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www.srsnj.org

We, the faith-filled community of Saint Raphael School, are inspired to celebrate and share our God-given talents, be passionate life-long learners who strive for academic excellence, and foster a spirit of respect, reverence and responsibility as we journey together empowered by the Gospel message to serve the Lord.

Parent – School Agreement

2017 -2018
 (rev. 1 – 23 - 17)

Family Name: _____

Name(s) of Student(s) in Grades K – 8 <small>(Please print full name: First, Middle and Last)</small>	Grade(s) in 2017 -2018
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Parent/Guardian Name(s): _____

Address: _____

(Street, City/Town, State, Zip Code)

Home Phone: _____

Cell Phone (Mother) : _____

Cell Phone (Father) : _____

Email address (Mother) _____

Email address (Father) _____

PART I: TUITION COMMITMENT

The cost to educate one child for the 2017 -2018 school year: **\$5,735.00**

Tuition Commitment for the 2017 -2018 school year:

Tuition Commitment 2017 - 2018					
SECTION 1	Base Fees	# of Students K-8			
		1	2	3	4 or More
	Base Tuition	\$ 4,565	\$ 7,610	\$ 9,830	\$ 9,830
	Application Fee	\$ 150	\$ 275	\$ 400	\$ 400
	Technology Fee	\$ 150	\$ 300	\$ 450	\$ 600
	Archangel Fund	\$ 150	\$ 150	\$ 150	\$ 150
	Total Tuition & Fees	\$ 5,015	\$ 8,335	\$ 10,830	\$ 10,980
	Tuition & Fees Monthly Payment (FACTS) ^{1,2}	\$ 433.18	\$ 735.00	\$ 961.82	\$ 975.45

¹ Excludes \$250 Deposit per FAMILY due with registration and is based on 11 equal monthly payments

² Tuition and Fees can be rolled into FACTS

SECTION 2	Service and Fundraising Buyout	# of Students K-8			
		1	2	3	4 or More
	Scrip Buyout	\$ 250	\$ 250	\$ 250	\$ 250
	PTA Fundraising Buyout	\$ 250	\$ 250	\$ 250	\$ 250
	Service Buyout	\$ 800	\$ 800	\$ 800	\$ 800
	Service and Fundraising Total Buyout	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
	Buyout Monthly Payment (FACTS)	\$ 118.18	\$ 118.18	\$ 118.18	\$ 118.18

SECTION 3	All Inclusive	# of Students K-8			
		1	2	3	4 or More
	Total Tuition & Fees	\$ 5,015	\$ 8,335	\$ 10,830	\$ 10,980
	Total Service and Fundraising Buyout	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
	Total All Inclusive	\$ 6,315	\$ 9,635	\$ 12,130	\$ 12,280
	All Inclusive Monthly FACTS Payment ¹	\$ 551.36	\$ 853.18	\$ 1,080.00	\$ 1,093.64

SECTION 4	PTA Dues	# of Students K-8			
		1	2	3	4 or More
	PTA Dues ³	\$ 20	\$ 20	\$ 20	\$ 20

³ Paid to PTA and not included in the FACTS program

Tuition Deposit

<p>Non-refundable Tuition Deposit</p> <ul style="list-style-type: none"> ▪ This non-refundable payment is required to ensure a place for each child at Saint Raphael School for the 2017 -2018 school year. This deposit, due by Friday, March 3, 2017 will be credited toward 2017 – 2018 tuition payment(s). 	<p>\$250.00 per family</p>
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Fees

<p>Non-refundable Application Fee</p> <ul style="list-style-type: none"> ▪ This fee covers school supplies, student books, Constant Contact and SchoolReach Communication Systems ▪ This payment is due with the return of the Parent – School Agreement. 	<p>\$150.00 for the first child \$125.00 for each additional child</p>
<p>Non-refundable Technology Fee</p> <ul style="list-style-type: none"> ▪ This fee is due Fri., June 23, 2017. 	<p>\$150.00 per child</p>

