
3. Red, white or navy blue polo shirt or turtleneck with a strongly suggested school logo on shirt.
4. White long or short-sleeved dress shirt with a plain navy-blue tie. No bowties.
5. **A black or brown belt needs to be worn with shorts or pants.**

All Students in K-3 & 4-8 Gym

On scheduled gym days, students in K-3 will wear their gym uniforms as their school uniform.

Grades 4-8 will change into their Gym Uniform for gym class. Please have your student bring their gym uniform to school in a gym bag.

K-8 Gym Uniform

Uniform t-shirt, shorts, white socks and sneakers. Uniform sweatshirt and sweatpants may be worn over the T-shirt and shorts if desired. Order forms in the school office. **No fluorescent colored sneakers or shoelaces are allowed.**

Cold Weather Items

The only acceptable cool weather tops to be worn during school hours are the SME spirit hoodie, which is available for purchase through the (HSA) Home School Association, the SME gym uniform sweatshirt, a solid navy/white/red cardigan sweater or a navy-blue fleece from a school approved vendor. Navy blue fleece must have school logo on it. (McKay's, Flynn n O'Hara, Lands End)

Non-Uniform Days

Dress-up Days: Students wear their good clothes to school. All skirts, skorts and dresses are to be knee-length. Strapless/spaghetti strap dresses/tops are not allowed. Dress shoes with less than a 1" heels are allowed. No strappy shoes, UGGs, moccasins, flip flops or slippers will be worn during the school day. No jeans, sweatpants or wind pants are allowed.

Dress-down Days: Students may wear casual clothes which are modest, tasteful and appropriate to school. Jeans may be worn provided they are free of holes, tears, frays, etc. Shorts and skirts must be no shorter than our uniform requirements (no daisy dukes). Wind pants may be worn; however, no words are permitted to be displayed across the students rear-end. No fleece or flannel pajama bottoms or non-uniform sweatpants are permitted. No strappy shoes, moccasins, flip flops, slippers or combat boots will be worn during the school day. The students may wear UGGs, dress boots and laced up boots. **No leggings or yoga pants are allowed.**

Hair

1. All hairstyles should be neat with bangs above the eyebrows. Boys hair should be above (not touching) the shirt collar.
2. No extreme hairstyles: extensions of any type, bleached, dyed or streaked colors; Mohawks, faux hawks, stripes or designs will be shaved in.
3. No hats will be worn in the building.
4. No scarves or decorative hair attire other than plaid uniform headbands, plain red, white or navy blue headbands or barrettes of the same color.

Socks and Shoes

1. Shoes- A casual dress shoe of neutral color (black, white, tan, brown, grey and navy). Examples are: flats with rubber soles, boat style shoes, dress shoes. No sneakers are to be worn during the school day (unless in grades K-3 for gym days). No fluorescent colored shoes/sneakers or shoelaces are allowed. Gym sneaker colors are permitted on the logos only i.e.: Nike swoosh or Adidas, etc.
2. Flats are acceptable footwear as long as they have a thick rubber sole. No toeless or backless shoes, crocs or sandals are allowed. No boots, moccasins or UGGs are allowed during the school day. No heels above 1" allowed. All shoes must fit securely.
3. Boys socks- No Athletic socks are allowed. Solid plain white, black or navy socks are required. No Athletic logos on socks. Colored socks, No-show and footie socks are not permitted.
4. Girls socks – No Athletic socks are allowed. Solid plain white, black or navy knee socks or tights with skorts/skirts/pants and jumpers are required. Solid black leggings may be worn under skorts or skirts in the winter months. Colored socks, No-show and footie socks are not permitted.

Students may wear boots to school and change footwear throughout the winter months
Please see the footwear policy for "Dress-Down" or "Dress-Up" days.

Miscellaneous

Jewelry

1. Simple necklaces (i.e. thin chain) for small religious medals.
2. Girls may wear simple post earrings (gold, silver, pearl, crosses or diamond).
3. Boys are not allowed to wear any earrings or necklaces (except small religious metal).
4. No wrist bands, silly bands, loom bands, etc. will be worn.
5. No tattoos.

Perfumes/Colognes/Deodorant

1. Perfumes and Colognes are not permitted due to allergies and/or breathing difficulties.
2. Body spray (Axe and the like) may be used in moderation, keeping in mind that they do cause problems for those with allergies and/or breathing difficulties.
3. No spray deodorant is permitted at any time in school. If you choose to use it, please spray on at home. Please use stick or roll-on if needed during school hours.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

The Principal reserves the right to make any changes to the Uniform Policy.

A good rule to remember: If you have second thoughts about something being acceptable, you probably shouldn't wear it! Students who are out of compliance in regards to school uniform or demonstrate unacceptable grooming habits will be written up by a teacher or school Administration for non-compliance. Parents will be called to bring in proper attire for their child should the cause arise or students may be asked to wear spare items from our Uniform Exchange. Three non-compliance notices or warnings for dress code violations will automatically generate an after-school detention for that student.

Please sign and return page 3 acknowledging your receipt and understanding of the Uniform Policy

Uniform Policy Agreement

2018 - 2019

I have read and will abide by the SME Uniform Policy. It is understood that Parents will be called to bring in proper attire for their child should the cause arise or students may be asked to wear spare items from our Uniform Exchange. Three non-compliance notices or warnings for dress code violations will automatically generate an after-school detention for that student.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

PLEASE RETURN SIGNED UNIFORM POLICY AGREEMENT WITH REGISTRATION PACKET.

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TUITION PAYMENT SCHEDULE / K- 8 /2018-2019

St. Mary's Elementary School strives to provide the highest quality Catholic education for our children.

The per pupil cost of education for St. Mary's Elementary School is \$6120.00

PARISHIONER RATE: Parishioner rate will be granted to families registered with St. Mary of the Assumption Parish or families who are registered and supportive members of another Roman Catholic parish within the Diocese of Buffalo with a CTGP Verification of Parish Membership Form on file; who participate in parish life; show evidence of regular attendance at weekend Mass and support those parishes through use of offertory envelopes.

Parishioner: One Child: \$3,250 Two Children: \$5,200 Three Children or more: \$6,875

NON-AFFILIATE RATE: A non-affiliate is either a non-Catholic, a Catholic not registered at any parish, or a member of another parish with no CTGP verification of parish membership form on file.

Non-Affiliate: One Child: \$4,750 Two Children: \$8,200 Three Children or more: \$11,375

Recommendations for Parishioner Rate:

Service Hours Recommendation: 30 hours of service per school year is recommended. Service hour opportunities begin July 1, 2018 and end June 30, 2019. Active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. Service Hours recommendation includes at least 10 Service Hours dedicated to a major fundraiser (Candy Bar, Scrip, Autumn Gold, MEGA Raffle, and Golf Tournament).

Recommended Fundraising Participation:

Candy Bar Sale sell/purchase (1) box of candy, Scrip; Goal for each family to earn a profit of \$250.00 in SCRIP sales, Autumn Gold sell/purchase (3) \$50 tickets, MEGA Raffle sell/purchase (2) \$100 tickets, Golf Tournament sell/purchase (10) \$5 tickets.

Late Fees: Tuition balances are to be paid in a timely manner and are expected on the 15th of the month of your chosen Tuition Payment option. Due dates are listed on the Tuition Payment Contract (a copy will be sent to you for your records). Statements may be sent as a courtesy only. Tuition payments not received within 10 days of the due date will be considered late and may be assessed a \$25 late fee.

Fast Club: All Fast Club payments are due on a bi-weekly basis and are expected to be paid in full by the due date indicated at the bottom of your Fast Club statement. Charges are based on a cumulative number of hours for services rendered on a weekly basis. Weekending dates are used as the posting date for all weekly charges. If paying by check, please issue a separate check made payable to St. Mary's Elementary School. Receipts will be issued for all cash payments. Families whose balance is in arrears are in violation of the Payment Policy and are at risk of losing Fast Club services.

