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

Below is a list of all required forms for registration.

Fax: (716) 683-2134 "...visible examples of gospel living"

Phone: (716) 683-2112

Dear Parents,

Thank you for considering 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. Families of all faiths who have chosen Catholic Education have discovered outstanding academics, leadership, and spiritual guidance for their children. St. Mary's is a Christ-centered school focused on nurturing academic excellence, Christian character, and service to others. It is our mission to educate your child to reach his or her full potential in an atmosphere rooted in Catholic tradition and Gospel values.

Please return all forms and Commitment fee as soon as possible. A waiting list will be established when a grade reaches its maximum enrollment. Vacancies will be filled according to placement on that list. Everyone is considered as of the date when all forms and Commitment fee have been submitted. The Commitment Fee is non-refundable unless we are unable to accommodate a student in a specific grade. Students registering for Kindergarten must be 5 years old on or before December 1, 2018.

A Verification of Parish Membership form, CTGP, must be completed by your home parish and signed by the pastor if you are members of a Roman Catholic Parish without a school.

Copy of Birth Certificate Proof of Residency (2 mailed items to your residence with your name and address on it) Authorization for Release of Information Form (required for new students entering grades 1-8 only) **Registration Form** ____ Textbook Request Form Tuition Payment Contract CTGP Form (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. Sincerely,

Mrs. Kim Kwitowski, Principal

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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

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

Families who fail to pay tuition 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 account is current. Parents/Guardians will not have access to their student(s) grades on parent portal if a tuition account is in arrears. All families must be current with their payment of tuition:

By August 25:

If not, student(s) may not be admitted on the first day of school.

By December 19:

If not, students may not be readmitted after Christmas vacation on the first day of class in January until their tuition account is 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.

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.

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

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.

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.

<u>BISON Fund</u> 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 <u>www.bisonfund.com</u> 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.

Fax: (716) 683-2134

ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill Phone: (716) 683-2112

Lancaster, NY 10486-2033 www.smeschool.com

"...visible examples of gospel living"

New Student Registration Form 2018-2019

PLEASE PRINT

Student Legal Name:						Sex:	M_	F
Address:	Last	First	:	Full Middle				
No.	Street	PO E	Box #	City/Town	-	Zip		
Telephone:		Birth Date	!:	;	School	District _		
Area Code			mm/dd/y			l:		
Birth Place:	State	Cou		_ Date En				nited States
,			•			•		
Parish Affiliation:			Religi	on:				
Please select: Parents Togethe	r	Parents D	ivorced		Parents	Separat	ed	
If Separated/Divorced – Legal (
(A cour	t order must b	e present in th	ne file before a p	arent can be d	enied acc	ess to his/he	r child.)	
Student resides with: Both _		Mother	Fa	ther	_ G	uardian _		_
Student Ethnicity:(D) Hispanic (E)			aska Native (B) B F) Multi-Racial (r					
Previous School Attended:				La	st Grad	e Compl	eted:	
Household Name:			House	ehold Lang	uage: _			
Household Address:								
Number		treet	PO Box #	Ci	ty/Town	Z	ip	
Telephone:		EI	IIdII.	(please print))			
				(1	•			
Father's Name:								
Last		First		Full Middle		S	uffix	
Address (if different than household):		lumber	Street	PO Box #		City/Town		 Zip
Father's Email:						• •		Σip
(Please print)								
Father's Occupation:			Title o	or Position	:			
Name of Company:			Busin	ess Phone	:			
Business Address:			DO D !!	6:	· /=		• .	
Number	5	treet	PO Box #	Ci	ty/Town	Ζ	ip	
Mother's Name:								
Last		First		Full Middle		S	uffix	
Address (if different than household):						o:. /=		
	Number	Stre	et	PO Box #	(City/Town		Zip

