



# *Saint Francis Catholic School*

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Dear Prospective Family,

Thank you for your interest in St. Francis Catholic School. Since 1996, the faculty and staff at SFCS have been dedicated to providing a quality Catholic education for students in Pre- Kindergarten through 8<sup>th</sup> Grade. Our faculty and parent community is committed to our mission of “Nurturing student’s spiritual and intellectual growth in an authentic Catholic community committed to academic excellence.” With this mission our students have benefited from a solid foundation of essential learning experiences both in and outside the classroom. Experiences we believe that will contribute to a lifetime of learning and a faith-filled future.

A visit to our school will truly showcase our academic programs and the strength of our community. Your tour of our school will reveal an environment where students are valued and cherished for their individual gifts and talents. We strive to assist each student in reaching his or her academic potential with the goal that every graduate of St. Francis Catholic School will become a person characterized by their faith, integrity, and scholarship. Additionally, our wonderful campus enables our faculty and students to maximize learning through state-of-the-art technologies and tools.

I am so pleased that you have inquired about St. Francis Catholic School for your child’s education. I look forward to meeting your child and family. Please feel free to contact me if I can answer any questions you may have about St. Francis Catholic School.

Sincerely in Christ,

Brian Pope  
Principal



# ST. FRANCIS CATHOLIC SCHOOL

## APPLICATION FOR ADMISSION

### APPLICANT INFORMATION

Date \_\_\_\_\_

(PLEASE PRINT. Leave no blank spaces. For questions that do not apply, write "N/A.")

Applicant's legal name \_\_\_\_\_  
(Last) (First) (Middle) (Preferred Name)

Applicant's residence \_\_\_\_\_  
(Street and Number) (City) (State) (Zip Code)

Home phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
(Provide the email that will be used for official school communication here)

Applying for school year 20\_\_\_\_ Grade \_\_\_\_\_ Repeating a grade? \_\_\_ Yes \_\_\_ No

Birth date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex \_\_\_\_ (M/F) Birthplace \_\_\_\_\_  
(City, state, country)

Ethnic Group (Check one)

- American Indian/ Native Alaskan  Native Hawaiian/ Pacific Islander  Asian  White  
 Black  Multi – racial  Hispanic  All others

Primary language spoken in the home \_\_\_\_\_ Religion \_\_\_\_\_

### FOR CATHOLIC APPLICANTS ONLY

Catholic parish where registered \_\_\_\_\_ Parish Envelope Number \_\_\_\_\_

Sacramental Information	Date	Church (name, city, state)
Baptism	____ / ____ / ____	_____
Reconciliation	____ / ____ / ____	_____
First Communion	____ / ____ / ____	_____
Confirmation	____ / ____ / ____	_____

Name of Previous School	School Year	Grades	Location	Telephone
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Has your student ever been suspended, dismissed, expelled, or not permitted to re-enroll in a school?

Yes  No If yes, please give the name of the school and explain the reasons on a separate sheet of paper.

Has your student ever been tested or evaluated for any disability [i.e., learning disabilities, attention deficit (hyperactivity) disorder, emotional disabilities, etc.], English as a second language, or medical condition?

Yes  No If yes, please describe on a separate sheet of paper any disability or medical condition that may affect the applicant's ability to participate fully in the academic and/or other programs provided at our school. If applicable, please provide sufficient evidence to allow us to access your child's situation. We may request additional information from you and from an appropriate health professional.

Information about disabilities is requested for the sole purpose of determining whether the school can provide the applicant with an appropriate education or reasonable accommodation and will not be considered in determining whether he/she is otherwise qualified for admission.



# ST. FRANCIS CATHOLIC SCHOOL

## APPLICATION FOR ADMISSION

### FAMILY INFORMATION

Student lives with  Mother  Father  Both  Other \_\_\_\_\_

Please check all that apply  Parents divorced  Parents separated  Mother deceased  
 Father deceased  Father has custody  Mother has custody  Joint custody  Applicant is adopted  
 Other (please explain) \_\_\_\_\_

### MOTHER/GUARDIAN

Mother's Name \_\_\_\_\_  
(Last) (First) (Middle) Title (Mr., Mrs., Ms., Dr., etc.)