Due at registration: Please refer to your re-registration checklist for all items to be returned with your completed Re-registration Form. Completed Re-Registration packets are due by April 15, 2018. It is very important that all forms and fees are returned as soon as possible, but no later than April 15th. Re-Registration after the April 15, 2018 deadline **DOES NOT** necessarily guarantee placement for your child next year. Re-registration is considered complete as of the date when all forms and fees are received. The same re-registration form can be used for all returning students in first through eighth grade.). **New for the 18-19 school year, all school supplies, and assignment notebooks are included in the Commitment Fees. The following items are NOT included: head phones, other technology items, and Middle School (grades 6-8) calculators.**

A Verification of Parish Membership form, CTGP Form, needs to be completed if you are members of a parish without a school.

_____ \$300 for one student Commitment Fee (Non-refundable/Non-transferrable) **Due by May 1, 2018**

_____ \$475 for two students Commitment Fee (Non-refundable/Non-transferrable) **Due by May 1, 2018**

_____ \$600 for three or more students Commitment Fee (Non-refundable/Non-transferrable) **Due by May 1, 2018**

EARLY REGISTRATION COMMITMENT FEE DISCOUNT OF \$50 PER FAMILY IF REGISTERED BY MARCH 1st, 2018

Tuition Assistance forms are available upon request

ST MARY'S ELEMENTARY SCHOOL TUITION PAYMENT CONTRACT / K- 8 / 2018-2019

The per pupil cost of education for St. Mary's Elementary School is \$6120.00

PARISHIONER RATE: Parishioner rate will be granted to families registered with St. Mary of the Assumption Parish or families who are registered and supportive members of another Roman Catholic parish within the Diocese of Buffalo with a CTGP Verification of Parish Membership Form on file; who participate in parish life; show evidence of regular attendance at weekend Mass and support those parishes through use of offertory envelopes.

Parishioner: (Please check one rate)

☐ One Child: \$3,250 ☐ Two Children: \$5,200 ☐ Three Children or more: \$6,875

☐ **Service Hours Recommendation:** 30 Hours per family with at least 10 hours dedicated to a major fundraiser.

☐ **Recommended Fundraising Participation:** Candy Bar Sale sell/purchase (1) box of candy, Scrip; Goal for each family to earn a profit of \$250.00 in SCRIP sales, Autumn Gold sell/purchase (3) \$50 tickets, MEGA Raffle sell/purchase (2) \$100 tickets, Golf Tournament sell/purchase (10) \$5 tickets

NON-AFFILIATE RATE: A non-affiliate is either a non-Catholic, a Catholic not registered at any parish, or a member of another parish with no CTGP verification of parish membership form on file.

Non-Affiliate: (Please check one rate)

☐ One Child: \$4,750 ☐ Two Children: \$8,200 ☐ Three Children or more: \$11,375

Recommendations for Parishioner Rate:

Service Hours Recommendation – 30 hours of service per school year is recommended. Service hour opportunities begin July 1, 2018 and end June 30, 2019. Active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. Service Hours recommendation includes at least 10 Service Hours dedicated to a major fundraiser (Candy Bar, Scrip, Autumn Gold, MEGA Raffle, and Golf Tournament).

Choose one:

☐ Monthly Payments Payment due 15th of the month beginning 7/15/18 through 4/15/19

☐ Quarterly Payments Payment due 7/15/18, 10/15/18, 1/15/19, 4/15/19

☐ Annually Payments Payment due 7/15/18

Names of Children

K-8 Grades in 18-19

Please contact Nancy Jezuit, Director of Student Affairs @ 683-2112 x121 or Jezuitn@smeschool.com, if alternate payment arrangements are necessary. Tuition Assistance forms are available upon request.

☐ I have selected to participate in the recommended 30 Service Hours beginning July 1, 2018 through June 30, 2019.

☐ I have selected to participate in the recommended SME Fundraising events.

Regardless of chosen tuition option, families declaring parish membership at Catholic parishes other than St. Mary of the Assumption Church and not providing a CTGP Verification of Parish Membership Form will be required to pay Non-Affiliate/Full Rate tuition for any quarter lacking verification.

Mother's name (print) _____ Father's name (print) _____

Mother's signature _____ Father's signature _____

Guardian's name (print) _____ Guardian's signature _____

Address _____ City _____ State _____ Zip Code _____

Home Phone (Father) _____ Work (Father) _____ Cell (Father) _____

Home Phone (Mother) _____ Work (Mother) _____ Cell (mother) _____

Work (Guardian) _____ Cell (guardian) _____

By signing this agreement, you are agreeing to pay tuition per St. Mary's Elementary Schools Payment Policy.

Catholic Elementary School

Tuition Grant Program (CTGP) 2018-2019 School Year

Tuition Grant Policies & Procedures

Guidelines for Eligibility

Parishioner Verification Form



THE
ROMAN CATHOLIC
DIOCESE OF BUFFALO

Tuition Grant Program (CTGP)

2018-2019



TUITION GRANT PROGRAM POLICIES & PROCEDURES

The Catholic Elementary School Tuition Grant Program (CTGP) is offered to families who are deemed “active parishioners” of a Diocese of Buffalo parish without a school who enroll their child(ren) in a parish affiliated Catholic school in the Diocese of Buffalo. Families that meet the criteria for “active parishioners” are considered “parishioners” for the purpose of school tuition charges once the **Parishioner Verification Form** located on the last page is completed by the family, signed by their parish pastor and returned to the parish affiliated Catholic school. **Families that do not meet the criteria of active parishioner will not qualify for the Tuition Grant and will be required to pay non-parishioner tuition rates.**

For Families

Families that would like to be eligible for CTGP must be registered parishioners at a Diocese of Buffalo parish that does not have its own Catholic elementary school.

During each quarter, the family must meet the criteria for an “active parishioner” to be eligible for the “parishioner” tuition rate.

The family must have their child(ren) registered at a parish Catholic school.

The parents of the student(s) should complete the Parishioner Verification Form, located on the last page of this booklet, and submit the form to be reviewed and signed by the pastor of the parish where they are registered. They must meet the criteria for an “active parishioner” throughout the school year.

For Pastors / Parish Offices

If the family meets the criteria established for an “active parishioner”, the pastor should sign the Parishioner Verification Form, retain the original document and send one copy of the form to the Catholic school where the child(ren) are registered and provide one copy to the family. The pastor will verify the family’s “active parishioner” status by phone in the first week of December, March and June.

For Schools

The school office enters all verified families and children on the electronic CTGP template supplied by the Department of Catholic School and submits this form to ctgp@buffalodiocese.org.

During the first week of September, December, March and June, the school verifies the electronic list with the Department of Catholic Schools, including parish verification of “active parishioner” status.

The Department of Catholic Schools tallies the number of verified students at each school and submits a tally count by school to the Department of Finance.

Once verified and approved, the Finance Department issues a check to the school for verified students around the 15th of September, December, March and June.

Transfer Student families should follow the same procedure described above at the time the student registers / enrolls at the school.

An annual report is provided to the Bishop with the total amount of CTGP grants, the number of students receiving CTGP funding, the amount of CTGP funding given on the behalf of each parish and the CTGP funds received by each school.

Tuition Grant Program (CTGP)

2018-2019

GUIDELINES FOR ELIGIBILITY FOR PARISHIONER-RATE TUITION AT PARISH CATHOLIC SCHOOLS OF THE DIOCESE OF BUFFALO

Guidelines have been developed to assist all parishes throughout the Diocese of Buffalo to determine active parishioner status. *This criteria will also be applied to those families registered at a Diocese of Buffalo parish without a school but wishing to send their child(ren) to another Diocese of Buffalo parish-affiliated Catholic school.*

By meeting the following criteria, families are considered active parishioners and qualify to receive the “parishioner” tuition rate.