Mother's	Email:				_ Cell Phon	e:		
Mother's	Occupation	(Please Prir	,		_ Title or Po	osition: _		
Name of	Company: _				_ Business	Phone:		
Business	Address:							
		Number	Street		PO Box #	City/T	own	Zip
Guardian	Name:				_ Guardian	E-Mail:		
Guardian	Address:		licable)				(If diffe	rent from household)
	e:	Number	Street		PO Box # _ Cell Phone			
Paternal (Grandparents	s:				Pho	one:	
Address:								
	Number		Street	PO Box #	City,	/Town	Zip	
Maternal	Grandparent	:s:				Pho	ne:	
Address:								
	Number ncy Contacts		Street				Zip lians)	
_	-		-					
Address:	Number	Street	City/To	own	Zip	elepnone): 	
Namo:					Relations	hin to St	udent:	
_					_	=	_	
idai ess.	Number	Street	City/To		Zip	cicpiione	·	
Name: _					_ Relations	hip to St	udent: _	
					Te			
	Number	Street	City/To	own	Zip			

Ethnicity Descriptions

- (A) American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- (B) Black (not Hispanic origin) A person having origins in any of the black racial groups of Africa.
- (C) Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
- (D) Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- (E) White (not Hispanic origin) A person having origins in any of the original peoples of Europe, North Africa or the Middle East, Multi-Racial (not Hispanic origin) A person having origins in two or more of the categories of people classified as American Indian or Alaska Native, Black or African American (not Hispanic origin), Asian or Pacific Islander, or White (not Hispanic origin). Note: Any person of Hispanic or Latino origins, in whole or in part, should be reported as Hispanic or Latino.

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.

Bovs 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

<u>Dress-up Days:</u> 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.

<u>Dress-down Days:</u> 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.

St. Mary's Elementary School Uniform Policy Con't. 2018 – 2019

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; 20hawks, 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 swish 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.
- 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.

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

"...visible examples of gospel living"

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

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.

<u>Late Fees:</u> 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.

<u>Fast Club</u>: 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.

<u>Due at registration</u>: 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.). <u>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.</u>

moradour moda priorito, otilior toomitology moradis and imidate obligating the figure of our animalian or
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

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 Chil	d: \$3,250 □	Two Children:	\$5,200	☐ Three Childre	en or more:	\$6,875
☐ <u>Service Hours Refundraiser</u> .	commendation: 3	30 Hours per fan	nily with a	t least 10 hours de	edicated to a	major
☐ Recommended Fue each family to earn a Raffle sell/purchase	a profit of \$250.00	in SCRIP sales	, Autumn	Gold sell/purchas	se (3) \$50 tick	
NON-AFFILIATE RAT					ed at any pari	sh, or a member of
Non-Affiliate: (Plea		•	200 🗆	Three Children c	or more: \$1°	1,375
opportunities k school expens school. Service	Recommendation pegin July 1, 2018 a es to a minimum, e	 30 hours of servand end June 30, servande encourage communication includes a 	<u>2019</u> . Activ unity involv t least 10 S	hool year is recomm re involvement by Si rement, and assure tervice Hours dedica	ME families is continued suc	necessary to keep cess of our
Choose one:				Names of Childre	<u>n</u>	K-8 Grades in 18-19
Monthly Payments	Payment due 15 th of 7/15/18 through 4/	of the month beginnin 15/19	g			
Quarterly Payments	Payment due 7/15/ 1/15/19, 4/15/19	18, 10/15/18,				
Annually Payments	Payment due 7/15/	18				
Please contact Nancy Jezu necessary. Tuition Assista			x121 or Jezu	iitn@smeschool.com, if	alternate payme	nt arrangements are
☐ I have selected to parti	cipate in the recomr	nended 30 Service I	Hours begin	ning July 1, 2018 thro	ugh June 30, 20	19.
☐ I have selected to parti	cipate in the recomm	nended SME Fundra	ising events	S.		
Regardless of chosen tui Church and not providing quarter lacking verification	g a CTGP Verification					
Mother's name (print)		Fathe	r's name (p	rint)		
Mother's signature		Fathe	er's signatur	e	<u></u>	
Guardian's name (print)		Guai	rdian's signa	ature		
Address		City _		State	Zip Cod	e
Home Phone (Father) _		Work (Father)		Cell (Father)		
Home Phone (Mother) _		Work (Mother) _		Cell (moth	er)	
Work (Guardian)	Ce	ll (guardian)	uition ner s	 St. Marv's Elementa	ry Schools Pa	vment Policy

