



Archdiocese of Hartford Common
Admissions Application
 For Pre-K, Elementary, and Middle Schools

For Office Use Only
 Date Received _____
 Fee Paid _____
 Check # _____
 A WL NA

Name of School	St. Peter/St. Francis School	School Phone #	860-489-4177
Address of School	360 Prospect Street	Website	www.spsfschool.org
City	Torrington	Admission to grade #	

Archdiocese of Hartford

Vision Statement: The fundamental purpose of Catholic schools is to advance the educational mission of the Church! Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic social teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

GENERAL INFORMATION: A non-refundable application fee of \$100 must accompany the application. Checks should be made payable to **St. Peter/St. Francis School**. Applications must be filled out completely.

A copy of student's Birth Certificate must accompany this application.

If Catholic, a copy of your child's Baptismal certificate MUST also accompany this completed application.

Student Information:

Last Name	First Name	Middle	Nickname

Student's Home Address:

Street	Town	State	Zip
Home Phone	Family E-mail Address		
Date of Birth	Birthplace (City, State, Country)		
Male	Female	Is Student a U.S. Citizen?	Yes No
Child lives with :	both parents	mother	father other individual
If "other individual", please indicate Name		Relationship to child	

Father/Guardian Information:

Prefix: (Mr./Dr.)	First Name	Last Name
Address if different	City	State, Zip
Home Tel. # if different	Work Tel. #	Cell #
Occupation	Employer	E-mail address

Mother /Guardian Information:

Prefix: (Mr./Dr.)	First Name	Last Name
Address if different	City	State, Zip
Home Tel. # if different	Work Tel. #	Cell #
Occupation	Employer	E-mail address

Other children in family:

Name	Age	Grade	School attending

Please specify if a language other than English is spoken at home:			
How did you hear about this school?:	Website	Advertisement	Friends/Family
Other (please specify):			

Relatives who have attended or are attending this School:

Name	List Years Attended

RELIGIOUS INFORMATION:

Religion of: Student		Father		Mother		Guardian	
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If Catholic, please list the parish(es) or church your family is registered with or regularly attends:

Parish/Church		Town	
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If Catholic, does your family contribute to your parish via the envelope system?	Yes		No	
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If Catholic, please provide the following information concerning the applicant:

Baptismal Date:		Name of Church		Town, State	
First Communion Date:		Name of Church		Town, State	
Confirmation Date:		Name of Church		Town, State	

If not Catholic, please note denomination:	
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ACADEMIC BACKGROUND: Please list all schools the applicant has previously attended.

School Attended	Grades completed	List Years Attended	Reason for leaving

Has your child ever been expelled or refused admission or readmission from any school?	Yes		No	
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If yes, state the name of the school, and the reason for the action.				
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Has your child ever received or been evaluated for Special Education Services in a private or public setting?	Yes		No	
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If yes, please identify who did the evaluation, and provide a brief description of the services required and the services provided below.

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Has your child ever undergone psycho-educational testing?	Yes		No	
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If yes, please provide a brief description of the testing done				
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Name and Address of the tester		
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I hereby give St. Peter/St. Francis School the right to contact any previously attended school in regards to the recent enrollment of my child. I hereby authorize said school to supply any and all information requested. I release all persons, companies and corporations supplying and receiving such information to St. Peter/St. Francis School, the Archdiocese of Hartford, and anyone acting on its/their behalf from and against any and all liability which might result from furnishing or receiving such information. I hereby certify that the information submitted in the application process, including this application is true. I understand that if it is determined that any information I have provided is false, the admission of my child may be revoked, or if my child is already in attendance, he or she may be subject to immediate expulsion.

Parent or Guardian Signature	Date	Parent or Guardian Signature	Date

St. Peter/St. Francis School is a Catholic school that accepts students from different religious, racial, and ethnic backgrounds.

St. Peter / St. Francis School **2017 - 2018 Financial Obligation Policy**

Upon registration or re-registration, each family MUST sign a copy of the Tuition Contract and the Statement of Fundraising Obligation & Volunteer Hours. These forms must be returned to the School Office, along with the Registration Form and the \$100.00 per FAMILY non-deductible, non-refundable registration fee, and all other required paperwork that is included in their Registration Packet. Re-registration deadline is April 18th.

Tuition is due according to one of the following two payment options:

1. **Option 1: Annual:** Full tuition payable by July 1.