1) Parish Registration/Sunday Mass Attendance

The “parishioner” tuition rate is available to any family that is registered and active at a Diocese of Buffalo parish. The family must be registered at the parish and attend Mass on a weekly basis with their children. Children should be encouraged to worship in a parish faith community on Sundays in order to understand that they are nourished in faith at the parish celebration of the Eucharist.

2) Active Parish Participation/Ministry

In order for a vibrant parish to continue to carry out its ministry it is essential that all members participate within the parish. It would be required that anyone requesting the “parishioner” tuition rate would take part in the ministry of the parish, for example as a lector, Eucharist Minister, choir member, or as a volunteer in the numerous activities of the parish. This would provide another opportunity for our young people to see the close connection between faith and service.

3) Stewardship/Financial Contribution

The financial support of any parish is crucial for its overall growth and ministry. It is expected that a family requesting the “parishioner” tuition rate would contribute weekly to their parish offertory according to their means.

The goal of these guidelines and the CTGP is to provide a solid foundation for Catholic education in the Diocese of Buffalo. We have been entrusted with the responsibility of raising our children in the practice of the faith. Together we can meet the challenge of providing both a strong Catholic school education and vibrant parishes in which our children mature in faith, hope, and love.

Tuition Grant Program (CTGP)



Diocese of Buffalo Parishioner Verification Form for the 2018-2019 School Year

To Be Completed by Family—PLEASE PRINT

Parishioner Name: _____ / _____
Parent/Legal Guardian #1 – First Name, Last Name Parent/Legal Guardian #2 – First Name, Last Name

Address: _____

City State Zip

Phone: _____ Email: _____

We are registered parishioners of: _____ Pastor: _____
Parish Name City

Our child(ren) is/are enrolled at: _____ Principal: _____
School Name City

Child #1: _____ Grade for 2018-18 School Year: _____

Child #2: _____ Grade for 2018-19 School Year: _____

Child #3: _____ Grade for 2018-19 School Year: _____

Child #4: _____ Grade for 2018-19 School Year: _____

Our family is dedicated to the faith formation of our child(ren). We attend Mass as a family and support our parish financially and through involvement in parish activities and ministries.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

To Be Completed by Pastor:

The family is registered with our Diocese of Buffalo parish and meets the eligibility criteria for CTGP.

Pastor Signature

Date

Pastors, please retain the original document and send one copy of the signed form to the Catholic school where the child(ren) is (are) registered and one copy to the family.



BISON

CHILDREN'S SCHOLARSHIP FUND

Giving Parents a Choice • Giving Children a Chance

A private scholarship fund providing tuition assistance for low-income families in the 8 counties of Western New York who want to enroll their children in private schools.

BISON Scholarship Quick Facts:

- Average scholarship \$1,300
- Max scholarship \$2,100
- Currently BISON has over 1,800 scholars in 70 different private elementary schools in Western New York.
- Each family must contribute toward their child's private education.

step one

Complete a **pre-application online at bisonfund.com** between January 1 - February 28. If you have any questions, you can call BISON at (716) 854-0869 ext. 1.

step two

Watch for notification after the **BISON Lottery** is held in March. Winners are notified by email and wait-listed families are also notified.

step three

If selected, complete the full application online. Enroll your child(ren) in the school of their choice and ask the school to complete the School Commitment Form.

step four

Once all the steps are completed, BISON will notify you of your scholarship amount. Watch for notices to annually renew your BISON Scholarship in February.



BISON Contact Information:

Cindy McDonald, Program Director (program questions)
Amy Popadick, Executive Director (fundraising questions)

(716) 854-0869 ext. 1 | cmcdonald@bisonfund.com
(716) 854-0869 ext. 3 | apopadick@bisonfund.com



BISON

CHILDREN'S SCHOLARSHIP FUND

Giving Parents a Choice • Giving Children a Chance

FAQ FOR FAMILIES

More detailed information can be found on our website at www.bisonfund.com

Who qualifies for a BISON Scholarship?

Residents of the 8 counties of WNY with children entering K-8th grade with a total family income within the eligibility scale (details online). You may only apply for your biological or legal guardian children.

How do new families apply?

New families must complete a Pre-Application Form electronically (online) on our website at www.bisonfund.com. The new family deadline is February 28, 2018. Preference is NOT given to early applications; however you must apply by 2/28 to be considered for the lottery. Families applying after the February 28th deadline will be placed on our waitlist.

How are BISON scholarship recipients chosen?

Scholarships are awarded using a lottery from all submitted Pre-Application Forms in March 2018. Lottery winners will receive an email with a link directing them to complete a full application in order to receive the scholarship.

How do I know if I won the lottery?

All applicants will be notified of lottery results by email in March 2018.

I received a Scholarship award email ... now what?

In your award email, there will be a link that will take you where you need to go to complete your Full Application. Click on the link and follow the application steps. The deadline to complete the application is April 30, 2018. Please be sure to include all your income sources including your FEDERAL 1040 tax return, child support, business income, public assistance, food stamps, Social Security income, unemployment insurance, worker's compensation and financial assistance from family & friends. Select your school (a complete list can be found on our website) and contact the school to complete the School Commitment Form. After receipt of all the required documents, your scholarship will be calculated based on your household size and income, as well as tuition amount. You must requalify annually to continue with BISON.

I received an email that I'm on a waitlist ... now what?

Unfortunately, there are always more applicants than available funding. We keep waitlist names for the academic year hopeful that additional funding becomes available. If you are not taken off the waitlist, you will need to resubmit a Pre-Application next year to be considered.

Why do families have to pay part of the tuition?

One key component of educational success is parental involvement. Making a financial sacrifice is a strong incentive to becoming and remaining involved. BISON scholarships are a hand-up, not a hand-out. BISON families are required to pay a minimum of \$500 each year.

What if I am not satisfied with my child's school?

You are free to transfer your student to another private school. Your scholarship will transfer with you unless you are delinquent with tuition payments or a child is asked to leave. Contact the BISON Fund office if you decide to transfer and we will walk you through the next steps.

Can the scholarship be used for Pre-K or High School?

No. Children must be at least 5 years old by 12/21/18 and entering kindergarten through 8th grade to be eligible for a BISON scholarship.



2018-2019 Income Eligibility Scale

Maximum Income
Based on Total Annual
2017 Income

Maximum Income Based on Total Annual 2017 Income				
House size	up to 75%	up to 50%	up to 25%	up to 15%
2	Up to \$16,240	\$16,241 - \$30,044	\$30,045 - \$43,848	\$43,849 - \$64,960
3	Up to \$20,420	\$20,421 - \$37,777	\$37,778 - \$55,134	\$55,135 - \$81,680
4	Up to \$24,600	\$24,601 - \$45,510	\$45,511 - \$66,420	\$66,421 - \$98,400
5	Up to \$28,780	\$28,781 - \$53,243	\$53,244 - \$77,706	\$77,707 - \$115,120
6	Up to \$32,960	\$32,961 - \$60,976	\$60,977 - \$88,992	\$88,993 - \$131,840
7	Up to \$37,140	\$37,141 - \$68,709	\$68,710 - \$100,278	\$100,279 - \$148,560
8	Up to \$41,320	\$41,321 - \$76,442	\$76,443 - \$111,564	\$111,565 - \$165,280
	<i>For each additional</i>	<i>For each additional</i>	<i>For each additional</i>	<i>For each additional</i>
	<i>child add \$4,180</i>	<i>child add \$7,733</i>	<i>child add \$11,286</i>	<i>child add \$16,720</i>

ST. MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill
Lancaster, NY 14086-2033
www.smeschool.com



"...visible examples of Gospel living"

St. Mary's Elementary School Tuition Assistance Program 2018-2019 Application Instructions

A donation from The Galasso Foundation provides funding for tuition assistance. In the administration of this funding, SME wishes to extend the sincere goodwill of the donor to anyone who is in need of assistance. This is done humbly, and with respect, in keeping with our mission of living out the Gospel values, especially of serving one another. We are all members of the Body of Christ, and as such, SME wishes to promote a level of community allowing both independence and interdependence. When we are able to give support to others, we do so. When we are in need, we accept the help that others give us. All of this is done with the realization that all we each have and call our own is really a gift.

