

Huron Valley Catholic School

Registration and Tuition Policies 2010-2011

- Non-Discrimination Policy: Huron Valley Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other school administered programs and activities.
- Priority Registration is from Thursday, February 4th through Friday, February 12th, Noon. Priority will be assigned as follows:
 1. Current returning students.
 2. Other children of current families.
 3. Children of returning families.
 4. Children of Catholic families who are registered members of subsidizing Catholic parishes.
 5. Children of current and former members of The Word of God or The Word of Life.
 6. Children of other Catholic families.
 7. Children of other families.

Within each group, enrollment applications will be processed in the order received (first come, first served). Once the priority registration period ends, priority rankings will no longer be assigned and subsequent applications will be processed on a first come, first served basis only. Current returning students who register during the Priority Registration Period will be guaranteed placement, provided that tuition payments remain current. If a parent notifies the school that their registered child will not attend, priority status will be revoked.

If a class is full, students will be placed on a waiting list only if they have registered. In the event that an opening occurs, or that numbers permit the addition of another class section, parents will be contacted. If a class is full, registration fees will be returned at the beginning of the school year and a place on the waiting list will be retained for the duration of the school year.

- All new students must meet admissions requirements as listed on the Admissions Policies sheet. Parent(s) must agree to the school's Mission and Beliefs Statement and sign the Statement of Basic Christian Beliefs. In addition, all new students will be on probation for one semester.
- Kindergarten: Kindergarten is from 8:05am until 11:55am. In compliance with state law, students must be 5 years of age by December 1st.
- Optional Extended Care for Kindergarten students and After School Care: We have contracted with Angels Watching Over Us to handle before school, optional afternoon kindergarten and after school care services. Angels Watching Over Us Childcare and Daycare is a state-licensed program owned and operated by one of our parents. They use a developed curriculum and their own fully trained staff. If you would like to contact them for additional information, please call Leanne at (734) 482-2672 or (734) 395-3357. This program depends on the ENROLLMENT in child care.
- Special Education Policy: If a student is certified in a special education program, please inform the office.
- Each family has a \$950 fundraising requirement. The school offers a number of different ways for participation throughout the school year. All credits must be completed by March 30th. The family is responsible for any amount that is not met by participation in these events. This amount is considered part of tuition that is due, and will be included on the May statement.
- Families are expected to participate in our different fundraising efforts, in particular our annual school auction. The success of the auction is dependent upon parents' donation of time and auction items.

- Tuition is divided into ten monthly payments, August through May. You will receive a Tuition Schedule and payment envelopes in July; you will not receive a monthly invoice again until May. If you are able to pay all or part of your tuition at anytime, or modify your payment schedule to July through April, please let us know. This would greatly assist our cash flow during the summer months. The Registration Fee is applied to the May tuition payment.
- Payment is due on the 1st of each month. **All tuition payments must be current prior to registration for the new school year. Requests for exceptions must be submitted in writing to the Finance Committee.** Contact the office for the appropriate form.
- A charge of \$25.00 per month will be assessed if payment is not received by the 15th day of the month for which tuition payment is due.
- A charge of \$33.00 will be assessed for any returned checks.
- Each family will be required to pay a \$150 Service Fee with the first tuition payment in August. Families that complete fifteen hours of service will have that \$150 credited to the May tuition payment. Five of these hours must be lunch hour supervision and/or substitute teaching. (Each lunch hour worked counts for one hour of service.) Five hours must be utilized for the annual auction and the remaining 5 hours can be fulfilled by helping with any school-related activity.

Special note: Families with only a kindergarten student do not need to do lunch hour supervision, and the service fee is reduced to \$100.

- If you are unable to come to lunch hour supervision, please make arrangements to get a substitute and notify the school office as soon as possible of the change. If you do not complete the five hours then you will forfeit \$10.00 for each hour of the Service Fee credit. Lunch hours must be signed up by November 15th.
- Once a student attends the first day of class scheduled for a semester, the family is responsible for tuition payments for the remainder of the semester.
- Students will not be allowed to start a new quarter if one or more tuition payments are missing. If payments are delinquent at the beginning of a semester, the enrollment may be revoked, priority status may be forfeited, and the student may be placed at the end of the waiting list, should there be one. Any transcripts or evaluations will not be sent to requesting schools if any financial obligations are not current. Report cards may be withheld and Ren Web access disabled.
- If tuition payments are not received in full by the end of the school year, report cards and/or transfer records may be withheld. In addition, registration for the next year may be withdrawn, priority status may be forfeited, and the student may be placed at the end of the waiting list, should there be one.