Tuition Grant Program (CTGP) 2018-2019 School Year

Tuition Grant Policies & Procedures

Guidelines for Eligibility

Parishioner Verification Form



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 15^{th} 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

arishioner Name:		/		
Parent/Legal Guar	rdian #1 – First Name, Last Name	Pare	ent/Legal Guardian #2 – Fi	rst Name, Last Name
ddress:				
City			State	Zip
hone:	Ema	il:		
Ve are registered parishioners of:			Pastor:	
/e are registered parishioners of:	Parish Name	City		
our child(ren) is/are enrolled at:			Principal:	
ar omia(ion) is are emolica at.	School Name	City	i imoipai	
hild #1:		Grade for 2	2018-18 School Year:	
*				
Child #2:		Grade for 2	2018-19 School Year:	
Child #2:				
hild #3:hild #4:	e faith formation of our child(Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	
hild #3:hild #4:		Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	
Child #3:Child #4:Child #4:	e faith formation of our child(lvement in parish activities an	Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	
Child #3:Child #4: Our family is dedicated to the financially and through invol	e faith formation of our child(lvement in parish activities an	Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	support our parish
Child #3:Child #4:	e faith formation of our child(lvement in parish activities an	Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	support our parish
Child #3:Child #4:Our family is dedicated to the financially and through invol	e faith formation of our child(lvement in parish activities an	Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	support our parish
hild #3:hild #4:	e faith formation of our child(lvement in parish activities an	Grade for 2 Grade for 2 Grade for 2 ren). We attend	2018-19 School Year: 2018-19 School Year:	support our parish
Child #3:	e faith formation of our child(lvement in parish activities an	Grade for 2 Grade for 2 Grade for 2 ren). We attend a d ministries.	2018-19 School Year:	Date Date
Child #3:	e faith formation of our child(lvement in parish activities and ignature	Grade for 2 Grade for 2 Grade for 2 ren). We attend a d ministries.	2018-19 School Year:	Date Date
hild #3:	e faith formation of our child(lvement in parish activities and ignature	Grade for 2 Grade for 2 Grade for 2 ren). We attend a d ministries.	2018-19 School Year:	Date Date



A private scholarship fund providing tuition assistance for lowincome 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 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 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 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



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?

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 compete 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 regualify 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

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.





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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 contact 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.

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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			\$
		Yes /		
	HEAP Eligible	No	(circle one)	
Groceries:			_	\$
	Food Stamp	Yes /		
	Eligible	No	(circle one)	
Phone:				
	Landline			\$
	Mobile			\$
Education:				\$
Automobile	Expense (car paymen	t and insu	rance):	\$
Clothing:				\$
Church and	Charitable Gifts:			\$
Medical / De	ental:			\$
Insurance:				
	Home			\$
	Health			\$
	Life			\$
Savings:				\$
Entertainme	ent:			
	Travel			\$
	Dining			\$
	Movies			\$
	Etc			\$
Other:				\$
Total Expens	ses:			Ś

Signature: ______Date: _____

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Phone: (716) 683-2112

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

I		, the parent/guardian, give	
	print your name)	(Circle one)	
		Permission to use:	
	(School Name)		
My child's p	hotograph, video image, sound re	cording, and/or work for use by r	epresentatives from St.
Mary's Elementary School,	the Department of Catholic Schoo	s, WNY Catholic media and/or se	cular 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:	<u></u>
	(Please print student name)		

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

01/10/18 (Diocese of Buffalo August 2016)

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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 Residii	ng In:		
	<u>LOAN</u>	OF TEXTBOOKS	
I hereby request the L	oan of Textbooks in the nam	e of:(please print) Student's Nam	
		(piease pilit) Otudent s Nam	C
I authorize St. Mary's	Elementary School to act on	behalf of this student in ident	tifying and ordering
books loaned to the s	tudent identified above, and	residing in the district above,	must maintain in good
condition each book r	eceived. If the books are da	maged or lost, that student wi	ill be responsible for
replacing the book as	new.		
SIGNATURE OF PAR	RENT OR GUARDIAN:		
DATE:			
This form is to be kep	t 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

Healthy Children Learn Better

Thank you!