Given these resources, the following guidelines will be used to establish the determination of tuition assistance:

1. St. Mary's Elementary School families with students attending K - 8 who receive the parishioner rate on their tuition contract and are members in good standing in terms of financial support and attendance at their home parish may apply for tuition assistance.
2. A letter must be written stating why assistance is needed, what can presently be afforded, and the duration assistance is needed during the current tuition year.
3. The family applying for tuition assistance must be contracted for the Parishioner Rate for their tuition option.
4. A Monthly Family Expense Sheet will need to be submitted with current copies of back up documentation for the items listed. This includes a copy of your 2017 income tax report, (2) most recent pay stubs and current bank statements. Salary scales upon which eligibility for free and reduced lunches are based will be used as guidelines, in part, to determine eligibility for tuition assistance.
5. Send all the items described above in a sealed envelope to Mrs. Nancy Jezuit, Director of Student Affairs. You will be notified of the decision after an award determination has been made. Please contact Nancy Jezuit at 683-2112 ext.121 or at jezuitn@smeschool.com for further information.

ST MARY'S ELEMENTARY SCHOOL

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Lancaster, NY 10486-2033
www.smeschool.com

Phone: (716) 683-2112
Fax: (716) 683-2134
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Tuition 2018-2019 Assistance Request (Confidential Material) Monthly Family Expense Report

Name: _____

Please Print

Budget Item	Monthly Expense		
Mortgage / Rent:	\$		
Utilities:	\$		
Gas	\$		
Electric	\$		
Water	\$		
Cable	\$		
Internet	\$		
HEAP Eligible	<table border="1"><tr><td>Yes / No</td><td>(circle one)</td></tr></table>	Yes / No	(circle one)
Yes / No	(circle one)		
Groceries:	\$		
Food Stamp Eligible	<table border="1"><tr><td>Yes / No</td><td>(circle one)</td></tr></table>	Yes / No	(circle one)
Yes / No	(circle one)		
Phone:			
Landline	\$		
Mobile	\$		
Education:	\$		
Automobile Expense (car payment and insurance):	\$		
Clothing:	\$		
Church and Charitable Gifts:	\$		
Medical / Dental:	\$		
Insurance:			
Home	\$		
Health	\$		
Life	\$		
Savings:	\$		
Entertainment:			
Travel	\$		
Dining	\$		
Movies	\$		
Etc...	\$		
Other:	\$		
Total Expenses:	\$		

Signature: _____ Date: _____

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Consent and Release Form 2018-2019 For the use of student photograph(s), video, work, and sound recordings

Throughout the year there will be numerous occasions when we will be contacting local media outlets, (newspapers, television stations, radio stations, Internet sites) in the hope of getting coverage for diocesan and school events. We also hope to use some of the photographs, video images, sound recordings and work of our students for our own use or use by the secular media.

CONSENT AND RELEASE

Please complete the following form and return it to St. Mary's Elementary School upon registration.

I _____, the parent/guardian, give
(Please print your name) (Circle one)

_____ Permission to use:
(School Name)

_____ My child's photograph, video image, sound recording, and/or work for use by representatives from St. Mary's Elementary School, the Department of Catholic Schools, WNY Catholic media and/or secular media.

Student Name: _____ Grade: _____
(Please print student name)

Student Name: _____ Grade: _____
(Please print student name)

Student Name: _____ Grade: _____
(Please print student name)

Student Name: _____ Grade: _____
(Please print student name)

Student Name: _____ Grade: _____
(Please print student name)

Student Name: _____ Grade: _____
(Please print student name)

_____ Date: _____
Parent or Guardian Signature

I understand that I may revoke this permission at any time by contacting the principal of St. Mary's Elementary School

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TEXTBOOK REQUEST FORM TB 1

2018-2019

PLEASE PRINT

Student's Name: _____
LAST FIRST M.I.

Student's Address: _____

School District Residing In: _____

LOAN OF TEXTBOOKS

I hereby request the Loan of Textbooks in the name of: _____
(please print) Student's Name

I authorize St. Mary's Elementary School to act on behalf of this student in identifying and ordering

books loaned to the student identified above, and residing in the district above, must maintain in good

condition each book received. If the books are damaged or lost, that student will be responsible for

replacing the book as new.

SIGNATURE OF PARENT OR GUARDIAN: _____

DATE: _____

This form is to be kept on file in the individual non-public school for the duration of the school year

News from the Nurse

Welcome to St. Mary's Elementary! I would like to take this opportunity to introduce myself and give you a quick overlook of some important information about the health office and requirements that may affect your child.

My name is Mrs. Katie Parker. I have been a school nurse with the Lancaster School District for the past 6 years. The 2018-2019 school year will be my first full year at SME. I feel blessed to be the nurse here and am grateful for the opportunity to take care of your child's health needs while at school. I look forward to meeting you and your child and sharing a healthy school year with you all.

Physicals: Are a NYS requirement for all new students and all students in grades K, 1, 3, 5, 7, 9, and 11. All physicals are valid for one calendar year and must have a 2018 date. Current physicals are due to the health office by October 1, 2018. Current physicals are also required for participation in sports.

Immunizations: all students must have the proper NYS Mandated Immunizations prior to starting the school year. A copy of your child's immunizations is required at time of registration. Please see the attached forms for the 2018-2019 school year requirements. Please contact me or your physician if you have any concerns.

Medications: Must be brought to the health office by the parent (unless a specific self-carry/self-administration form is completed). All medications, including prescription and OTC meds-such as Tylenol/Motrin/Cough drops, must have written doctor's orders and written parental consent in order to dispense that medication to your child while at school.

Health questionnaire and emergency form: Every student is required to complete this form and will be kept on file in the health office. You will receive this form in the fall so if there are any medical changes that occur over the summer it is up to date when your child starts school in the fall.

Phys Ed notes: If your child can not participate in PE for any reason, they must turn in a note to the nurse. A parent may excuse a child from PE 3 times throughout the year; otherwise the note must be from a physician. If the child is not participating in PE, they will also be automatically excused from participation in any sport and lunch recess time. If your child is coming to school with any broken bone, cast, sling, ace bandage, etc. please let me know ahead of time so any accommodations can be made if necessary.

Allergies: Please be aware that SME has a policy that all snacks/treats in the classroom must be peanut and tree nut free. A form will be sent home in the fall with more information regarding this policy. Thank you for your understanding and cooperation to keep our kids safe.

If your child is sent home from school due to a fever, over 100.4, please be aware that your child needs to be fever free for 24 hours without the use of medication prior to returning to school. Your child will also be sent home if they have any vomiting or diarrhea. Only those on the emergency form may pick up a child.

If you have any questions or concerns throughout the school year please don't hesitate to contact me, communication is very important in keeping our students safe. I am in the office daily from 9:30-1:00. You can call me at 683-2112 ext 128 or e-mail me at parkerk@smeschool.com

Thank you!