Address (If different from applicant's residence) \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Place of birth \_\_\_\_\_ Email \_\_\_\_\_

Religion \_\_\_\_\_ Catholic School Alumna?  Yes  No

Education completed \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_

### FATHER/GUARDIAN

Father's Name \_\_\_\_\_  
(Last) (First) (Middle) Title (Mr., Mrs., Ms., Dr., etc.)

Address (If different from applicant's residence) \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Place of birth \_\_\_\_\_ Email \_\_\_\_\_

Religion \_\_\_\_\_ Catholic School Alumnus?  Yes  No

Education completed \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_

### SIBLINGS

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

### NAME OF PERSON RESPONSIBLE FOR TUITION/ FEES

Name \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street and Number) (City) (State) (Zip Code)

Email address \_\_\_\_\_



# ST. FRANCIS CATHOLIC SCHOOL

APPLICATION FOR ADMISSION

## OTHER INFORMATION

How did you hear about St. Francis Catholic School? (If personal reference, please indicate.)

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Please list any St. Francis Catholic School families you know.

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Please list any relatives who currently attend or previously attended St. Francis Catholic School:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_

Why are you considering moving your child from his or her current school?

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Why might St. Francis Catholic School be the right school for your child? Please include aspects of a school you believe are most important and your reasons for choosing St. Francis Catholic School.

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In what ways have you been involved in or supported your child's present school?

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### Parents as Partners

We, at SFCS, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Francis Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

As partners in the educational process at SFCS, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed at an appropriate time on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has ordered hot lunch or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To fulfill the annual 10 hour volunteer requirement for any school related activity;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Sunday Mass, if Catholic, and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.



# ST. FRANCIS CATHOLIC SCHOOL

## APPLICATION FOR ADMISSION

### Active Parishioner Status

Active Parish Membership is determined by four criteria:

- (1) Being properly registered in St. Francis by the Sea the Parish or Holy Family Roman Catholic Church for at least six months. If moving from another parish a letter from that parish needs to be provided by the pastor confirming active membership.
- (2) Faithful attendance at Mass on Sundays and Holy Days.
- (3) Student applying is up-to-date on his or her sacramental preparation or actively working towards it. The Religious Education Office that is assisting the student in his or her preparation may need to be contacted for verification.
- (4) Being active in at least one parish or school program, ministry, or organization.

Active Parish Membership is determined at the time of initial registration and may be determined on an annual basis with re-registration. Active Parish Membership will be confirmed by the pastor's signature on the Parish Verification Form. A copy of the Parish Verification Form is distributed with the registration and possibly with re-registration. The Pastor is the final authority when determining Active Parishioner Status.

### **CONDITIONS AND TERMS AGREEMENT**

I understand and agree to the following conditions of admission:

- (1) This formal application for admission will not be considered complete until the non-refundable Registration Fee of \$100.00 per child and the \$40.00 FSA Fee is paid in full. The Registration and FSA Fee is due when the application is submitted to the school.
- (2) Students are admitted for one year at a time, and re-registration is conducted annually. If my child is accepted, I agree to comply with the rules and policies of the school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **PUBLICATION AGREEMENT**

I give permission for photographs of my child to appear in school and community publications, area newspapers and magazines, and on the school website.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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### **FOR OFFICE USE ONLY**

- |  |                                      |
|--|--------------------------------------|
| _____ Application for Admission completed                          | _____ Birth Certificate provided     |
| _____ Baptismal Certificate provided (Catholic only)               | _____ Student Records Request signed |
| _____ SC Immunization record provided                              | _____ Registration Fee collected     |
| _____ Parish Verification Form signed by pastor (Parishioner only) |                                      |

Official date of all required documentation completed and turned in. This date will be used as the official date of eligibility in the event of a waiting list. \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## St. Francis Catholic School – General Health Record

- 1) Please describe any problems you encountered during pregnancy or birth of your child (including premature birth) and prolonged length of hospital stay.