Please note that cash, check, and credit card payments are acceptable.

- Option 2: Use of Smart Tuition:** An Automatic Payment Plan -There is a \$50.00 enrollment fee charged by the company. *All Smart Tuition agreements begin July 20 and withdrawals will occur over the 10 month schedule.*

***** See Tuition Pricing & Payment Schedule for tuition rates, payment plans, and due dates. *****

Criteria for Payment Category

1. **Affiliated Catholic:** registered with a Catholic Parish in the Diocese and using the envelope system. This will be verified, as the Parish identified will be assessed \$250.00 per student as stated in the Archdiocesan guidelines. If your church does not list you as an active member you will be billed the “non-affiliated” rate.
2. **Non-Affiliated Catholic or Non/Catholic:** a Catholic not registered with a parish and/or not using the envelope system or a non-catholic.

Multiple Child Discount

1. Families that have more than one child attending the School will receive a multiple child discount.
2. **Pre-K 3/4 is not included in the multiple child discount rates.**

Delinquent Tuition

1. For those families who choose to pay their tuition by Option 1, payment **MUST** be made in full by July 1. Payments not received by July 10 will be considered delinquent and will be assessed a \$25 late charge. Your child may not return to school until your tuition account is brought up to date. **NO EXCEPTIONS.**
2. A fee of \$25.00 will be assessed for each check returned by the bank.
3. No post-dated checks will be accepted.

Tuition Assistance

1. Requests for tuition assistance must be made in writing and addressed to the Principal, with proof of qualifying need.
2. After reviewing all requests with the Pastor, the Principal will notify the families before the close of school year.
3. All requests and information will remain confidential.

Tuition Refunds

If a student withdraws from the school during the school year a refund shall be due according to the following:

1. Tuition is divided over 10 months and a refund will be issued for dollars paid in excess of the calculated amount for the months enrolled. Any days enrolled in a month will count as a full month of enrollment.
2. Any other outstanding financial obligations (Fundraising, After School, Meals, etc.) will be deducted from the calculated refund due.

Fundraising Obligation

The Home and School Association will coordinate fundraising activities. It will be the responsibility of each family to raise a specific amount through participation in these events.

1. The fundraising pre-payment obligation **MUST** be paid in full by July 1. Your child may not return to school until your fundraising account is brought up to date. **NO EXCEPTIONS.**
2. Your account will be reviewed in December and June and a refund will be issued for the obligation amount met at that time, however not to exceed \$300.
3. In addition to Home and School Association fundraising, the school is also committed to raise funds through Advancement events. This is accomplished by means of an Annual Fund/Pledge Drive and various fundraising events deemed appropriate. Without your help and encouragement, these events will not be successful. **Advancement events do not count toward the above-mentioned family H&S Fundraising Obligation.**
4. All money collected through various fundraisers is non-refundable.

St. Peter / St. Francis School

2017 – 2018

Tuition Pricing & Payment Schedule Pre-K3 & Pre-K4 Program

**The Pre-K program is one, two, three, four or five days a week
with ½ day or full day options:**

½ day 8:00AM – 11:15AM	Tuition Rate	Option 1 Annual 1 Payment Due July 1	Option 2 Smart Tuition 10 Payments Beginning July 20th. Each withdrawn on the 20th of the month
Affiliated Catholic Rate			
1 half day/week	\$796.00	\$796.00	\$79.60
2 half days/week	\$1,592.00	\$1,592.00	\$159.20
3 half days/week	\$2,388.00	\$2,388.00	\$238.80
4 half days/week	\$3,184.00	\$3,184.00	\$318.40
5 half days/week	\$3,980.00	\$3,980.00	\$398.00
Pre-K Students are not included in multiple child discounts.			
Non-Affiliated Catholic/Non-Catholic Rate			
1 half day/week	\$908.00	\$908.00	\$90.80
2 half days/week	\$1,816.00	\$1,816.00	\$181.60
3 half days/week	\$2,724.00	\$2,724.00	\$272.40
4 half days/week	\$3,632.00	\$3,632.00	\$363.20
5 half days/week	\$4,540.00	\$4,540.00	\$454.00
Pre-K Students are not included in multiple child discounts.			

Criteria for Payment Category per the Financial Policy Guidelines

1. Affiliated Catholic: registered with a Catholic Parish in the Diocese and using the envelope system. This will be verified, as the Parish identified will be assessed \$250.00 per student as stated in the Archdiocesan guidelines. If your church does not list you as an active member, you will be re-billed the “non-affiliated” rate.