Mrs. Katie Parker RN, BSN





St. Mary's Elementary School

"...visible examples of Gospel living"

2 St. Mary's Hill · Lancaster, NY 14086
Phone: 716-683-2112 · Fax: 716-683-2134

AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION

STUDENT NAME _____ BIRTHDATE _____

PHYSICIAN _____ PHONE # _____

ADDRESS _____ FAX # _____

PHYSICIAN _____ PHONE # _____

ADDRESS _____ FAX # _____

HEALTHCARE PROVIDER _____ PHONE # _____

ADDRESS _____ FAX # _____

I hereby authorize my student's physician(s) listed above; as well as any specialist that my student may receive care; to exchange the following information with St. Mary's Elementary School faculty and staff, including the School Nurse, Admissions Department, Principal and Assistant Principal.

- Immunizations/physical exams to comply with NYS regulations
- Medical clearances as needed following an injury or change in condition
- Medical orders required for therapy needs; evaluations
- Psychological evaluations/reports
- Authorization for medications during the school day and/or on school trips
- Medical conditions/treatment plans that may have an impact in the school environment

THIS INFORMATION WILL BE USED TO PROVIDE A SAFE AND HEALTHFUL ENVIRONMENT AND DEVELOP AN APPROPRIATE PROGRAM FOR THIS STUDENT AT SCHOOL. ENROLLMENT IS NOT CONTINGENT UPON OBTAINING THIS RELEASE: HOWEVER, IN ORDER TO PLAN THE MOST APPROPRIATE PROGRAM FOR THIS STUDENT, THE INFORMATION MAY BE REQUIRED. SPECIFIC IMMUNIZATIONS PER NYS REGULATIONS ARE REQUIRED FOR ENROLLMENT. THIS RELEASE EXPIRES ON THE LAST DAY OF THE ENROLLMENT OF THE ABOVE STUDENT IN SCHOOL AND MAY BE REVOKED AT ANY TIME BY SENDING THE REQUEST TO CANCEL THIS PERMISSION IN WRITING TO THE ADDRESS ABOVE. SUCH REVOCATION WILL NOT AFFECT ANY DISCLOSURE MADE PRIOR TO ITS RECEIPT. PROTECTED HEALTH INFORMATION WILL NOT BE DISCLOSED WITHOUT CONSENT PER FERPA REGULATIONS. **A COPY OF THIS RELEASE WILL BE PROVIDED TO ME UPON REQUEST AND WILL BE SENT TO THE APPROPRIATE PROVIDER WHEN REQUESTS ARE MADE.**

SIGNATURE OF STUDENT OVER 18 OR PARENT/GUARDIAN**

DATE

**IF A STUDENT IS UNDER 18 YEARS OF AGE, PARENT OR LEGAL GUARDIAN MUST SIGN CONSENT FORM. IF OTHER REPRESENTATIVE IS SIGNING, AUTHORITY TO ACT ON STUDENT'S BEHALF: _____

THIS FORM COMPLIES WITH ALL HIPAA REGULATIONS

Dental Health Certificate

Parent/Guardian: New York State law (Chapter 281) permits schools to request a dental examination in the following grades: school entry, K, 1,3,5,7,9,11. Your child may have a dental check-up during this school year to assess his/her fitness to attend school. Please complete Section 1 and take the form to your dentist for an assessment. If your child had a dental check-up before he/she started the school, ask your dentist to fill out Section 2. Return the completed form to the school's medical director or school nurse as soon as possible.

Section 1. To be completed by Parent or Guardian (Please Print)

Child's Name: Last First Middle

Birth Date: ____/____/____
Month Day Year

Sex: ☐ Male
☐ Female

Will this be your child's first visit to a dentist? ☐ Yes ☐ No

School: Name

Grade:

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities? ☐ Yes ☐ No

I understand that by signing this form I am consenting for the child named above to receive a basic oral health assessment. I understand this assessment is only a limited means of evaluation to assess the student's dental health, and I would need to secure the services of a dentist in order for my child to receive a complete dental examination with x-rays if necessary to maintain good oral health.

I also understand that receiving this preliminary oral health assessment does not establish any new, ongoing or continuing doctor-patient relationship. Further, I will not hold the dentist or those performing this assessment responsible for the consequences or results should I choose NOT to follow the recommendations listed below.

Parent's Signature: _____ Date: _____

Section 2. To be completed by the Dentist

The Dental Health condition of _____ on _____ (date of exam)
The date of the exam needs to be within 12 months of the start of the school year in which it is requested.

Check one:

- ☐ Yes, The student listed above is in fit condition of dental health to permit his/her attendance at the public schools.
☐ No, The student listed above is not in fit condition of dental health to permit his/her attendance at the public schools.

NOTE: Not in fit condition of dental health means that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at the public school does not preclude the student from attending school.

Dentist's name and address (please print or stamp) Dentist's Signature

Optional Sections - If you agree to release this information to your child's school, please initial here.: _____

II. Oral Health Status (check all that apply).

- ☐ Yes ☐ No **Caries Experience/Restoration History** – Has the child ever had a cavity (treated or untreated)? [A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR an open cavity].
- ☐ Yes ☐ No **Untreated Caries** – Does this child have an open cavity? [At least ½ mm of tooth structure loss at the enamel surface. Brown to dark-brown coloration of the walls of the lesion. These criteria apply to pits and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present].
- ☐ Yes ☐ No **Dental Sealants Present**

Other problems (Specify): _____

III. Treatment Needs (check all that apply)

- ☐ No obvious problem. Routine dental care is recommended. Visit your dentist regularly.
- ☐ May need dental care. Please schedule an appointment with your dentist as soon as possible for an evaluation.
- ☐ Immediate dental care is required. Please schedule an appointment immediately with your dentist to avoid problems.

LANCASTER CENTRAL SCHOOL DISTRICT HEALTH APPRAISAL FORM

Name: _____ Date of Birth: _____
School: _____ Gender: ☐ M ☐ F Grade: _____

IMMUNIZATIONS / HEALTH HISTORY

☐ Immunization record attached
☐ No immunizations given today
☐ Immunizations given since last Health Appraisal: _____

Sickle Cell Screen: ☐ Positive ☐ Negative ☐ Not done Date: _____
PPD: ☐ Positive ☐ Negative ☐ Not done Date: _____
Elevated Lead: ☐ Yes ☐ No ☐ Not done Date: _____
Dental Referral ☐ Yes ☐ No ☐ Not done Date: _____

Significant Medical/Surgical History: ☐ See attached _____

Specify current diseases: ☐ Asthma Diabetes: ☐ Type 1 ☐ Type 2 ☐ Hyperlipidemia ☐ Hypertension
☐ Other: _____

Does this child have a history of concussion? ☐ Yes ☐ No If yes, give date(s) and details _____

Does this child have a history of ? ☐ Chest Pain ☐ Heart Disease ☐ Lung Disease

Is there a family history of sudden death from heart disease at a young age? ☐ Yes ☐ No If yes Please specify _____

Allergies: ☐ LIFE THREATENING ☐ Food: _____ ☐ Insect: _____ ☐ Other: _____
☐ Seasonal ☐ Medication: _____

PHYSICAL EXAM

Height: _____ Weight: _____ Blood Pressure: _____ Date of Exam: _____ Referral

Body Mass Index: _____	Vision - without glasses/contact lenses	R	L	
Weight Status Category (BMI Percentile):	Vision - with glasses/contact lenses	R	L	
☐ less than 5 th ☐ 5 th through 49 th ☐ 50 th through 84 th	Vision - Near Point	R	L	
☐ 85 th through 94 th ☐ 95 th through 98 th ☐ 99 th and higher	Hearing ☐ Pass 20 db sc both ears or:	R	L	

☐ EXAM ENTIRELY NORMAL Tanner: I. II. III. IV. V. Scoliosis: ☐ Negative ☐ Positive: _____

Specify any abnormality (use reverse of form if needed): _____

MEDICATIONS

Medications (list all): ☐ None ☐ Additional medications listed on reverse of form

Name: _____ Dosage/Time: _____

Name: _____ Dosage/Time: _____

If AM dose is missed at home: _____

I assess this student to be self-directed ☐ Yes ☐ No Student may self-carry and self-administer medication ☐ Yes ☐ No
☐ **** I Attest that this student had demonstrated to me that they can self-administer the medications listed safely and effectively and my carry and use this medication independently at school/school sponsored activity with no supervision by school staff**
Note: Nurse will also assess self-direction for the school setting. Please advise parent to send in additional medication in the event that emergency sheltering is necessary at school or if the morning medication has not been given.