Shared Commitment Responsibilities

<p>Archangel Fund</p> <ul style="list-style-type: none"> ▪ This contribution is due Fri., June 23, 2017. 	<p>\$150.00 per family</p>
<p>SCRIP (*See attached description)</p>	<p>Purchase of \$4,125.00 annually or Buyout for \$250.00</p>
<p>PTA Fundraising</p> <ul style="list-style-type: none"> ▪ Through our fundraising efforts, we are able to keep tuition increases to a minimum. 	<p style="text-align: center;">Each family must produce a profit of \$250.00.</p> <p>For example:</p> <ul style="list-style-type: none"> ▪ 50/50 produces 50% profit ▪ Gertrude Hawk produces 40% profit of your order total.
<p>PTA Dues</p> <ul style="list-style-type: none"> ▪ This is for the Diocesan PTA assessment, PTA sponsored programs and Room Parent activities. ▪ This fee is due Fri., June 23, 2017. Checks made payable to SRS PTA 	<p>\$20.00 per family</p>
<p>Service Hours</p>	<p>40 hours of service per family or Buyout for \$800.00</p>

PAYMENT OPTIONS: Choose one option by placing an “X” on the appropriate line.

- Depending upon a PSAS Grant, the Option selected may be modified.

_____ **Option 1: ONE PAYMENT**

Non-refundable deposit of \$250.00 due by **Friday, March 3, 2017**

FULL payment due **Fri., June 23, 2017.**

_____ **Option 2: TWO PAYMENTS**

Non-refundable deposit of \$250.00 due **Friday, March 3, 2017**

First installment (50% of total tuition minus \$250.00 deposit): due by **Fri., June 23, 2017**

Second installment (Balance of unpaid tuition): due by **Friday, January 12, 2018**

_____ **Option 3: FACTS TUITION PAYMENT PLAN**

Non-refundable deposit of \$250.00 due **Friday, March 3, 2017**

Balance of tuition is paid in eleven monthly payments (from **July 2017 through May 2018**), via debit from your bank account or charged to your credit card through the FACTS Program.

Initial here

Initial here

PART II: EXPLANATION OF TUITION DEPOSIT AND FEES

- Please make checks payable to: **Saint Raphael School.**
1. A **non-refundable** deposit of **\$250.00 per family** is due by **Friday, March 3, 2017**. Payment of this fee is required to ensure a place at Saint Raphael School for the 2017- 2018 school year. **This non-refundable deposit will be credited toward tuition payment(s).**
 2. A non-refundable **Application Fee** of **\$150.00** for the first child and **\$125.00** for each additional child is required with the return of this agreement.
 3. The non-refundable **Technology Fee** is **\$150.00** per student. Payment may be made by **Fri., June 23, 2017** or added to the FACTS Tuition Agreement.
 4. Archangel Fund: Each family is required to support the Saint Raphael the Archangel Fund in the amount of **\$150.00** per family. Payment should be made by check to **The Archangel Fund** by **Fri., June 23, 2017.**
 5. **PTA Dues: \$20.00** per family paid by check to “Saint Raphael School PTA” due **Fri., June 23, 2017.** These dues cover the Diocesan PTA assessment, PTA sponsored programs and Room Parent activities.
 6. New Jersey State Funds are used to purchase and loan textbooks per: NJSA 18A:58-37.1 et seq., which “requires the Board of Education in each public school district in New Jersey with state funds to purchase and loan textbooks, ‘upon individual request’ to all students attending a nonpublic school located in a public school district.”

a. Parents are to complete the enclosed copy/ies of the **Loan of Textbooks** form for each student attending Saint Raphael School for the 2017 -2018 school year. The completed form(s) is/are due along with the Parent - School Agreement for the 2017 - 2018 school year, payment of the Application Fee, and non-refundable deposit to the school office no later than **Friday, March 3, 2017**.

7. Additional classroom supplies are required for each student. As in the past, the classroom supply lists will be given to school families in June to purchase the necessary items prior to the start of school.