2. Non-Affiliated Catholic or Non-Catholic: a Catholic not registered with a parish and/or not using the envelope system or a Non-Catholic.

To help further accommodate our parents’ and students’ needs, we have an optional After School Program from 2:00-5:30 pm.

This service is billed separately and payable on a weekly basis.

St. Peter / St. Francis School
2017 – 2018

Tuition Pricing & Payment Schedule
Pre-K3 & Pre-K4 Program

**The Pre-K program is one, two, three, four or five days a week
with ½ day or full day options:**

Full day 8:00AM–2:00PM	Tuition Rate	Option 1 Annual 1 Payment Due July 1	Option 2 Smart Tuition 10 Payments Beginning July 20th. Each withdrawn on the 20th of the month
Affiliated Catholic Rate			
1 full day/week	\$1,216.00	\$1,216.00	\$121.60
2 full days/week	\$2,432.00	\$2,432.00	\$243.20
3 full days/week	\$3,648.00	\$3,648.00	\$364.80
4 full days/week	\$4,864.00	\$4,864.00	\$486.40
5 full days/week	\$6,080.00	\$6,080.00	\$608.00
Pre-K Students are not included in multiple child discounts.			
Non-Affiliated Catholic/Non-Catholic Rate			
1 full day/week	\$1,328.00	\$1,328.00	\$132.80
2 full days/week	\$2,656.00	\$2,656.00	\$265.60
3 full days/week	\$3,984.00	\$3,984.00	\$398.40
4 full days/week	\$5,312.00	\$5,312.00	\$531.20
5 full days/week	\$6,640.00	\$6,640.00	\$664.00
Pre-K Students are not included in multiple child discounts.			

Criteria for Payment Category per the Financial Policy Guidelines

1. Affiliated Catholic: registered with a Catholic Parish in the Diocese and using the envelope system. This will be verified, as the Parish identified will be assessed \$250.00 per student as stated in the Archdiocesan guidelines. If your church does not list you as an active member, you will be re-billed the “non-affiliated” rate.

2. Non-Affiliated Catholic or Non-Catholic: a Catholic not registered with a parish and/or not using the envelope system or a Non-Catholic.

To help further accommodate our parents’ and students’ needs, we have an optional After School Program from 2:00-5:30 pm.

This service is billed separately and payable on a weekly basis.

St. Peter / St. Francis School
2017 – 2018

Tuition Pricing & Payment Schedule
Grade K and Multi-age Grades 1 – 8

Number of Students	Tuition Rate	Option 1 Annual 1 Payment Due July 1	Option 2 Smart Tuition 10 Payments Beginning July 20 th . Each withdrawn on the 20th of the month
Affiliated Catholic Rate			
A Family with:			
1 Student pays	\$3,980.00	\$3,980.00	\$398.00
**2 Students pays	\$7,615.00	\$7,615.00	\$761.50
***3 Students pays	\$10,945.00	\$10,945.00	\$1,094.50
****4 Students pays	\$13,970.00	\$13,970.00	\$1,397.00
Per-Child Breakdown: 1st child tuition \$3,980, 2nd child tuition \$3,635, 3rd child tuition \$3,330, 4 th child tuition \$3,025 Pre-K Students are not included in multiple child discounts.			
Non-Affiliated Catholic/Non-Catholic Rate			
A Family with:			
1 Student pays	\$4,540.00	\$4,540.00	\$454.00
**2 Students pays	\$8,735.00	\$8,735.00	\$873.50
***3 Students pays	\$12,625.00	\$12,625.00	\$1,262.50
****4 Students pays	\$16,210.00	\$16,210.00	\$1,621.00
Per-Child Breakdown: 1st child tuition \$4,540, 2nd child tuition \$4,195, 3rd child tuition \$3,890, 4 th child tuition \$3,585 Pre-K Students are not included in multiple child discounts.			

Criteria for Payment Category per the Financial Policy Guidelines

1. **Affiliated Catholic:** registered with a Catholic Parish in the Diocese and using the envelope system. This will be verified, as the Parish identified will be assessed \$250.00 per student as stated in the Archdiocesan guidelines. If your church does not list you as an active member, you will be re-billed the “non-affiliated” rate.
2. **Non-Affiliated Catholic or Non-Catholic:** a Catholic not registered with a parish and/or not using the envelope system or a Non-Catholic.

