



140 North Sixth Street, Lewiston, NY 14092
Phone: (716) 754-4470 Fax: (716) 754-0167

Fr. Thomas Mahoney, Pastor
Maureen Ingham, Principal/President

January 2020

Dear St. Peter's Families,

It is that time of year, believe it or not, when we must begin to plan for the upcoming 2020-2021 school year. As we continue to grow, we know that planning in advance is for the benefit of all of us, and so we will need your response to ensure your child's placement for next year.

Costs continue to rise for all school-related expenses. Last year, as you remember we had a slight tuition increase. This year, our Parish and School Finance Council has worked hard to raise our tuition rates minimally. Please note, the finance committee has made the following adjustments to our current tuition policy, and all of these will begin with tuition for the 2020-21 school year.

1. The Registration Fee will remain at \$100.00 per family – **due January 24, 2020** to reserve your spot for 2020-2021.
2. The registration fee is **NOT** refundable after May 31, 2020 so we can best plan for staffing and class sizes.
3. The Book and Technology Fee will remain at \$100 per student in Grades PK4 – Grade 8. These fees may be paid with your tuition (either in full by August 1, 2020 or through FACTS).
4. BISON fund applications will be on-line at www.bisonfund.com for new and returning families starting January 1, 2020 and the deadline to apply is February 28, 2020. It is the family's responsibility to apply/reapply each year. You may call Barb Joyce in the office if you have any questions. Even if you think you may not qualify for Bison funds, take a few minutes to complete the application. (Eligibility changes annually, so you might just be surprised.)
5. Anyone seeking tuition assistance from our school/parish tuition assistance program must first apply to BISON for their assistance. Record of response from BISON (acceptance or denial) must be presented to our finance committee before being considered for St. Peter's financial assistance. This obligation applies to all families, even if this has not been done in the past. Our school-based tuition funds have dwindled so we must assist those most in need.
6. All tuition must be paid in one of two ways: (no exceptions)

1. Paid in full by August 1, 2020.

2. Paid through FACTS and account established no later than August 1, 2020. (Log on to St. Peter School website at www.stpeterrc.org and click on the FACTS logo.) This will direct you to our portion of the FACTS website. Under "new year" click on the GET STARTED button and create your account. Annual enrollment is \$45.00 per family. Tuition is spread over ten months beginning in August. Please let the office know if you want your HSA mandate added to your tuition payment.

8. At this time, the HSA mandate agreement will be frozen this year at \$700.00. All families are required to fundraise or buy out this amount. This is what will help keep our tuition stable. Buy out families must pay the full mandated amount of \$700.00 by October 15, 2020, or include it in your FACTS payment by the August 1, 2020 deadline. Remember...if you buy your calendar raffle tickets at \$20.00 each per ticket, you will be on your way to meet your mandate and you will have given yourself chances to win money!

9. Any family who refers another family who registers at St. Peter School will receive a \$100.00 reduction of their mandate amount. Please be sure Barb Joyce knows of the referral.

Please complete the registration form; one per family and return it to school with your \$100.00 registration fee by January 24, 2020. On January 26, we will open up registration to the community. We hope all of our families will return to St. Peter's and the \$100.00 will hold your spot. If your plans change and the school is notified by May 31, your \$100.00 will be refunded.

Please know that being a current SPS student does not guarantee your spot for the 2020-2021 school year. *This is especially true for our PreK Program where you must be timely in your re-registration as these spots fill quickly. (As of 12-20-19, PreK3 has 6 slots open and PreK4 has 6 slots open.)

Many new, exciting and challenging plans are already underway for the 2020-2021 school year at St. Peter RC School. Class sizes will be limited. We will create waiting lists where needed. After January 26, when registration is open, current families must be registered to guarantee their spot.

Please be sure to complete the registration form in its entirety and attach a copy of your child's(ren's) – birth certificate, baptismal certificate (if appropriate) and immunization and health record if not checked off on the form.

God bless you all and thank you for your prompt response. As always, we are here if you have any questions.