PHYSICAL EDUCATION / SPORTS / PLAYGROUND / WORK QUALIFICATION / CSE CONSIDERATION

☐ Free from contagions & physically qualified for all physical education, sports, playground, work & school activities OR only as checked:
____ Limited contact: cheerleading, gymnastics, ski, volleyball, cross-country, handball, fence, baseball, floor hockey, softball.
____ Non-contact: badminton, bowling, golf, swim, table tennis, tennis, archery, riflery, weight train, crew, dance, track, run, walk, rope jump.

☐ Specify medical accommodations needed for school: _____ ☐ None
☐ Known or suspected disability: _____ ☐ Please monitor
☐ Restrictions: _____ ☐ Please monitor
☐ Protective equipment required: ☐ Athletic Cup ☐ Sport goggles/impact resistant eyewear ☐ Other: _____

Provider's Signature: _____ Phone: _____ (Stamp below)

Provider's Name/Address: _____ Fax: _____

I give permission for medication to be administered to my child as ordered by my health care provider.

Parent Signature: _____ Date: _____

ST MARY'S ELEMENTARY SCHOOL

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Phone: (716) 683-2112

Fax: (716) 683-2134

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January 2018

Dear Parents,

Welcome to St. Mary's Elementary School! We are pleased to share information with you about the SME SCRIP program. It is SME's largest fundraising program and it works while you shop.

The beauty of SCRIP is that you put your regular household shopping dollars to work. SCRIP participating retailers agree to sell gift cards/certificates to our organization at a discount. Families like yours buy the gift cards/certificates for full face value, redeem them for full face value, and SME keeps the difference as profit.

SCRIP is simply a word that means: "substitute money" - in other words, SCRIP is gift cards/certificates from national and local retailers. They're the same gift cards that you buy at the store. Many popular retailers participate in our SCRIP program including Tops Markets, Delta Sonic, Frank's, Kohl's, JCPenney, Tim Horton's, Pizza Hut, Home Depot and many, many others.

As an SME family, you are eligible to participate in the program today! During the school year, SCRIP is sold at school Monday, Wednesday and Friday from 8am - 10am and one Saturday per month. Attached, you will find the SCRIP Information Sheet which will provide you with further details about our program, including ordering options utilized during the school year.

The SME SCRIP program promises to be a simple and effective fundraising program that contributes to making SME an excellent provider of Catholic elementary education. Thank you for your support.

Sincerely,

The SCRIP Team

SCRIP PROGRAM INFORMATION SHEET 2018 – 2019

The SCRIP Program is a way to shop, using gift cards and certificates instead of cash. St. Mary's is offering families the opportunity to help keep tuition costs down by purchasing SCRIP. The profit from your purchases will be allocated 100% to the school. The goal is for each family to earn a profit of \$250 in Scrip rebates.

The following is a simple example of how to reach the goal of \$250 SCRIP profit for the school:

Vendor	Card Value	Profit %	Quantity	Amount	Rebate
			Purchased	Purchased	Earned
Tops	\$100	5%	4	\$400	\$20
Kohl's or JC Penney	\$100	5%	1	\$100	\$5
Tim Horton's	\$5	5%	4	\$20	\$1

This is only one example of what can be purchased. There are many options available to reach the profit goal. Please take into consideration the places that you normally shop and dine, including purchasing your gasoline at Tops (gift cards accepted at pump) or paying your Kohl's charge card bills using SCRIP gift cards. This will take some commitment and planning on your part, but does not require you to make any purchases you would not normally make. Additional examples are the back of this page.

SCRIP may be purchased in the following ways:

- **ORDER** – Orders placed on Monday by 10:00am and will be sent home on Friday of that week. Any SCRIP cards available through Great Lakes Scrip, as well as the local vendors ordered directly by SME, can be purchased.
- **PURCHASE AT SCHOOL** – A limited inventory of the more popular SCRIP cards is maintained in the SCRIP office and may be purchased during the scheduled SCRIP selling hours (Monday, Wednesday and Friday from 8:00-10:00). Additionally, orders may be sent in with your child on Tuesday through Friday and if the cards are available, they will be sent home with your child on Wednesday or Friday.
- **ONLINE** – ShopWithScrip.com is free online SCRIP ordering. Using this feature, you can order from home and send in your payment, reload funds onto SCRIP gift cards you have already purchased, print your own SCRIPNow eGift cards and pay for your order with PrestoPay. See the ShopWithScrip enrollment form for additional details.
- **NEW** - There are locked boxes in the church foyer and outside the SCRIP office so that you can drop off orders whenever it is convenient for you. These orders will be sent home on the next SCRIP business day, based on card availability.

For each of these methods of purchasing SCRIP, order forms must be filled out completely, including your family ID number, and submitted with your order. Payment must accompany your order and be in the form of either cash or a check made payable to "St. Mary's Elementary School."

Details of the Scrip rebates earned by the school will be available in the News Notes on a regular basis. **For Questions, email the Scrip Team at scrip@smeschool.com**

Forget Selling! Start Shopping!



SCRIP makes fundraising a breeze. You won't have to worry about selling a thing!

To fundraise with SCRIP, all you have to do is continue making your everyday purchases. Instead of paying with cash, credit, or check, you purchase gift cards to your favorite retailers. These gift cards carry a rebate that goes towards our school's tuition. The rebates can add up quickly. Take a look to see how much you can raise per year just by shopping:

How Much Can I Raise Per Year?

	Average	Spending	Contribution
	Contribution	Per Month	Per Year
Grocery	4%	\$600	\$288
Gas	3%	\$345	\$124
Dining Out	8%	\$100	\$96
Fast Food	8%	\$120	\$115
Clothing & Accessories	8%	\$160	\$153
Home Improvements	4%	\$130	\$62
Online Shopping	10%	\$85	\$102
Movies/Books/Gadgets	5%	\$60	\$36
TOTAL		\$1,600	\$976
20 Families			\$19,520
50 Families			\$48,800
100 Families			\$97,600

Welcome to ShopWithScrip.com! It is a convenient way for SME families to order SCRIP by offering these features:

- Place SCRIP orders online
- Track order history
- Pay for gift cards online with PrestoPay
- Use the Reload option to add funds to existing gift cards purchased through our SCRIP program
- Use ScripNow! eCards to order and print electronic gift cards from your ShopWithScrip account

If you are interested in enrolling in ShopWithScrip.com, please complete the attached enrollment form, or email the SCRIP Team at **scrip@smeschool.com**. Once the form is received and processed, you will receive an email from the SME SCRIP Team providing the enrollment code.

ShopWithScrip Enrollment Form

Family Name _____

Family Number _____

Phone Number _____

Email Address _____

Please send this form to the SME SCRIP office. If you have any questions, please email **scrip@smeschool.com**.