Mrs. Katie Parker RN, BSN

Lancaster Central School District

177 Central Avenue Lancaster, NY 14086 Phone: 716 686-3206 Fax: 716 686-3396 Marie S. Perini, Ed.D. Assistant Superintendent for Curriculum, Instruction & Pupil Services

January 2018

Dear Lancaster CSD Parent/Guardian:

Soon you will be registering your child for kindergarten. The following information explains what will be needed to assist you in preparing for kindergarten registration.

First, New York State Education Law Article 19 and Regulations of the Commissioner of Education 136.3(c)(1) **require** (1) that all pupils have a physical examination (health appraisal) dated 2018 prior to their entrance to school and (2) it is requested that incoming kindergartners present a dental health certificate indicating that a comprehensive dental exam was performed on your child. Moreover, the Bureau of Health Services of the State Education Department recommends that the health appraisal be given by the family physician, the rationale being that your family physician has a more complete understanding of your child and can interpret his/her findings directly to you and assist you in carrying out any recommendations.

Second, when you register your child for kindergarten, you **must bring**: (1) the child's **certified transcript of birth (for example: birth certificate**), (2) two proofs of residency, (3) a copy of the current immunizations, (4) a completed Health Questionnaire form, (5) the Health Appraisal form if your child has seen the pediatrician in 2018.

Third, Public Health Law 2164(2)(a) and Regulations of the Commissioner of Education 136.3(c)(2) require the following immunizations for admission to school, which must be verified by a certificate or record from a physician, health department or clinic before a child enters school:

- 1. Four (4-5) doses of diphtheria toxoid (usually administered as DPT/DTap.)
- 2. Four (4-5) doses of polio vaccine (depending on when given).
- 3. Two (2) doses of measles, mumps and rubella (MMR)
- 4. Hepatitis B three (3) doses required.
- 5. Two (2) doses Varicella Vaccine (Chicken Pox)

Please understand that the law clearly states that no principal, teacher, or person in charge of the school shall permit any child to be admitted to school without the certificate or record of immunizations. The intent of the law is to ensure immunization, not to deprive a child of his/her education. The school district responsibility is to ensure that the legal requirements are met, and it is your responsibility as a parent to fulfill the law. Exemptions from the above laws are as follows: (a) statement from a physician indicating that the immunization is not indicated for reasons of health; or, (b) a written statement from the parent or guardian of the child that the parent or guardian is a bonafide member of a specific religious organization whose teachings are contrary to the administration of an immunizing agent.

Finally, please remember that the Health Appraisal and Immunization form must be completed by September 1st for your child to attend school. If you have any questions, please contact the nurse in your child's school.

Sincerely,

Marie Perini, Ed.D Assistant Superintendent of Curriculum, Instruction and Pupil Services

MP/smc

St. Mary's Elementary School



THIS FORM COMPLIES WITH ALL HIPAA REGULATIONS

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AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION