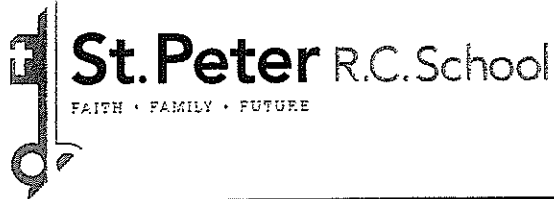
Warmly,



Maureen Ingham
Principal/President



Father Thomas Mahoney
Pastor



140 North Sixth Street, Lewiston, NY 14092
 Phone: (716) 754-4470 Fax: (716) 754-0167

Rev. Thomas Mahoney, Pastor
 Maureen Ingham, Principal/President

2020-2021 Re-Registration Form

Family Name: _____

Child(ren's) Name	Date of Birth	Grade for 2020-2021 School Year	*Birth Certificate Attached	*Baptismal Certificate Attached	*Immunization/Health Record Attached

(*If there is not an "X" in the box please provide stated documentation)

_____ Enclosed is a registration fee in the amount of \$100.00 per family. Check# _____

Home Phone: _____

Cell Phone(s): _____

Address: _____

Email Address(es): _____

Emergency Contact: _____

Religion & Parish Affiliation: _____

Ethnicity: (Please check one) American Indian or Alaska Native African American Asian
 White Multi-Racial Hispanic or Latino

Please return your form and registration fee to the office.
 Registration is on a first-come first-served basis.



St. Peter R.C. School
Tuition and Fees for the 2020-21 School Year



KINDERGARTEN THROUGH GRADE 8 TUITION:

	<u>Registered on or before Feb 1, 2020</u>	<u>Registered after Feb 1, 2020</u>
1 child	\$3,625.00	\$3,725.00
2 children	\$5,325.00	\$5,425.00
3 or more children	\$6,975.00	\$7,075.00

EARLY CHILDHOOD PROGRAM

Early Childhood education is the best foundation for success in future learning. Based on the belief that “Better Beginnings Yield Strong Completions”, St. Peter School offers families an outstanding developmentally appropriate pre-school program. Our multi-age program welcomes children who turn 3 on or before December 1, 2020. There is a three (T, W, TH) or five day option for three-year olds. Children who turn 4, on or before December 1, 2020, are invited to join either our PreK-4 class or our multi-age class. A discussion with the teacher and the Principal will help determine which PreK-4 setting is best for your child.

Pre-Kindergarten 4 Tuition **

	<u>Registered on or before Feb 1, 2020</u>	<u>Registered after Feb 1, 2020</u>
5 Full Day Program	\$5,325.00	\$5,425.00

Multi-Age/Pre-Kindergarten-3 Tuition **

	<u>Registered on or before Feb 1, 2020</u>	<u>Registered after Feb 1, 2020</u>
5 Full Day Program	\$6,125.00	\$6,225.00
3 Full Day Program	\$5,575.00	\$5,675.00



****All Pre-K Programs follow the regular school day times and calendar.**

PreK tuition is not a part of the multiple child discount noted above. If you have more than one child in the St. Peter PreK program, the PreK tuition for the second child is discounted by 50%. You should check with your tax advisor to determine if any of the PreK tuition is eligible for tax credits or benefits.

Parents who enroll children in both PreK and K-8 programs will receive a 15% discount of both the PreK tuition and K-8 tuition listed above.

Any student who enters St. Peter Kindergarten from our St. Peter Pre-K program will receive a \$500 discount on their Kindergarten tuition.

Any student who spends three years, for whatever reason, in St Peter Pre-K program will be charged half of the Pre-K tuition for the third year.

Tuition Assistance

Any families in need of tuition assistance **MUST** apply to the Bison Fund first to determine eligibility. Once the Bison application has been received, families may submit an application for the St. Peter tuition assistance program. Eligibility will be determined by the St. Peter Finance Committee.

Mandate 2020-2021 Guidelines

Who is the HSA?

HSA stands for HOME and SCHOOL ASSOCIATION. As implied by its name, the HSA is a partnership between the student's family at home and the staff at school. By enrolling your child(ren) in the school, you are automatically a member of the HSA and granted all the rights and responsibilities of membership.

As a member, you are entitled to attend and speak at meetings, run for and hold office, vote in elections and on proposals, join and lead committees, serve as representatives of the school in the community, and participate in HSA activities.