ST. MARY'S ELEMENTARY SCHOOL Pre-K & Kindergarten – 8th Grade 2018-2019

Recommended Fundraising Participation:

The following are considered major fundraisers for St. Mary's Elementary School

FUNDRAISER	RECOMMENDED
Candy Bar Sale*	Sell or Purchase 1 Box of Candy
SCRIP	Goal for each family to earn a profit of \$250.00 in SCRIP sales
Autumn Gold Event* (or other large event that would replace the Autumn Gold Event)	Sell or Purchase (3) \$50 Tickets to the Event
MEGA Raffle* (or other large event that would replace the MEGA Raffle)	Sell or Purchase (2) \$100. Raffle Tickets
Golf Tournament*	Sell or Purchase (10) \$5. Raffle Tickets for the Tournament

Service Hours Recommendation:

Any service over the recommended hours is sincerely appreciated. Active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. SME hopes to promote the true spirit of volunteerism which is not compensated. Service Hours recommendation includes at least 10 Service Hours dedicated to a major fundraiser (**Candy Bar, Scrip, Autumn Gold, MEGA Raffle, and Golf Tournament**).

Additional Fundraisers (participation is needed for a successful event but not required):
Easter Candy Sales, Meat Raffles, Parish Raffles, Etc.

Ongoing Fundraisers:

Scrip, Box Tops for Education, Paper Recycling, Tops Bonus Card, Target RED Card, Etc.

Other opportunities to perform recommended service hours:

Room parents, Hospitality, School Clubs, Lunch monitors, Family Fun events, Yearbook, Sports/Coaching, Etc.

Service hour opportunities are communicated to our families through our weekly News Notes, school website, and phone contact by event committees. Contact Mrs. Kierejewski Advancement Coordinator, kierejewskis@smeschool.com

St. Mary's Elementary School

Service Hours Recommendation List 2018-2019

Any service over the recommended hours is sincerely appreciated. Active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. SME hopes to promote the true spirit of volunteerism which is not compensated. Service Hours recommendation includes at least 10 Service Hours dedicated to a major fundraiser (**Candy Bar, Scrip, Autumn Gold, MEGA Raffle, and Golf Tournament**).

Please select 10 of your 30 recommended service hours from a major fundraiser. A copy will be sent to you for your records.

Major Fundraisers:

☐ Candy Bar Sale
 ☐ Scrip
 ☐ Autumn Gold
 ☐ Mega Raffle
 ☐ Golf Tournament

The rest of your hours may be selected from the following activities:

☐ HSA Board (our PTA/PTO)
☐ S.E.T. Committee
☐ Room Parent
☐ Room Parent Tea
☐ Yearbook Committee
☐ Head Coach Athletic Teams
☐ Lunch Monitoring
☐ School Picnic
☐ Meat Raffle
☐ Pancake Breakfast

☐ Catholic Schools Marathon
☐ Book Fair Fall/Spring
☐ 6/7/8 Grade Dances
☐ Merry Moose
☐ St. Joseph's Table
☐ School Play
☐ STREAM Walk-a-thon
☐ Penny Fair
☐ At Home Work, If Available
☐ Marketing Committee
☐ Fundraising Committee

☐ Grant Seeking Assistance
☐ Easter Candy Sale
☐ Box Tops for Education
☐ Hospitality Committee
☐ Uniform Exchange
☐ Family Fun Night
☐ Father/Daughter Dance
☐ Mother/Son BINGO
☐ Teacher/Staff Recognition Lunch

☐ Other. Please explain and have approved by Mrs. Kierejewski - Advancement Coordinator
 kierejewskis@smeschool.com or 683-2112 ext. 125

☐

Add my name to the "As Needed List". If I am available, I will help with whatever is needed.

Parent Name **(please print)** _____

Parent signature _____ Date _____

Phone (Home) _____ (Cell) _____ (Work) _____

E-Mail _____

Address _____



St. Mary's Elementary School

F.A.S.T. Club

Friends
After
School
Together

Welcome to the FAST Club program!

Our FAST Club is an extended day care program for our students at St. Mary's Elementary School.

TIME AND DISMISSAL

The FAST Club operates from 2:15 to 6:00 p.m., Monday through Friday on all regular session school days and 1:00 to 6:00 p.m. on the 1:00 p.m. early dismissal days. FAST Club does not operate on the 10:45 a.m. dismissal days.

If for any reason someone other than those authorized on the child's registration form is to pick up a child, a note signed by the parent must be presented to the person in charge.

ACADEMIC TIME

FAST Club is committed to helping our students with their academics. Students will be required to participate in a 30 minute academic time where they have a chance to do their homework, read, or get extra help in a given area.

SCHEDULE

2:15 - 2:45 Snack/Puzzles/Coloring

2:45 - 3:15 K-8 Academic Time, Preschool Gym Time

3:15 - 3:45 K-8 Gym Time, Pre-k Academics

3:45 - 6:00 Free Choice activity & crafts

PURPOSE

FAST Club was established as a service to the families and children of St. Mary's Elementary. This service has grown out of a sincere love for children and a desire to help our SME families. Our purpose is to provide an environment that is safe and conducive to good health where students ages Preschool through Grade 8 can work and play together.

PHILOSOPHY

St. Mary's extended day care is a ministry of St. Mary's Elementary School and provides after-school care to the students enrolled at St. Mary's Elementary School. Our FAST Club seeks to see children achieve a balanced growth physically, emotionally, and intellectually by creating an environment of love and trust. Here a child can learn by group participation, self-expression, and one-on-one interaction with an aide in his/her own way. It is our desire to be an extension of the home to reinforce the values and character development begun at home. We encourage a good working relationship between the home and the school.

SNACK

FAST Club DOES NOT provide snacks. If you feel your student will need a snack after school, please send one in their backpack. Please remember that the snack must be peanut/tree-nut free.

PAYMENT

The cost is \$7.00 an hour per child or \$10.00 an hour per family. The tuition office will invoice for payment weekly. Payment is due the following Friday.

REGISTRATION

Registration forms are available in the school office. There isn't a fee to register. Students may enjoy FAST Club on a scheduled basis or requested by the parent /guardian as needed. A note must be provided to the teacher indicating when FAST Club services are requested.

St. Mary's Elementary School
2 St. Mary's Hill
Lancaster, NY 14086
716-683-2112 x 120 School Office
716-683-2112 x117 FAST Club

ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill
Lancaster, NY 10486-2033
www.smeschool.com

Phone: (716) 683-2112
Fax: (716) 683-2134

"...visible examples of gospel living"

FAST CLUB REGISTRATION FORM
2018-2019

Child's Name: _____ Grade/Teacher: _____

Mother's Name/Address: _____

Father's Name/Address: _____

Mother's Home Phone: _____ Father's Home Phone: _____

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

Mother's Cell Phone: _____ Father's Cell Phone: _____

Please list any medical concerns or allergies: _____

In case of an emergency, please list the names and phone numbers of two alternate adult contacts:

Name: _____ Relationship to Student: _____

Phone Number: _____

Name: _____ Relationship to Student: _____

Phone Number: _____

My child will be staying for FAST Club on:

Approximate times:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

I understand that FAST Club will meet every day **EXCEPT** days when there is 10:45 am dismissal.