STUDENT NAME	BIRTHDATE	
PHYSICIAN	PHONE #	
ADDRESS	FAX #	
PHYSICIAN	PHONE #	
ADDRESS	FAX #	
HEALTHCARE PROVIDER	PHONE #	
ADDRESS	FAX #	
 Medical clearances as n Medical orders required Psychological evaluation Authorization for medical 	exams to comply with NYS regulations eeded following an injury or change in condition for therapy needs; evaluations as/reports cations during the school day and/or on school trips atment plans that may have an impact in the school environment	
STUDENT AT SCHOOL. ENROLLMENT IS NOT CONTINGEN APPROPRIATE PROGRAM FOR THIS STUDENT, THE INFOR REQUIRED FOR ENROLLMENT. THIS RELEASE EXPIRES ON BE REVOKED AT ANY TIME BY SENDING THE REQUEST TO WILL NOT AFFECT ANY DISCLOSURE MADE PRIOR TO ITS	ND HEALTHFUL ENVIRONMENT AND DEVELOP AN APPROPRIATE PROGRAM FOR TUPON OBTAINING THIS RELEASE: HOWEVER, IN ORDER TO PLAN THE MOST MATION MAY BE REQUIRED. SPECIFIC IMMUNIZATIONS PER NYS REGULATIONS AT THE LAST DAY OF THE ENROLLMENT OF THE ABOVE STUDENT IN SCHOOL AND NO CANCEL THIS PERMISSION IN WRITING TO THE ADDRESS ABOVE. SUCH REVOCATE PROTECTED HEALTH INFORMATION WILL NOT BE DISCLOSED WITHOUT LEASE WILL BE PROVIDED TO ME UPON REQUEST AND WILL BE SENT TO THE	ARE //AY TION
SIGNATURE OF STUDENT OVER 18 OR	PARENT/GUARDIAN** DATE	
**IF A STUDENT IS UNDER 18 YEARS OF AGE, PARENT OR SIGNING, AUTHORITY TO ACT ON STUDENT'S BEHALF:	LEGAL GUARDIAN MUST SIGN CONSENT FORM. IF OTHER REPRESENTATIVE IS	

email: parkerk@smeschool.com · website: www.smeschool.com

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 Par	ent or Guardian (Please Print)			
Child's Name: Last First Middle	·			
Birth Date: / / / 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 abili-	ty 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 is only a limited means of evaluation to assess the student's dental health, and receive a complete dental examination with x-rays if necessary to maintain good	d I would need to secure the services of a dentist in order for my child to			
I also understand that receiving this preliminary oral health assessment does Further, I will not hold the dentist or those performing this assessment respon recommendations listed below.				
Parent's Signature:	Date:			
Section 2. To be comple	eted by the Dentist			
The Dental Health condition of	on (date of exam)			
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	n 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 (temporary/permanent) OR a tooth that is missing because it				
☐ Yes ☐ No Untreated Caries – Does this child have an open cavity' Brown to dark-brown coloration of the walls of the lesion. These criteria smooth tooth surfaces. If retained root, assume that the whole tooth wat temporary fillings, are considered sound unless a cavitated lesion is also	apply to pits and fissure cavitated lesions as well as those on as destroyed by caries. Broken or chipped teeth, plus teeth with			
☐ Yes ☐ No Dental Sealants Present				
Other problems (Specify):				
III. Treatment Needs (check all that apply)				
☐ No obvious problem. Routine dental care is recommended. Visit you	ur dentist regularly.			
☐ May need dental care. Please schedule an appointment with your d	entist 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	of Birth:		
School: Gender: 0	☐M ☐F Grade	e:		
IMMUNIZAT	IONS / HEALTH HI	ISTORY		
☐ Immunization record attached ☐ No immunizations given today ☐ Immunizations given since last Health Appraisal: Significant Medical/Surgical History: ☐ See attached	Sickle Cell Screen: PPD: Elevated Lead: Dental Referral	☐ Positive ☐Ne		Date:
Specify current diseases: Asthma Diabete Other:	es: Type 1 Type		erlipidemia	☐ Hypertension
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 Dise	· ·			
Is there a family history of sudden death from heart disease at a				
Allergies:	☐ Insect:	□	Other:	
☐ Seasonal ☐ Medication:				
PH	IYSICAL EXAM			
		_		
Height: Weight: B	lood Pressure:	Da	te of Exam:	Referral
Body Mass Index:	Vision - without glas	sses/contact lenses	R L	
Weight Status Category (BMI Percentile):	Vision - with glasse	s/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	0 db sc both ears or:	R L	
☐ EXAM ENTIRELY NORMAL Tanner: I. II. Specify any abnormality (use reverse of form if needed):			gative	
	MEDICATIONS			
Medications (list all): ☐ None ☐ Additional medications				
Name:	-			
Name:	Dosage/Time:			
If AM dose is missed at home: I assess this student to be self-directed Yes No ** I Attest that this student had demonstrated to me that the carry and use this medication independently at school/school sometime. Note: Nurse will also assess self-direction for the school setting. Please advises on if the morning medication has not been given.	Student may self-carry y can self-administe ponsored activity wi	r the medications lis th no supervision by	sted safely and effect	ctively and my
PHYSICAL EDUCATION / SPORTS / PLAYG	ROUND / WORK QU	JALIFICATION / C	SE CONSIDERAT	ION
 □ Free from contagions & physically qualified for all physical Limited contact: cheerleading, gymnastics, ski, volleyball, cross Non-contact: badminton, bowling, golf, swim, table tennis, tenning Specify medical accommodations needed for school: □ Known or suspected disability: □ Restrictions: □ Protective equipment required: □ Athletic Cup □ Spor 	s-country, handball, fer nis, archery, riflery, wei	nce, baseball, floor ho ght train, crew, dance	ockey, softball. t, track, run, walk, rop Nor Plea Plea	pe jump.
☐ Protective equipment required: ☐ Athletic Cup ☐ Spor Provider's Signature: ☐ Athletic Cup ☐ Spor		e:		(Stamp below)
Provider's Name/Address:	Fax: _			
I give permission for medication to be administered to Parent Signature:			are provider.	