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- 2) Please list any health conditions your child has, such as allergies (drug allergies, environmental or insect), asthma, diabetes, seizures, etc.

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- 3) Please list medications your child requires on a regular basis or on an emergency basis (i.e.: epinephrine for bee sting).

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- 4) Please describe any surgical procedures your child has undergone, including ear tubes (please specify which ear).

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- 5) Please list any childhood diseases or illnesses your child has had (i.e.: chickenpox, measles, mumps, pneumonia, etc.)

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# St. Francis Catholic School

## Parish Verification Form ~ New Applicant

We, the \_\_\_\_\_ family wish to enroll our child(ren)  
\_\_\_\_\_ at St. Francis Catholic School.

We are residents of the Hilton Head area and have been since (mo/year) \_\_\_\_\_. We have been  
parishioners of \_\_\_\_\_ Catholic Church since (mo/year) \_\_\_\_\_ -  
\_\_\_\_\_.

1. We regularly attend Mass on Sundays and Holy Days of Obligation and participate in parish activities.    yes    no
2. Our parishioner envelope number is \_\_\_\_\_
3. My child is current for all their sacramental preparation or is currently working towards it.    yes    no
4. Please list any services you have done in the past year to assist the school and/or  
Parish

5. Please list what you promise to do to assist the school and/or Parish in the coming year

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

(The bottom portion is to be completed by the parent with the School Registrar after the above is signed or not  
signed by the Pastor)

Based upon the above I understand that I am eligible for the:

- Parishioner Tuition Rate
- Non – Parishioner Tuition Rate

Parishioner Status may be re-evaluated by resubmission of this form six months after the date of the above Pastor's  
signature.

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date



# Saint Francis Catholic School

## RECORD TRANSFER REQUEST

TO: \_\_\_\_\_

FAX: \_\_\_\_\_

FROM: **St. Francis Catholic School**

DATE: \_\_\_\_\_

RE: \_\_\_\_\_

### **Student Information**

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Last Name	First Name	Current Grade
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Please forward copies of the following records:

Transcript of courses, subjects and grades: \_\_\_\_\_

Most current report card/ grades at withdrawal: \_\_\_\_\_

Immunization and Health Records: \_\_\_\_\_

Standardized Test Scores: \_\_\_\_\_

Discipline Record: \_\_\_\_\_

Special Placement and Reports: \_\_\_\_\_

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I request that you release all information you have of academic, social, medical, psychological, vision, speech, hearing, or orthopedic nature on the student named above. I request the information be kept confidential and used for professional reasons only.

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Parent/ Guardian Signature

Date

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St. Francis Catholic School  
45 Beach City Road  
Hilton Head Island, SC 29926  
Phone: 843.681.6501  
Fax: 843.689.3725





# ST. FRANCIS CATHOLIC SCHOOL

Application Procedure and Admission Policy  
2018 - 2019

## NON-DISCRIMINATORY POLICY

St. Francis Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## APPLICATION FOR ADMISSION PROCEDURE

