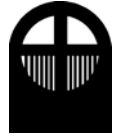




Saint John Berchmans School

2511 West Logan Blvd. • Chicago, IL 60647 • p 773.486.1334 • f 773.486.1782
www.stjohnberchmans.org



2008-2009 Parent/Guardian Contract – Pre-School

Please list child/children below:

Name of Child _____
First Last Age as of 9/1/2008

Name of Child _____
First Last Age as of 9/1/2008

Pre-School Rates*: (Please check appropriate box. Once a program has been agreed upon, days of the week are not interchangeable.)

- Full Day – 5 Days \$4400 per year
(Material/Archdiocesan Fee: \$225.00. See Additional Fees.)
- Full Day – 3 Days \$3600 per year
Tu.-Wed.-Th. (Material/Archdiocesan Fee: \$185.00. See Additional Fees.)
- Full Day – 2 Days \$2600 per year
(Material/Archdiocesan Fee: \$165.00. See Additional Fees.)
- ½ Day – 5 Days \$3350 per year
Mon-Fri 8:00am-11:00am (Material/Archdiocesan Fee: \$185.00. See Additional Fees.)
- ½ Day – 3 Days \$2350 per year
Tu.-Wed.-Th. 8:00am-11:00am (Material/Archdiocesan Fee: \$150.00. See Additional Fees.)

*There is a 25% discount on Pre-K tuition for Pre-K students with a sibling in K-8th grade. Flexible enrollment schedules are available for Pre-K. For rates on other options please call 773.486.1334.

Payment Options:

- One Installment Due August 15, 2008 (5% discount)
- Two Equal Installments Due August 15, 2008 and January 15, 2009 (2% discount)
- Ten Equal Installments Due on the following schedule

Payment Schedule (applies to the ten payment option):

August 15, 2008	November 14, 2008	February 16, 2009	May 15, 2009
September 15, 2008	December 15, 2008	March 16, 2009	
October 15, 2008	January 15, 2009	April 15, 2009	

Registration Fees:** \$75 for each child; maximum of \$150 per family (through 2/29/2008)
\$150 for each child; maximum of \$300 per family (after 2/29/2008)
Registration fees are non-refundable and due at the time of registration

Material/ Archdiocesan Fees: Payable by August 15, 2008
\$225 per child (Materials, Archdiocesan, Computer, & Activities Fees)
Material Fees are non-refundable

**** When a family you refer registers and remains enrolled at SJB for the entire school year, your family's registration fee will be refunded on your May tuition statement and the new family will save 50% on their registration fees.**

MANDATORY FUNDRAISING:

There is a required **\$300.00** fundraising commitment for each family attending St. John Berchmans School. The fundraising commitment is necessary to insure the revenue needed for the operation of the school for the 2008-2009 school year. **One-half of the fundraising fee must be met by December 1st. The second half must be met by April 1st.** Parents/guardians choosing not to be involved in fundraising activities may choose an alternative method of paying the \$300.00 over a period of months from August 15, 2008 through January 31, 2009.

VOLUNTEER COMMITMENT:

In an effort to increase parent participation and enhance our students' learning environment, we are asking that all families volunteer a minimum of 10 hours during the school year. There are many ways to meet the 10 hours of volunteer time including– field trips, book fairs, Halloween Fest, and Family Association Events (Movie Night, Breakfast with Santa, Breakfast with the Easter Bunny). Adult members of the family such as parents, aunts, uncles and grandparents are allowed to do this volunteering. Families not meeting the 10 hours of volunteer time must pay a special \$100.00 fee to help cover the cost of additional staff. The Archdiocese requires that, in order to volunteer with children, adults must complete a Virtus training (www.virtus.org), CANTS form, Background Check, and Code of Conduct. **All volunteer hours must be completed by May 1, 2009.**

TARDY POLICY:

Any student not present at 8:00 AM will be marked tardy for that day. All students who are tardy must report to the school office. In the Altgeld Campus, students must receive a tardy slip in order to be admitted to the classroom. After a student arrives late to school for the fourth time for an unexcused reason, \$10 will be added to the monthly statement.

