

**ST. WENCESLAUS SCHOOL**  
**INFORMATION & POLICIES**  
**2010/2011**



**ADMISSION POLICY**

Registration for enrolling your child/ren at St. Wenceslaus School for the upcoming year will begin in late January (specific dates will be announced each year). A non-refundable registration fee **for each student** will be required at the time of registration.

Registrations will be taken in the following order:

- (1) The first week will be reserved for children/families who are currently enrolled at St. Wenceslaus School K – 8 programs and are in good financial standing with the school.
- (2) Families already enrolled in the Little Spirit Preschool Program
- (3) The second week will be for new families who are parishioners of St. Wenceslaus Parish. A Waiting List will be established if needed. See Waiting List priorities below.
- (4) The third week will be for new families who are not St. Wenceslaus Parish members.

Classes will be filled in the order the registrations are received. Registrations received after the third (3<sup>rd</sup>) week will be accepted on a first come/first serve basis until the class size reaches the predetermined level.

**Little Spirit Preschool will accept students based on the following:**

- Child is at least thirty-three (33) months of age and toilet trained (no pull ups allowed)
- Child has not reached the age of six years by September 1<sup>st</sup>
- Child has special needs that, with provisions and approval of school administration can be met in our school environment.

**Children/Families Currently Enrolled:**

There will be an additional \$50 fee per student (not deductible from tuition) charged to any family, who, during the registration period, fails to register a student who is currently enrolled at St. Wenceslaus School and will continue to attend for the next school year.

**Families with students currently enrolled will lose their priority status if not registered at the conclusion of the first registration week.**

**Class Sizes**

Class sizes for grades K - 8 will be determined by the School Advisory Board and Principal based on enrollment registrations. Consideration will be given to special circumstances (i.e. students w/special needs, space requirement, etc.). Class sizes may vary at different grade levels and within the grade level.

**Little Spirits Preschool Class Sizes** will have a maximum enrollment of 10 students to one teacher. Maximum class size is 20 students with 1 teacher and 1 aide. When the maximum capacity is reached, a waiting list will be established. Additional classes will be added as demand allows.

**Waiting List**

Once a grade level reaches its determined size, a Waiting List for that grade level will be established. When, and if, an opening should occur, families will be granted enrollment according to their rank on the Waiting List. Within the designated registration period, priority on the Waiting List will be given to parishioners, and rank will be assigned by the length of time the family has been registered parishioners. Non-parishioners will then be ranked on the waiting list on a first come/first serve basis. Any registrations received after the initial period will be placed on the Waiting List in the order received. Families on any Waiting List must renew their desire for enrollment each year, before January 15<sup>th</sup>. The waiting list will dictate in all cases.

### **Kindergarten Early Admission**

St Wenceslaus School will adhere to the New Prague School District's Policy on Kindergarten Early admissions. If a child is accepted for early admission, and after a certain amount of teacher-pupil contact, the kindergarten teacher determines that the child is not yet ready, the principal will notify the parents and the child will be dropped from the roll. Any monies paid to the school by this family will follow policy #3420 EARLY WITHDRAWAL.

### **Eligibility**

A student who has been or is being expelled from any school for behavior or conduct that would also be grounds for expulsion at St. Wenceslaus School will be excluded from admission.

Prior to admission, the Principal may make inquiries to the previous school for the student's records to help aid in determining admission status.

## **REQUIRED FUNDRAISING OBLIGATION**

In addition to tuition, all families are required to support our major fundraisers by volunteering their time and talents. If you have a child in both the K – 8 program and Little Spirits Preschool the Sweepstakes, Fish Fry and work requirement is fulfilled through your K – 8 obligations.