1. **Application for Admission:** Applications must be completed in full and submitted to the school registrar.
2. **Registration Fee:** A Registration Fee of \$100.00 per child is due when the application is submitted. This fee covers administrative costs, is non-refundable and does not, in the case of acceptance, apply toward tuition.
3. **Records Transfer Request Form:** A Records Transfer Request Form must be signed by a Parent/Guardian for any student applying for grades one through eight. This form will be faxed to the school that the student was previously enrolled in.
4. **Parish Verification Form:** To be eligible for the "Parishioner Rate" the parent(s) of the student(s) must be active parishioners of St. Francis by the Sea and/or Holy Family Catholic Church. The active parishioner status will be verified with a completed Parish Verification Form at the time of initial acceptance.
5. **Birth Certificate:** A copy of the child's birth certificate must be provided.
6. **Baptism Certificate:** (Catholic Only) A copy of a Baptism Certificate is required. Please inform the School Registrar if your child was baptized at St. Francis by the Sea Catholic Church.
7. **Immunization Record:** The most current copy of your child's South Carolina Immunization Certificate must be provided.
8. **Visit/ Tour:** All prospective families are encouraged to tour the school and/or attend one of our admission activities.
9. **Meet & Greet with the Principal:** Parents and students requesting a transfer to SFCS are required to have a meeting with the Principal.
10. **Academic Screening:** A brief screening play-session will be scheduled to students applying for the Pre-Kindergarten and Kindergarten program. An academic screening will be scheduled for students applying for 1st through 8th Grade.
11. **Financial Aid:** Applications for Financial Aid are handled separately from Applications for Admission. Financial Aid is available only to the children of active parishioners of St. Francis by the Sea Catholic Church or Holy Family Catholic Church. Children must be accepted to SFCS in order to apply for Financial Aid.
12. **Divorced or Separated Parents:** Divorced or separated parents must provide a copy of the custody section of the divorce decree with the school office. The school must have a copy of any court order involving a school child in matters of custody and contact.

## ADMISSIONS POLICY

Open Enrollment for the 2018-2019 School Year will begin on February 26<sup>th</sup>, 2018. Applications for the 2018-2019 school year may be submitted before that date but tuition rates and other school policies may change from the time the application is submitted and when the Open Enrollment period begins. Students new to St. Francis Catholic School will not be accepted until the Open Enrollment period begins and the Re-Registration period for returning families has concluded.



# ST. FRANCIS CATHOLIC SCHOOL

Application Procedure and Admission Policy  
2018 - 2019

## ADMISSIONS SELECTION PROCEDURES

Students registering for Pre-Kindergarten (K4) must be 4 years old by September 1<sup>st</sup> of the school year for which they are registering. Students registering for Kindergarten must be 5 years old by September 1<sup>st</sup> of the school year for which they are registering. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of students in each class as set by the Principal and according to the following categories in order of preference:

1. Current students of SFCS.
2. Siblings of current students
3. Children of current school/parish employees
4. Catholic children of active parishioners who are siblings of a graduate of SFCS.
5. Catholic children of active parishioners.
6. Catholic children of non-active parishioners who are siblings of a graduate of SFCS.
7. Catholic children of non-active parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 5 above, priority will be given according to the date on the student's Application for Admission.

Within categories numbered 6 through 9 above, priority will be given according to the date on the student's Application for Admission.

## WAIT LIST

Students not selected for admission to SFCS will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

## TRANSFER STUDENTS

The Principal will be especially sensitive to the effects a new student may have on the culture and climate of each class. Students who wish to transfer into the school from other area schools will not be accepted unless they are able to make a positive contribution socially and academically to their specific grade and the school as a whole. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor. Students will not be accepted to SFCS after the beginning of the 4<sup>th</sup> quarter unless for an extenuating circumstance that has been approved by the principal or pastor.

## ACCOMODATION OF STUDENTS WITH SPECIAL NEEDS

St. Francis Catholic School strives to accommodate students with physical, emotional, social or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. SFCS has limited resources to meet certain challenges and may recommend educational



# ST. FRANCIS CATHOLIC SCHOOL

Application Procedure and Admission Policy  
2018 - 2019

alternatives that may better serve the need of some students.

## FINANCES

### REGISTRATION FEES

Fees for each student in Grade Pre-Kindergarten (PK-4) through Grade 8:

Registration Fee      \$100.00 per child

FSA Dues              \$40.00 per family

Registration fees and FSA Dues are NON-REFUNDABLE.

### TUITION – GENERAL

Inability to pay full tuition is never a reason in and of itself to keep a child from St. Francis by the Sea Parish from attending St. Francis Catholic School. Need-based tuition assistance is available to active parishioners of St. Francis by the Sea Catholic Church. The process for receiving tuition aid is explained in full under Financial Aid.