PAYMENT CONDITIONS:

1. All payments made will be applied to the oldest outstanding bill. For example, a check sent in for September tuition would be applied to any outstanding material/archdiocesan fee, since this amount was due in August.
2. If your tuition payment is not paid on or before the due date, there will be a \$15.00 late charge. Late fees will not be charged in cases of emergency if other arrangements are made with the principal **prior to due date.**
3. Transfer students in or out of the school will be charged based on a pro-rated tuition schedule.
4. Families will be assessed a \$15.00 fee for one non-sufficient fund check, the fee for any additional non-sufficient fund check throughout the school year is \$50.00 per check. Payment will be required in cash or money order if checks consistently do not clear the bank (2 or more NSF checks), or if the final tuition payment is made after the final tuition due date or in the case of a mid-term transfer.
5. **Any tuition accounts that are outstanding in June will necessitate withholding report cards, diplomas, or transfer papers. For delinquent accounts, students will be excluded from school until arrangements/payments are made. Accounts include but are not limited to, extended day care costs, lunch, and fundraising commitment.**

I have read the conditions of this Parent/Guardian Contract and agree to the conditions set forth in this contract. I further agree to abide by and support the policies of St. John Berchmans School as expressed in the Parent/Guardian Handbook. I agree to the schedule and payment of tuition and school fees as stipulated in the Parent/Guardian Contract.

Signature of Parent or Guardian

Date

Signature of School Official

Date

ST. JOHN BERCHMANS SCHOOL
2008-2009 School Year Registration Form

PLEASE PRINT: (Important – Please correct/or fill in all information on both sides completely, and sign.)
 A COPY OF YOUR CHILD'S BIRTH CERTIFICATE MUST BE GIVEN AT TIME OF REGISTRATION IN ORDER FOR
 REGISTRATION TO BE VALID. (NEW STUDENTS ONLY)

Student's Name _____ 2008-2009 Grade _____

Address _____ Zip Code _____

Home Phone No. _____ *Please list all pager/cellular numbers in the parent info section below.*

Birth Date _____ Social Security No. _____

City/State/Country of Birth _____

Public School Attendance Area _____

Mother's Maiden Name _____

If parents are presently separated, with whom is the student living? _____

Information of parent not living with child (if applicable)

Address: _____

Home Phone No: _____ *Please list all pager/cellular numbers in the parent info section below.*

Father's Name (First and Last) _____

Marital Status _____ Occupation _____

Business Name _____

Business Address _____

Business Phone _____ Pager/Cell Phone _____

Email Address _____

Mother's Name (First and Last) _____

Marital Status _____ Occupation _____

Business Name _____

Business Address _____

Business Phone _____ Pager/Cell Phone _____

Email Address _____

OFFICE USE ONLY			
Registration Fee <small>\$75/child, \$150/family through 2/29/08 \$150/child, \$300/family after 2/29/08</small>	Date Pd. _____ or Waived _____	Method of Payment _____ Amt. of Payment _____	Birth Cert _____ Baptismal Rec _____
Material Fee \$225.00/child	Date Pd. _____	Method of Payment _____	Medical _____ Dental _____
REGISTRATION/MATERIAL FEES ARE NON-REFUNDABLE			

Ethnic background of student (please check one of the following):

- Black, not of Hispanic origin, having origins in any of the black racial groups.
- White, not of Hispanic origin, having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Multi-Racial
- American Indian or Alaskan Native, having origins in any of the original peoples of North America.
- Asian or Pacific Islander, having origins in any of the original peoples of the Far East, Southeast Asian, Indian Subcontinent or Pacific Islands (China, Japan, the Philippines and Samoa, for example).
- Hispanic, of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures of origin regardless of race.

Language spoken at home if other than English _____



Does the student live 1.5 miles or more from school? Yes _____ No _____
 Normal means of transportation to school? CTA Bus _____ Auto _____ Walk _____



Are parent(s) registered member(s) of St. John Berchmans Parish? Yes _____ No _____

If not, are parent(s) registered members of another Catholic parish? Yes _____ No _____

Name of Parish _____

Is the student a Catholic? Yes _____ No _____

A copy of all applicable Sacramental records needs to be furnished to the school for the student's file.

Baptism _____
 Date Church City State or Country

Reconciliation _____
 Date Church City State or Country

First Communion _____
 Date Church City State or Country

Confirmation _____
 Date Church City State or Country



School Last Attended _____
 School Name Address City/State/Zip Code

Date of Withdrawal _____ Reason _____



EMERGENCY INFORMATION: (Please list the people who should be contacted in case of an emergency, during school hours, if a parent cannot be reached).

Name	Relationship	Address	Phone

Name	Relationship	Address	Phone



Signature of Parent _____	Date _____	Signature of School Official _____	Date _____
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How did you find out about us: School Sign _____ School Flyer _____ Internet _____ Parish Bulletin _____
 Friend/Family _____ Fair _____ Other _____



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Registration Checklist

- Tuition Contract (two pages)
- Registration Form (two pages)
- Emergency Contact Form
- Birth Certificate Copy
- Before/After School Care Form
- Baptismal Record (if baptized)
- Medical Form (due before first day of attendance for all new/transfer students, Pre-K, K, and 5)
- Dental Form (due before first day of attendance for grades K, 2, and 6)