As a member, you are responsible for volunteering your time, effort, and talents to assist with duties of the organization, and the events and activities sponsored by the HSA for the good of the school.

The duties of the HSA are to provide the following:

- (1) financial support to the school by sponsoring and facilitating fundraisers; and
- (2) volunteers to coordinate the fundraisers and activities for the benefit of the school, its staff, and the students.

The HSA also sponsors several events throughout the year that are not fundraisers. At the beginning of each year we provide \$2,000 to the teachers' start-up funds in the beginning of the year, and we host a back-to-school picnic for the Blessing of Backpacks. Throughout the year, we sponsor various events and activities for students and their families, such as holiday programs, Special Persons Day, and Valentines for Veterans. For our Middle School, the HSA pays for 8th graders and their adult guests to attend their Hope Day banquet held in late May. At the end of the year, the HSA provides funds for special graduation celebrations. We also award \$100 scholarships to 8th graders who pursue their secondary education at Catholic high schools.

On behalf of its membership, the HSA is accountable for a financial contribution equal to at least \$120,000. The Parish Financial Committee sets the amount of the HSA's contribution. ("Current Diocesan guidelines call for tuition ... to equal 60% of the per pupil cost, parish ... subsidy to equal 25% of the per pupil cost and other revenue sources such as fundraising and mandated services to equal 15% of the per pupil cost.") This financial contribution goes toward salaries for teachers and staff, equipment and programs, and other necessary expenses of the school. The HSA raises the money to make its contribution through general fundraising and the "mandate".

What is the "mandate"?

For each family tuition, the mandate is a required MINIMUM financial contribution. Rather than increasing tuition, the mandate is offered as an alternative method of raising funds for the school. (Please note that if the mandate was to be discontinued, tuition likely would increase by more than the established mandate amount.) So, the mandate is akin to a tuition payment; it is not a

Mandate 2020-2021 Guidelines

voluntary donation. But you have a choice in how you pay the mandate: earn credit by participating in fundraisers, write a check/pay cash, or a combination of both (explained more fully below).

MINIMUM Owed by HSA to Parish: \$120,000

MINIMUM Mandate Owed per Family: \$700

Method of Payment: cash, check, via FACTS, or participate in fundraisers

Fundraising Year: July 1 through June 30 (* unless otherwise noted below)

When are mandate payments due and how can we pay our mandate?

You are required to sign and return the attached Mandate Financial Agreement.

1. **Buy Out:** \$700 by September 15, 2020 (Cash or Check ONLY)
2. **FACTS:** \$700 divided into monthly installments
3. **Fundraise:** \$700 credit earned through fundraising (as explained below)

Please make payments in full and on time as indicated above. Payments are tracked by office staff. Early payments are welcome. Contributions made above the minimum mandate amount are greatly appreciated as they benefit the school and will not be refunded.

Any families whose mandate accounts are overdue or have outstanding balances will be contacted by the school office to settle your debt. Remember, mandates are an alternate means of paying tuition, so it is part of your tuition obligation. Any mandate payments that are outstanding as of **June 30th** will be added into tuition bills for the following school year and those obligors will be required to enroll in FACTS to ensure timely payments are made.

How to earn mandate credit via fundraising?

1. Refer a family and get \$100 if they register and enroll child(ren). One-time credit valid for the year of enrollment.
2. Scrip, eScrip, eDining (through Scrip), Tops. Credit equal to percentage of sales as listed by vendor (e.g. Lands' End gives 10% of sale as credit). The Scrip program generates reports, which are provided to our coordinator. Reports take about two months for processing. Therefore, Scrip credit is calculated on a different schedule than our other fundraisers. * For fundraising credit during the applicable school year, final Scrip orders must be placed by April 1 of the school year. Any Scrip order placed after April 1 of the current school year will count toward the following school year's fundraising.
3. Calendar of Cash Raffle ticket sales (100%). You will receive a minimum of 20 tickets during the first week of school. Check backpacks for tickets! Sales will run through October 31. Pay out during month of November (drawings on school days only).
4. Spring Raffle ticket sales (100%). You will receive a minimum of 20 tickets for sale in January or February. **

Mandate 2020-2021 Guidelines

5. Sponsor credit equal to twenty-five percent (25%) of sponsorship level for the **Golf Classic (July 2020)**, **Oktoberfest (October 2020)**, and the **Family FUNdraising Event (tentative March 2021)**. Family name must be designated on sponsorship form and confirmed by event chairperson and school office. Only available for sponsorships.
6. Merchandise with the school logo will be available for sale and a percentage of sales will count towards mandate credit. To earn mandate credit, family name must be designated on order form as seller. Other items might also be offered for sale.**

** Coordinator needed. HSA Board will work with coordinators, but if we do not have help, we cannot facilitate these fundraisers.