### **K – 8 Families:**

1. \$150 in pledges per child for Marathon
2. \$250 in ticket sales per family for Sweepstakes
3. Sell or purchase 10 tickets per family for Fish Fry
4. Adult to work on **two** separate 3 – hour shifts at the Fish Fry, Auction or Golf Tournament

### **Little Spirit Preschool Families:**

1. \$50 in pledges per child for Marathon
2. \$50 in ticket sales per family for Sweepstakes
3. Sell or purchase 5 tickets for Fish Fry
4. Adult to work on **one** 3 – hour shift at the Fish Fry, Auction or Golf Tournament

## **TUITION POLICY**

- The tuition form is a Contractual Agreement with St. Wenceslaus School.
- Parents facing financial difficulties shall submit an on-line tuition application at [www.tuitionaid.com](http://www.tuitionaid.com) by the application deadline date of May 1, 2010. Supportive Financial Documents need to be submitted to TADS. Each situation shall be reviewed by TADS (Tuition Aid Data Service). St. Wenceslaus School will offer tuition assistance as recommended by TADS. Financial Assistance will be given based on the amount in the fund and by the number of families in need of assistance at St. Wenceslaus School. Arrangements for payment for the remaining tuition will be made according to the regular school tuition payment policy. This information is strictly confidential.
- Contracted payments begin in July 2010. One half of the total tuition bill must be paid by November 30, 2010.
- Letters shall be sent to parents with past due tuition.
- Personal contact by the principal shall be made to parents of past due accounts.
- All contracted tuition must be paid by April 15<sup>th</sup> of the current school year. Failure to do so may result in your child/children not being allowed to enter school for the following school year.

If requesting financial assistance you can apply on-line through TADS at [www.tuitionaid.com](http://www.tuitionaid.com). Program Name: St. Wenceslaus School, Program ID: SP234150000. Forms are also available in the school office or by confidential request directly from the principal. Application deadline is May 1, 2010. St. Wenceslaus School will notify you of your application status. Early application is encouraged.

**ST. WENCESLAUS SCHOOL  
REGISTRATION - TUITION CONTRACT  
2010/2011**



Family Name: \_\_\_\_\_  
Last - Please Print Phone

This form is used to register your child(ren) to attend St. Wenceslaus School during the 2010 – 2011 school year. **To complete your registration, a \$50 non-refundable fee per child must be attached to this form. This money does not apply to your 2010-2011 tuition.**

Our Family is an active member and registered at: \_\_\_\_\_  
(Please list your home parish or church)

**Registrations will be taken in the following order:**

1. February 22<sup>nd</sup> – March 8<sup>th</sup> will be reserved for children/families who are currently enrolled at St. Wenceslaus School K – 8 programs and are in good financial standing with the school.
2. Families already enrolled in the Little Spirit Preschool Program
3. Parishioners of St. Wenceslaus Parish
4. March 8<sup>th</sup> – 12<sup>th</sup> is reserved for new families. (To be eligible for parishioner tuition rates, registration and active participation with the Parish of St. Wenceslaus must be completed by July 1<sup>st</sup> of the upcoming school year.

Classes will be filled according to the Admission Policy. Registrations may be mailed or turned in to the school office. Please be sure to have your registration in the school office by the registration deadline of March 12<sup>th</sup>.

**2010/2011 ST. WENCESLAUS SCHOOL TUITION**

St. Wenceslaus Parishioner K - 8	Full-time	\$3,330.00
Non-Parishioner K - 8	Full-time	\$4,300.00
M, W, F Kindergartener		\$2,330.00
M, W, F Kind. - Non Parishioner		\$3,300.00
Korean Exchange Students Includes all Fundraising Oblig., Registration Fee & Admin. Expenses		\$5,200.00
4/5 Year Old Pre-K (3 Day Program) Mon. & Fri.-(8:00 - 11:00) & Wed.-(9:00 - 11:00)	AM	\$1,310.00
4/5 Year Old Pre-K (4 Day Program) Mon. - Thurs. 12:00 - 2:00	PM	\$1,310.00
3/4 Year Old (2 Day Program) 9:00 - 11:00 (Tues. & Thurs.)	AM	\$880.00



Please fill out the registration information. If your child will be in the M, W, F Kindergarten, 3/4 Pre-School or 4/5 Pre-K AM or 4/5 Pre-K PM, please indicate that by placing an "X" in that column. In the Tuition Amount column please indicate the amount of tuition due for each child according to the 2010/2011 school tuition table.