The above pricing reflects the following Discounts for multiple children in Gr K or Multi-age Gr 1-8:

**Second child receives a \$345.00 discount

***Third child receives a \$650.00 discount

****Fourth child receives a \$955.00 discount

Pre-K3 and Pre-K4 is not included in multiple child discount.

To help further accommodate our parents’ and students’ needs, we have an optional After School Program from 2:00-5:30 pm.

This service is billed separately and payable on a weekly basis.

St. Peter / St. Francis School
2017 – 2018
Tuition Contract

I. Family Information:

Family Name _____

Student Name _____ Grade in Sept _____

Student Name _____ Grade in Sept _____

Student Name _____ Grade in Sept _____

Student Name _____ Grade in Sept _____

II. Payment Category (please check one):

____ AFFILIATED CATHOLIC RATE

Parish Name _____ & Church Envelope # _____

TOTAL TUITION AMOUNT DUE \$

____ NON-AFFILIATED CATHOLIC or NON-CATHOLIC RATE

TOTAL TUITION AMOUNT DUE \$

III. Person Responsible for Tuition Payments:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

I understand the terms of the Financial Agreement as stated in the St. Peter / St. Francis School Financial Obligation Policy. I agree to meet the required payment deadlines according to the option I have selected below and I understand failure to do so will result in my child unable to return to school.

____ Option 1: ANNUAL (1 Payment: Due July 1)

____ Option 2: Smart Tuition (according to the terms of the agreement - first payment withdrawn July 20)

Signature of Payee

Date

- **There is a \$100.00 per FAMILY non-refundable REGISTRATION FEE, which is not applied to tuition.**
- **Tuition payment payable to: St. Peter / St. Francis School.**
- **Send payment to: Pope John Paul II Pastoral Center, c/o The Bookkeeper, 160 Main Street, Torrington.**

St. Peter / St. Francis School
2017 - 2018
Home & School Fundraising Obligation & Volunteer Hours

Family Information:

Family Name _____
(Please Print)

Family Fundraising Obligation: **\$300.00**

Family Volunteer Hours: **20**

We/I understand that in addition to the tuition payment, a NET total of \$300.00 in specified Home & School fundraising activities must be met and 20 hours of volunteer services must be performed in the 2017-2018 school year. We/I also understand that this amount **MUST be paid in full by July 1, 2017**. If payment is not made before the start of school, our/my child/children may not return to school until this payment has been made in full.

Twice annually (in December and June), the H&S Treasurer will review our/my account and a refund will be made for the portion of the family net fundraising obligation met at this time, up to \$300 annually. The School will retain any unmet obligation.

Information regarding fundraising and volunteer hours will be in the Parent/Student Handbook, which will be sent at a later date.

Signature of Payee

Date

Signature of Payee

Date

This form must be returned to school with Registration papers.

Payment must be made by July 1, 2017.

St. Peter / St. Francis School

360 Prospect Street, Torrington, CT 06790

(860) 489-4177 www.spsfschool.org**CONSENT FOR TREATMENT**

This form must be completed when registering for St. Peter/St. Francis School. No student will be allowed to register without a fully completed **CONSENT FOR TREATMENT** form.

Dear Parents,

As stipulated in the General Liability Policy of the Catholic Mutual Group for the Archdiocese of Hartford, students are NOT covered for medical expenses resulting from any injury received at school or in the participation in school sponsored events away from the school premises. Any medical bills or injury claim should be referred to the major medical coverage in force for your child.

Now would be a good time for you to review your insurance coverage for your child. Please be assured that the school takes every precaution, through health and safety instruction, to alleviate any serious injuries that could occur both on the playground and in the gym area.

In the event of a medical situation due to illness or accident to your child, we will need your consent to insure immediate medical treatment. Please read and sign the statement below

I understand that should an accident, illness or medical emergency arise, St. Peter/St. Francis School staff will try to notify me immediately. However, in the event I cannot be reached by telephone, I authorize any medical or surgical treatment, x-rays, examinations, prescription drugs, etc., deemed necessary by a licensed medical physician.

Child's name _____

Address _____

Home Phone _____

Physician's Name _____ Phone Number _____

Mother's daytime phone number _____

Father's daytime phone number _____

Parent or Legal guardian name _____

Signature _____ **Date** _____

(One form for each child)