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Fax: (716) 683-2134 "...visible examples of gospel living"

Phone: (716) 683-2112

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:

			Quantity	Amount	Rebate
Vendor	Card Value	Profit %	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 Ca	an I Rais	e 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

\$97,600



100 Families

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

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

Email Address

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

Recommended Fundraising Participation:

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

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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

Service Hours Recommendation:

Tickets for the Tournament

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 Scr	ipAutumn Gold Mega	RaffleGolf Tournament					
The rest of your hours	may be selected from the	following activities:					
HSA Board (our PTA/PTO)S.E.T. CommitteeRoom ParentRoom Parent TeaYearbook CommitteeHead Coach Athletic TeamsLunch MonitoringSchool PicnicMeat RafflePancake 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 AssistanceEaster Candy SaleBox Tops for EducationHospitality CommitteeUniform ExchangeFamily Fun NightFather/Daughter DanceMother/Son BINGOTeacher/Staff Recognition Lunch					
	nd have approved by Mrs. Kierejewsk wskis@smeschool.com or 683-2112						
Add my name to the "As Parent Name (please print)	Needed List". If I am available, I will h	elp with whatever is needed.					
Parent signature	Date						
E-Mail	(Cell)						



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

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

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

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

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

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

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FAST CLUB REGISTRATION FORM 2018-2019

Child's Name:	Grade/Teacher:	
Mother' Name/Address:		
Father's Name/Address:		
Mother'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 ar	nd phone numbers of two alternate adu	It contacts:
Name:	Relationship to Student:	
Phone Number:	_	
Name:		
Phone Number:		
My child will be staying for FAST Club on:	Approximat	e times:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
I understand that FAST Club will meet every day <u>I</u>	 EXCEPT days when there is 10:45 am dis	smissal.

Please see page 2 on other side

in addition to the addits 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:				<u> </u>
City:	s	tate:	Zip Co	de:
Start Date:	Siblings that are in F.A.	S.T. Club		
	·	nic Information c guidance in the followi	ng areas:	
	ELA	Science		
	History	Study Skills		
	Math	Technology		
	Organizational Skills	Writing		
	Reading	other:		
*Do yo	ou want your child to complete thei	r homework daily?	_YES	NO
	Healt	h Information		
Please indicate if your	child has been treated by a medica		the following:	
ADHD	·	rt Trouble/Murmur	· ·	
Asthma	Inse	ect Sting Allergy		
Diabetes	Med	lication Allergy:		
Food Allergy:	Seiz	ures/Convulsions		
	Oth	er:		
My child requires preso	cription medication(s) (i.e. EpiPen,			
Yes	No *If yes, please speci	fy		

Parent signature:______ Date:_____

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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.

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



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 NameG	Grade	Phone

Office Use Only:

Order fill date: # Cash\$	
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2 St. Mary's Hill Lancaster, NY 10486-2033 www.smeschool.com Phone: (716) 683-2112 Fax: (716) 683-2134

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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





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.

Boys Grades 3—6

Practices are weekly 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 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.