



# IMMACULATE CONCEPTION CATHEDRAL SCHOOL

## 2010-2011 NEW FAMILIES REGISTRATION

### REGISTRATION DATES:

Interviewing of Perspective New Families: Feb 11<sup>th</sup> – March 25<sup>th</sup>

New Families:

Begins March 29, 2010 from 7:00am – 10:00am

### REGISTRATION AND TUITION RATES FOR THE 2010-2011 SCHOOL YEAR

NON-SUBSIDIZED	TOTAL	REGISTRATION	10 MONTHS	12 MONTHS
Pre-Kindergarten	\$4,828	\$439	\$439	\$366
1 Child	\$4,828	\$439	\$439	\$366
2 Children	\$8,847	\$804	\$804	\$670
3 or more Children	\$12,774	\$1,161	\$1,161	\$968
OTHER PARISH SUBSIDIZED	TOTAL	REGISTRATION	10 MONTHS	12 MONTHS
1 Child	\$4,828	\$439	Amount varies depending on Pastor's subsidy.	
2 Children	\$8,847	\$804		
3 or more Children	\$12,774	\$1,161		
CATHEDRAL SUBSIDIZED	TOTAL	REGISTRATION	10 MONTHS	12 MONTHS
1 Child	\$4,328	\$393	\$393	\$328
2 Children	\$7,847	\$713	\$713	\$594
3 or more Children	\$11,274	\$1,025	\$1,025	\$854

**\*CATHEDRAL SUBSIDIZED:** Students and parents registered with and having met the parish requirements by December 31, 2009 for Immaculate Conception Cathedral.

**\*OTHER PARISH SUBSIDIZED:** Students and parents registered with and having met their parish requirements by December 31, 2009 for all other church parishes willing to subsidize tuition.

All new families must secure the signature of their Pastor before submitting applications in order to verify priority.

**\*NON-SUBSIDIZED:** All others

### PAYMENT SCHEDULE:

\*Registration (which includes book fees, Diocesan tax, and building maintenance) plus annual tuition is determined by the Finance Committee.

\*Payment 1 (registration fee) is collected at the time of registration and is due with your application.

REGISTRATION FEES ARE NON-REFUNDABLE and must be paid by check or money order.

All remaining fees must be paid by direct bank draft in:

- 10 payments due August-May or
- 12 payments due June-May.

\*Tuition payments are drafted on the 10<sup>th</sup> of every month. A \$28 fee is charged for all NSF bank drafts.

**TUITION ASSISTANCE:** Tuition Assistance is available for currently enrolled families only.

**PTO OBLIGATION:** ICCS has a Parent/Teacher Organization annual obligation of \$300.

See the attached red sheet for pledge obligation and payment options.

### PLEASE NOTE:

- Families must submit separate application forms for each child. Additional application forms are available from the receptionist.
- Applications that are not completely filled out will be returned, which may result in the loss of your admission priority.

# NEW FAMILY TUITION PAYMENT AGREEMENT

PARENT NAME: \_\_\_\_\_ STUDENT NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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- 10 payments due August-May or
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**Tuition for the 2010-2011 school year will be paid by:**

- 1. Ten monthly payments (August-May) through direct bank draft from personal bank account.
- 2. Twelve monthly payments (June-May) through direct bank draft from personal bank account.
- 3. Payment in full for the year made directly to ICCS by the first day of school.

*No cash is accepted. A \$28 fee is charged for all NSF bank drafts.*

**A VOIDED CHECK MUST BE ATTACHED TO COMPLETE THE BANK DRAFT AGREEMENT.**

### DIRECT BANK DRAFT AGREEMENT

I authorize Immaculate Conception Cathedral School to establish automatic payments from my bank account as identified above. Any changes must be made in writing at least 15 business days before scheduled payment. If there are insufficient funds to make a scheduled payment, I understand that a \$28 missed payment fee will be automatically deducted from my bank account.

FINANCIAL INSTITUTION NAME (PLEASE PRINT) \_\_\_\_\_

ACCOUNT NUMBER AT FINANCIAL INSTITUTION \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER \_\_\_\_\_

FINANCIAL INSTITUTION CITY AND STATE \_\_\_\_\_

**A VOIDED CHECK MUST BE ATTACHED  
TO COMPLETE THE BANK DRAFT AGREEMENT.**

I understand and agree to the terms of the above Tuition Payment Agreement.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# **IMMACULATE CONCEPTION CATHEDRAL SCHOOL**

## **NEW FAMILY REGISTRATION INFORMATION**

### **ADMISSION POLICIES AND PRIORITIES**

Immaculate Conception Cathedral School is a Catholic elementary school owned and operated by Immaculate Conception Cathedral Parish. The school is approved by the State of Louisiana and Southern Association of Colleges and Schools and operates according to the policies and guidelines set forth by the Office of Catholic Schools of the Diocese of Lake Charles.

### **ADMISSION PRIORITIES**

1. Students continuing in Immaculate Conception Cathedral School.
2. Brothers and sisters of students presently attending Immaculate Conception Cathedral School.
3. Students whose families are in good standing with Immaculate Conception Cathedral Parish prior to December 31, 2009.
4. Students who are registered members of other church parishes where there is not a Catholic school.
5. Students who are registered members of those parishes where there is a Catholic school.
6. Non-Catholic

Church parish membership is verified by Pastor's signature on student application.

Immaculate Conception Cathedral School does not discriminate on the basis of race, sex, or national origin in accepting applications for student admission, as well as in the administration of educational policies, of scholarship, and extracurricular programs. These listed priorities are used to admit students, however, in no case are these priorities based on race, sex, or national origin.