Please see page 2 on other side

In addition to the adults listed on page 1, the following adults may pick my child up from FAST Club:

Name: _____ Relationship to student: _____

Name: _____ Relationship to student: _____

Name: _____ Relationship to student: _____

The following individuals **DO NOT** have permission to pick up my child from FAST Club:

Name: _____ Relationship to student: _____

Name: _____ Relationship to student: _____

Name: _____ Relationship to student: _____

Parent Signature: _____ Date: _____



St. Mary's Elementary F.A.S.T. Club 2018-2019 School Year Information Sheet

Child Information

Child's Name: _____

Date of Birth: _____ Grade: _____ Male _____ Female

Home Address: _____

City: _____ State: _____ Zip Code: _____

Start Date: _____ Siblings that are in F.A.S.T. Club _____

Academic Information

My child needs academic guidance in the following areas:

____ ELA	____ Science
____ History	____ Study Skills
____ Math	____ Technology
____ Organizational Skills	____ Writing
____ Reading	____ other: _____

*Do you want your child to complete their homework daily? ____YES ____NO

Health Information

Please indicate if your child has been treated by a medical professional for any of the following:

____ ADHD	____ Heart Trouble/Murmur
____ Asthma	____ Insect Sting Allergy
____ Diabetes	____ Medication Allergy: _____
____ Food Allergy: _____	____ Seizures/Convulsions
	____ Other: _____

My child requires prescription medication(s) (i.e. EpiPen, Inhaler, and/or Benadryl) while in the program:

____ Yes ____ No *If yes, please specify _____

Parent signature: _____ Date: _____

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"...visible examples of gospel living"

FAST CLUB REMINDER

Fast club ends promptly at 6:00 pm. If any student(s) are picked up after 6:00 pm, accounts will be charged as follows:

A flat rate of \$10 between 6:00 and 6:05 pm, with an additional \$1.00 per minute added thereafter.

Fast club personnel can be reached at 683-2112 x117 when in session.

St. Mary's Elementary Physical Education Uniform Order Form

Dear Parents,

Below is a list of the clothing that is being offered as part of the St. Mary's Elementary School physical education uniform. The Track Pant is optional but available if anyone would like them.

Send payment with your order in the form of **cash (EXACT amount) or check (payable to St. Mary's Elementary School)**. Thank you.

Youth	Small (6-8)	Medium (10-12)	Large (14-16)	Cost	Total
T-Shirt				\$6.00	
Sweatshirt				\$10.00	
Sweatpants				\$12.00	
Shorts				\$12.00	
Track Pant				\$20.00	
				Total	\$

Filled

☐
☐
☐
☐
☐


Adult	Small	Medium	Large	XL	2XL	Cost	Total	Filled
T-Shirt						\$6.00		☐
Sweatshirt						\$10.00		☐
Sweatpants						\$14.00		☐
Shorts						\$12.00		☐
Track Pant						\$20.00		☐
						Total	\$	

Last Name _____ Child's Name _____

Teacher Name _____ Grade _____ Phone _____

Office Use Only:

Order fill date: _____ ☐ Pd by check \$ _____ # _____ ☐ Cash\$ _____

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School Lunch Program

Dear Parents/Guardians,

Welcome!

The SME Cafeteria offers fun, appetizing and nutrition filled lunches. Our goal is to make lunch an enjoyable meal that is filling and tastes good too! Students special dietary needs are always met with special attention paid to any allergies. As a Federal and State funded program eligible families can receive free or reduced lunches. The cafeteria offers a variety of snacks: ice cream, chips, cookies, etc. Birthday treats may also be purchased for your child's class from the cafeteria. Any questions or concerns stop and see us, email kitchenmanager@smeschool.com or call 683-2112 x 119. Look below to see photos related to our lunch program!

We look forward to serving your child(ren),

Barb Tamol – Kitchen Manager

Tracy Hadsall – Kitchen Help

Jen Fulciniti – Kitchen Help



ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill
Lancaster, NY 10486-2033
www.smeschool.com

Phone: (716) 683-2112
Fax: (716) 683-2134
athletics@smeschool.com

Athletics 2018-2019

Mission Statement:

We see, as our mission, the development of the complete Christ-like person - academically, spiritually, physically, morally, socially and emotionally.

Moreover, through the constant support, presence, and commitment of our families, combined with the dedicated efforts and care of our professional faculty and staff, we work to develop students who combine an enthusiasm for learning and growth with a true respect for and dedication to the values of our community.

Athletic Advisory Committee (AAC):

A committee whose purpose it is to guide the Athletic Department and resolve issues involving SME Athletics. The committee includes:

Athletic Coordinator (s), Parent volunteers and School Administration.

Chair: Dennis Bauer

Cell: (716)830-2136

Email: dennisbauer71@gmail.com

Coaching:

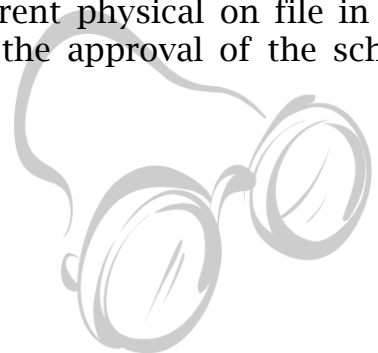
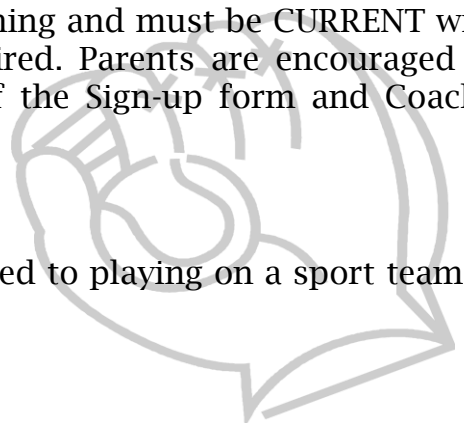
All coaches are volunteers who must complete VIRTUS training and must be CURRENT with VIRTUS program. CPR/First Aid Certification is also required. Parents are encouraged to apply for Coaching positions by filling out the portion of the Sign-up form and Coach's application if required.

Athletic Fees:

An athletic fee is assessed to each Athlete Student committed to playing on a sport team at SME. The fee is determined by the AAC.

How to Join:

Sign-ups will be announced through the NewsNotes. Students will pick up a sign-up form from the School Nurse. All Athlete Students MUST have a current physical on file in the nurse's office. They may NOT practice or participate without the approval of the school medical officer.



Fall Season

Co-Ed Swimming

Boys & Girls
Grades K - 8

Season: Sept. - Early Nov.

Practices are held at the William Street School pool. Meets are held on Sunday.

Student must have the ability to swim across the pool without assistance.

Boys Baseball

Grades 5 - 8

Varsity: 7th - 8th
Junior Varsity: 5th - 6th

Season: Sept.- Early October

Two games per week and practice times will vary.

Cross Country

Grades 6 - 8

Season: Sept.- Mid October

Practices are twice a week at local parks day/time scheduled by coach.

Diocesan meets held at Cazenovia Park once per week, a race of 1.5 miles.

Girls Volleyball

Grades 5 - 8

Varsity: Gr. 7 & 8
Junior Varsity: Gr. 5 & 6

Season: Sept.- Nov.

Games are played weekdays; times will vary. Practices are scheduled as per coach and availability of facility.

Winter Season

Basketball

Boys and Girls

Season: Late October—Early March

Girls Grades 3—6

Practices are weekday as per coach.
Games are played on Saturdays.

Girls Grades 7 & 8

Practices are weekly.
Games are played during the week.
Tournaments are available.

Boys Grades 3—6

Practices are weekly as per coach.
Games are played on Saturdays.

Boys Grades 7 & 8

Practices are weekly as per coach.
Games are played on weekdays.
Tournaments are available.

Spring Season

Girls Softball

Grades 5-8

Varsity: Gr. 7 & 8
Jr. Varsity: Gr. 5 & 6

Season: Late March - Early June

Practices will vary as per coach. Games are played weekdays.

Co-Ed Soccer

Boys and Girls

Grades 1-8

Season: April - Early June

Practices are held weekly. Games are played on Sundays and weekdays.

Boys Volleyball

Grades 5-8

Varsity: Gr. 7 & 8
Jr. Varsity: Gr. 5 & 6

Season: March - May

Practices will be weekly as per coach and availability of facility. Games are played on weekdays.
Tournaments available

Track

Grades 3-8

Season: Mid April - Mid May

Total of Four Meets (3 regular & 1 championship)

Practices will vary.

Weekday meets are possible.