

# 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”

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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.

Below is a list of all required forms for registration.

- \_\_\_\_\_ 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 1<sup>st</sup>, 2018.**

Sincerely,

Mrs. Kim Kwitowski, Principal

01/10/18