PART III: SHARED COMMITMENT RESPONSIBILITIES

1. Scrip Program: The Scrip Program is a 12-month program which provides you with gift cards to purchase everyday items such as groceries, gas and clothing from national stores. A complete list of items is available at www.shopwithscrip.com. A **minimum** purchase of **\$4,125.00** annually (**May 1, 2017 – April 30, 2018**) is required. Should you choose **NOT** to use this program, there is a **Buyout Option** available for **\$250.00** per family.

2. PTA Fundraising: Each family is required to participate in PTA fundraising. All monies raised benefit our children and the Saint Raphael School community. Each family must produce a **profit** of **\$250.00** for the school. Below is a list of some of the PTA fundraising events/programs which you may use to meet this obligation:

- a. PTA 50/50 Drawing (***Mandatory participation for all families**)
- b. Sports Frenzy (***Mandatory participation for all families**)
- c. Pie Sale
- d. Box Tops
- e. Gertrude Hawk candy sale

Families **NOT** receiving Financial Aid, who do NOT wish to participate in any fundraisers, may choose a **Buyout Option** of **\$250.00** by **Fri., June 23, 2017**, and thereby are excused from participation in any and all fundraising activities for the upcoming school year.

PART IV: SERVICE-TO-THE-SCHOOL

As we strive to honor our mission and work to build a community empowered by the Gospel message, we are called to serve. Each family is required to choose an area of service. Please make sure whichever service you sign up for, that it is one you will be able to fulfill. If any service date is missed, you will be billed accordingly (see schedule of billing charges below). We welcome anyone willing to volunteer to do more than one service for our school. All Service-to-the-School must be approved by the Principal. Those choosing to pay a Buyout Option will be required to pay **\$800.00** by **Fri., June 23, 2017**.

School families should be aware that Parish events/fundraisers, which you may volunteer for, are separate and apart from School events/fundraisers. **You will not receive credit towards School Service Hours if it is not a school event/fundraiser.** Events which are not listed below may not be a School

Service event. Please confirm with the Principal that the event you volunteer for will receive "School Services Hours".

Service Hour Options – Please choose from the list below:

1. AM School Traffic Duty: Two mornings per week. The time for this service is 7:30 - 8:15 am.
2. PM School Traffic Duty: Two afternoons per week. The time for this service is 2:15 – 3:00 pm.
3. Recess Duty: One day per week. The time for this service is 11:25 am – 1:00 pm.
4. Kitchen/Cafeteria Duty: One day per week. The time for this service is 11:25 am-1:00 pm.
5. PTA Officer/Board Committee Chair(s): **Positions will become available during the 2017-2018 school year.**
6. Parents/guardians, with the approval of the Principal, may complete their required service if he/she makes a commitment to be a **Chairperson**, who is responsible for an event from the planning phase through the completion of the final written report on the fundraiser/event. Examples of such events are:

50/50 Raffle	Room Parent	School Service Coordinator
Bingo Service Coordinator	Tricky Tray	SRS School Spirit Wear
Book Fair	PTA Uniform Closet	Sports Frenzy
Santa's Secret Shop	Breakfast with Santa	Gertrude Hawk Easter Candy Sale
Box Tops Program	Patron Book for the Spring Musical	Color-A-Thon
Campbell's Soup Labels		Special Event Committee (Responsible for Trunk-or-Treat, Father-Daughter Dance, and Mother-Son Event)

7. Bingo Kitchen Duty: This 12-month service (Sept-Aug) is from 6:30-9:30pm on either Monday (pending the approval of the license) or Friday evening. This service is ONE day per month.
8. Bingo Floor Duty: This 12-month service (Sept-Aug) is from 7:00-10:00pm on either Monday (pending the approval of the license) or Friday evening. This service is for ONE day per month.
9. School Development and Marketing Service Duties (40 hours) includes but is not limited to serving on one of the following committees:
 - a. Open House Committee
 - b. Marketing Committee
10. Tricky Tray:
 - a. Year-Long Service (40+ hours):
 - Wrapping Committee
 - Purchasing Committee
 - Tickets: Purchasing/Printing/Sales
 - b. Event Service – (Day before or Day of; hours based on actual hours worked):
 - Setup/Service on the date/Take Down (20 hours)
 - Kitchen Committee (Prep/Setup/Breakdown/Cleanup)
 - 50/50 Sales (For the night of the event)
 - Runners – People to deliver the prize(s) to the recipient