If a family does not apply for tuition aid, they are expected to pay full tuition. If a parent knows they will be late in providing tuition, they should contact the Parish Administrator to inform him of such. Parents who are more than 30 days in arrears may be sent a certified letter informing them of that fact.

Students attending St. Francis Catholic School from families who have unpaid tuition bills of more than 60 days may be barred from further attendance at St. Francis Catholic School. A child's dismissal from school is viewed as a grave consequence and is only done after there is evidence that the parents have decided not to pay tuition on time, have decided not to work with the parish administration in making other arrangements, and have been notified of the consequence of such decisions. A child will be dismissed from school due to unpaid tuition only after the pastor gives final authorization to do so. In the event that the parish refers a tuition bill for collection, the cost of the collection will be billed to the parent/responsible party and must be paid in full to return that family to "good standing." The school may not provide report cards or permanent records for families who have unpaid tuition.

### TUITION - PAYMENTS AND RATES

#### PAYMENT OPTIONS

FACTS Management Company coordinates all tuition and incidental payments. Tuition plans and payments must be established through FACTS Tuition Management by the parent. The following are the two payment plans that are available and listed in FACTS:

**Payments ending in May, 10 equal payments.**

**Payments ending in June, 12 equal payments.**

The 2018-2019 tuition rate for children of **active parishioners** from St. Francis by the Sea Catholic Church or Holy Family Catholic Church is **\$5,032.00** per student.

The 2017-2018 tuition rate for children of families who are not active parishioners of any Catholic Church is \$7,500.00 per student.



# ST. FRANCIS CATHOLIC SCHOOL

Application Procedure and Admission Policy  
2018 - 2019

## ACTIVE PARISH MEMBERSHIP

Active Parish Membership is determined by four criteria:

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- (2) Faithful attendance at Mass on Sundays and Holy Days.
- (3) Student applying is up-to-date on his or her sacramental preparation or actively working towards it. The Religious Education Office that is assisting the student in his or her preparation may need to be contacted for verification.
- (4) Being active in at least one parish or school program, ministry, or organization.

Active Parish Membership is determined at the time of initial registration and may be determined on an annual basis with re-registration. Active Parish Membership will be confirmed by the pastor's signature on the Parish Verification Form. A copy of the Parish Verification Form is distributed with the registration and possibly with re-registration. The Pastor is the final authority when determining Active Parishioner Status.

## FINANCIAL AID

Need-based tuition assistance for St. Francis Catholic School is available to the children of active parishioners of St. Francis by the Sea Catholic Church and Holy Family Catholic Church. Financial Aid is available for children of non-active parishioners but the amount awarded will be no greater than the tuition rate of an active parishioner. Parents must apply for Financial Aid through FACTS by May 1<sup>st</sup> of each year.

## MULTI CHILD DISCOUNT

Parents of multiple children are eligible to select the Multi Child Discount. The 3<sup>rd</sup> child's tuition will be charged at a rate of 50% based upon their parishioner status. All children after the 3<sup>rd</sup> will receive a 100% tuition reduction. Parents will still be responsible for all fees and charges for special services, i.e. Extended Care. All children must be currently enrolled in St. Francis Catholic School at the same time to receive the Multi Child Discount. Parents may select to not receive the Multi Child Discount and apply for Financial Aid.

## 2018-19 REGISTRATION

**Re-Registration Packets** with the tuition rates for the 2018 - 2019 school year will be sent to the parents of present students and their siblings on or before **Friday, February 2<sup>nd</sup>**. These forms, including the \$100.00 Re-Registration Fee are to be returned to the school office no later than **Friday, February 23<sup>rd</sup>**. Beginning on **February 26, 2018**, open enrollment will begin with students from families new to St. Francis Catholic School being accepted for the 2018-2019 school year. The regular Admission Priority described underneath the Admission Policy will be followed for all students once the Open Enrollment period begins.

## CASH PAYMENTS

No cash payment (currency and/or coin) over \$50.00 can be sent to the school office via a child. Any cash payment of over \$50.00 must be brought to the office by a parent or guardian who will wait for issuance of a cash receipt from the office staff.