Fundraisers for Mandate Credit: credit given to family when indicated and confirmed

- Referrals: \$100 credit
- Scrip, eScrip, Tops et al: credit as stated on order sheet
- Golf Classic: 25% sponsorship credit
- Calendar of Cash Raffle: 100% credit
- Oktoberfest: 25% sponsorship credit
- Spring Raffle: 100% credit
- Merchandise: percentage of sale TBD

General Fundraisers: all proceeds go to HSA general fund

- My Best: all net proceeds from event
- BoxTops: as stated by company
- Lands' End: as stated by company
- January Breakfast: all net proceeds from event
- Ice Cream Truck (at Back to School Picnic): share of profits from sales
- Hibbard's Ice Cream Day: share of profits from one day sale
- Family FUNdraising Event: share of profits from event
- Other TBD

Want to help? Contact the chairperson or HSA Representative:

- Scrip et al: Patricia Gagliardo
- Golf Classic: Bridget & Mike DeDario
- Fall Calendar of Cash Raffle: Jennifer Jourdain
- Oktoberfest: [need coordinator] contact Candy Ingwersen
- Spring Raffle: [need coordinator] contact Jennifer Jourdain
- Family Fun Event: [need coordinator] contact Adam Burns
- BoxTops: Alisa Talarico
- Lands' End: Dana Goodemoote
- Merchandise: [need coordinator] contact Adam Burns
- My Best: Stephanie Neal and Julie Berrigan, or contact Sarah Nelson
- January Breakfast: Vince and Tricia Gagliardo

St. Peter R.C. School Home & School Association
Mandate Financial Agreement
2020-2021

AS PART OF YOUR TUITION AGREEMENT WITH THE SCHOOL, the “mandate” is a minimum financial contribution owed by each family to the school. This portion may be paid through fundraising sponsored by the Home and School Association (“HSA”) or paid by cash or check. The school office tracks families’ mandate, along with regular tuition payments, and will periodically send financial statements. (Please refer to Mandate Guidelines for more information.)

If a family choose to fundraise to earn mandate credit but falls short of its minimum obligation, the family will be notified and must then pay the balance owed by cash or check.

Some families may choose to not fundraise and instead pay the mandate directly; however, those families are asked to still support the HSA’s general fundraising efforts, which are for the benefit of the school.

MANDATE IS NOT OPTIONAL. FAILURE TO PAY MANDATE IS A FAILURE TO PAY TUITION. ANY OUTSTANDING AMOUNTS OWED AT YEAR END WILL BE ADDED TO THE TUITION BILL FOR THE FOLLOWING YEAR AND THE OBLIGOR WILL BE REQUIRED TO ENROLL IN FACTS TO ENSURE TIMELY PAYMENTS ARE MADE.

This Mandate Financial Agreement sets forth the mandate payment options available to families. Families must select their payment option and submit this form to the school by **JULY 1st**.

Parent/Guardian Name(s): _____

Mailing Address: _____

Home Phone# _____ Mobile# _____

Child(ren) Name(s) & Grade(s):

Please initial the plan to which you are committing and sign agreement:

_____ **PLAN A (Fundraising)** \$700 credit earned through HSA fundraising opportunities, as outlined in the Mandate Guidelines

_____ **PLAN B (Buy-Out)** \$700 paid by cash or check by September 15th

_____ **PLAN C (Buy-Out via FACTS)** \$700 through FACTS account

Affirmation:

I understand that my signature below indicates that I accept responsibility for my family’s financial obligation in accordance with the terms and conditions set forth above.

Parent/Guardian Signature _____