The following is a list of fees for MISSED SERVICE:

▪ Before School Traffic Duty	\$10.00
▪ Recess Duty	\$25.00
▪ Lunch Duty	\$25.00
▪ Bingo Kitchen Duty	\$50.00
▪ Bingo Floor Duty	Fee waived due to state regulations

Please note that if you miss more than TWO times, you will be assigned an alternative service or be required to pay the Buyout Option of \$800.00.

By placing my initials, I/we understand our service obligation to Saint Raphael School for the 2017 – 2018 school year.

Initial here Initial here

Service-to-School-Agreement

Complete, Sign and Return by **Friday, March 3, 2017**.

Family Name: _____

Contact Person: _____

Phone: _____

Email Address: _____

Please indicate your first, second, and third service choices below. **The form will be returned to parents who do not list 3 choices.** Service assignments will be filled on a first-come, first-served basis upon reviewing complete agreement forms. Indicate **Day** where applicable

- My first School Service choice is _____ . Day_____
- My second School Service choice is _____ . Day_____
- My third School Service choice is _____ . Day_____

_____ We choose to pay the **Service Buyout** of **\$800.00** instead of giving service to the school.

***Families receiving Tuition Assistance may NOT buy out of service to the school.**

_____ We choose to pay the **No-Fundraiser Fee** of **\$250.00** instead of participating in ANY fundraiser.

***Families receiving Tuition Assistance may NOT buy out of fundraising responsibilities.**

Buyout Options: Payments for Buyout of Service and/or Fundraising must be delivered to the school office by **Fri., June 23, 2017**. Please have your check in an envelope clearly marked **Buyout: School Service** or **Buyout: Fundraising**.

Principal's Approval _____

Date: _____

Family Name: _____ Date: _____

We have read the Parent-School Agreement and agree to observe the conditions governing the attendance of our child/children at Saint Raphael School for the 2017 - 2018 school year.

Name(s) of Student(s) in Grades K – 8 <small>(Please print full name: First, Middle and Last)</small>	Grade(s) in 2017 -2018
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

The total tuition for my/our _____ student(s) for the 2017 -2018 school year is: \$ _____

Father's Name <small>(Print)</small>	Father's Signature
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Mother's Name <small>(Print)</small>	Mother's Signature
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Guardian's name <small>(Print)</small>	Guardian's signature
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Personal Guarantee

I/We understand that each parent/guardian of the child/children enrolled at Saint Raphael School must sign the Parent-School Agreement on an annual basis and that I/we am/are both jointly and severally liable for my/our child/children's entire yearly tuition and fees to include any/all buyout of volunteer hours.

Tuition and fees must be paid in full or up to date with monthly payments for the previous academic school year before the child/children may be registered for the following academic school year.

Mother/Guardian	Date	Father/Guardian	Date
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Receipt of Signed Agreement and Application Fee

The undersigned school official has received this **completed** and **signed** Parent-School Agreement for the 2017 - 2018 school year and the checked forms and payment(s).

A photocopy of the completed and signed Parent-School Agreement for the 2017 - 2018 school year has been given to the parent(s)/guardian.

_____ 1. Loan of Textbooks form received (for each student).

_____ 2. Non-refundable **Application Fee** in the amount of \$ _____.
 *\$150.00 for first child and \$125.00 for each additional child.

_____ 3. Non-refundable **deposit** (\$250.00 per family)

_____ a. Payment received today.

_____ b. Payment will be made by **Friday, March 3, 2017**.

Total amount paid today: \$ _____

Check number: _____

Today's date: _____

Received by: _____
(Signature)

Name: _____
(Printed)