	Father	Mother (Maiden Name)
Name		
Address		
City, State, Zip		
Home Phone		
Cell Phone		
E-mail Address		
Marital Status		
Religion		
Parish		
Occupation/Company		
Business Address		
Business Phone		

Child's Name	Male/ Female	DOB	Grade 2010/11	Kind. M, W, F	4/5 Pre-K AM	4/5 Pre-K PM	3/4 Yr. Old	Tuition Amount
								\$
								\$
								\$
								\$
								\$
								\$
<b>TOTAL TUITION AMOUNT:</b>								

**Registration - Tuition Contract must be signed and returned to the school office to complete and finalize your enrollment.**

**This Registration – Tuition Contract is due no later than March 12, 2010. There will be an additional \$50 per student fee (not deductible from tuition) charged to any family who is currently enrolled at St. Wenceslaus School after the March 12<sup>th</sup> deadline.**

**Payments begin in July 2010. One half of the total tuition bill must be paid by November 30, 2010 to avoid a 5% interest on your account.**

**All Tuition/fundraising is payable in full no later than April 15, 2011. After this date all unpaid amounts will be considered delinquent and an interest of 5% will be charged to you account.**

**By signing below I agree to make tuition/fundraising payments for the 2010 – 2011 school year and follow the fundraising requirements with all tuition/fundraising paid in full by April 15<sup>th</sup>, 2011.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## St. Wenceslaus School

### Automatic Payment Plan

### Credit Card Payment Plan

#### *Here's how the Automatic Payment Plan works.*

You authorize regularly scheduled deductions to be made from your **checking or savings account**. Your deductions will be made automatically on the specified day with proof of amount(s) appearing on your statement.

#### *Credit Card Payment Plan*

If you choose to use your Credit Card we would charge the **Monthly payment or the amount you specify** to your Visa, Discover or MasterCard.

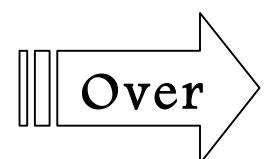
The authorization you give to charge your accounts will remain in effect from July 1, 2010 through May 31, 2011 or until you notify us in writing to terminate the authorization.

The Automatic Payment Plan and Credit Card Payment Plan is dependable, flexible, convenient, and easy! To take advantage of this service, complete the authorization form on the backside and return entire form to Sherry Hartman.

**W**e are pleased to once again offer you the **Automatic Payment Plan, and the Credit Card Payment Plan**. You can have your tuition payment made automatically from your checking, savings or applied to your credit card. You won't have to change your present banking relationship to take advantage of this service.

The Automatic Payment Plan or Credit Card Payment plan will help you in several ways:

- It saves time – fewer checks to write!
- It helps meet your commitment in a convenient, timely manner – even if you are on vacation or out of town!
- It saves postage!



## Method of Payment

I authorize St. Wenceslaus School and the financial institute named below to initiate entries to my checking/savings account or apply payments to my Visa, Discover or MasterCard. This authorization will remain in effect from July 1, 2010 through May 31, 2011 or until I notify you in writing to cancel with enough time as to give the financial institution a reasonable opportunity to act upon it. I can stop payment on any transaction by notifying you at least three days before my account is charged.

### Automatic Monthly Payment Plan from my Checking or Savings Account

Name of Financial Institution: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Name – Please Print: \_\_\_\_\_

Address – Please Print: \_\_\_\_\_

Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

Financial Institution Routing Number: \_\_\_\_\_

(between these symbols [: :] on the bottom of your check)

**PLEASE ATTACH A VOIDED OR CANCELLED CHECK!**

### Credit Card Payment Plan

Type of Credit Card:  Visa  MasterCard  Discover

Monthly Deduction: \$ \_\_\_\_\_ One Time Deduction: \$ \_\_\_\_\_

Name as it appears on your Credit Card: \_\_\_\_\_

Credit Card # : \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_

(From back of card)

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_

Month

Year

### Authorization Terms for Checking, Savings and Credit Card Accounts

Amount of My Monthly Tuition Deduction: \_\_\_\_\_

Preference of Authorization Date (effective July 1, 2008 – May 31, 2009):

\_\_\_\_\_ The 15<sup>th</sup> of each month

\_\_\_\_\_ The 30<sup>th</sup> of each month

I authorize St. Wenceslaus School, New Prague, Minnesota, (952) 758-3133 to initiate electronic entries from my checking/savings account or apply payments to my credit card and agree to the terms listed on the authorization form above.

Return to: St. Wenceslaus School *To cancel this authorization agreement, please write to the address above.*  
227 East Main Street  
New Prague, MN 56071  
Attention: Sherry Hartman