### **ENTRANCE REQUIREMENTS**

In accordance with the Louisiana Department of Education the following restrictions apply:

A child must be four years of age on or before September 30, 2010 in order to enter a pre-kindergarten program or five years of age in order to enter a Kindergarten program. All students seeking admission must meet academic standards of the grade or class section in which they will be placed as set forth by Immaculate Conception Cathedral School. All students' academic positions will be objectively established through the student's school transcript, standardized test scores, or through readiness screening conducted by ICCS. Immunization records must be submitted before student is admitted.

### **IMMACULATE CONCEPTION CATHEDRAL PARISH** **POLICY REGARDING SUBSIDY**

Those families in good standing with Immaculate Conception Cathedral parish are defined as those who (1) live within the territorial boundaries of the parish or are officially registered with the Cathedral, (2) who regularly worship at the Cathedral, and (3) who offer financial donations to the Cathedral. All three criteria are used in determining eligibility for parish subsidized tuition.

For 2010-2011, parishioners requesting parish subsidized tuition are expected to have contributed at least \$500 prior to December 31, 2009 in recorded funds to the church parish.

ICC parish membership must be verified by the Pastor's signature on the student application

### **EXTENDED CARE**

ICCS Extended Care Program is available for after school care from 3:00 to 5:30 pm. Adult supervision, homework help, and snacks are provided. Registration forms will be made available in August.

### **SUMMER CARE**

ICCS Summer Care Program is open to children of registered ICCS families, PreK-8<sup>th</sup>. Registration forms will be made available in April.

# ICCS PTO PLEDGE SHEET

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Our Parent Teacher Organization (PTO) was created to bring about cooperation between parents and teachers as well as to bridge the gap between the opportunities our school offers and its financial resources. PTO funds are raised to meet the PTO's financial obligation for the school's annual budget. Each family is required to donate \$300 or earn 300 PTO points. **Participation is mandatory for all families.**

Your family can meet its PTO Obligation in a number of ways:

**OPTION 1:** If you feel that you are unable to dedicate any time to fundraising, you may pay your \$300 obligation at registration.

**OPTION 2:** You may pay your \$300 obligation in 9 equal installments of \$33.33. These payments are due by the 10<sup>th</sup> of each month, August through April. These payments are made to the PTO and are separate from tuition payments.

**OPTION 3:** Donate your time! You may earn your obligation through volunteering for fundraising activities, and many other ways. The ICCS PTO sponsors several major fundraisers throughout the year that require many volunteers to be successful. Opportunities to get involved are announced at every PTO meeting and in the Panther Press, ICCS' weekly newsletter. See Parent/Student Handbook for details.

All opportunities to earn credit toward your PTO Obligation must be pre-approved.

PTO pledge year covers June 1<sup>st</sup> – April 30<sup>th</sup>. The obligation is due in total by April 30<sup>th</sup>. Notices are sent in January, with a final statement sent mid April.

If the family PTO pledge obligation is not met by April 30<sup>th</sup> of each school year, registration fees will be applied to satisfy the outstanding pledge balance and the student will not be considered registered for the following school year. If a student is no longer returning to ICCS, the student's records will not be released until the outstanding balance is satisfied.

Family Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

List Option: \_\_\_\_\_



# IMMACULATE CONCEPTION CATHEDRAL SCHOOL INTERVIEW FORM

All Interviews  
Must be  
Scheduled  
**BEFORE**  
March 25, 2010

PARENT'S/GUARDIAN'S NAME: \_\_\_\_\_

CHILD/REN'S NAME(S): \_\_\_\_\_ CURRENT GRADE/LEVEL: \_\_\_\_\_

\_\_\_\_\_ CURRENT GRADE/LEVEL: \_\_\_\_\_

\_\_\_\_\_ CURRENT GRADE/LEVEL: \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_ CHURCH/PARISH: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**REQUIRED DOCUMENTS TO BE SUBMITTED AT INTERVIEW:**

- Current Report Card  Yes  No
- Standardized Test Scores  Yes  No
- Educational Reports or Evaluations  Yes  No  Not Applicable
- State Birth Certificate  Yes  No
- Baptismal Certificate  Yes  No  Not Applicable
- Immunization Records - Health Card  Yes  No
- Custodial Paper  Yes  No  Not Applicable

1. Has your child ever been suspended, sent home, told to stay home, or not allowed to attend school?  
 No  Yes (See Footnote 1)
2. Has your child ever been expelled from school?  
 No  Yes (See Footnote 2)
3. Does your child have any exceptional educational needs? (Individual Education Plan/504 or Gifted Classification)  
 No  Yes Explain: \_\_\_\_\_
4. Does your child have any physical condition that must be considered in planning for the child's time at school?  
 No  Yes Explain: \_\_\_\_\_
5. Does your child require medication? Would these need to be administered at school on a regular basis?  
 No  Yes Explain: \_\_\_\_\_
6. What are your expectations of our school?

**FOOTNOTES:**

1. Students who have been suspended or are under disciplinary action from another school may not be eligible for admission.
2. Students who have been expelled are not eligible for admission.

I authorize Immaculate Conception Cathedral School to obtain academic and disciplinary information from previous schools regarding my child/children who have applied for admission to Immaculate Conception Cathedral School.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED BY THE PRINCIPAL OR DESIGNATED SCHOOL PERSONNEL:**

Applicant for Admission is:

Recommended ADMISSION PRIORITY \_\_\_\_\_

Conditionally Recommended  
Condition: \_\_\_\_\_

Denied

SIGNATURE OF SCHOOL PERSONNEL \_\_\_\_\_ DATE \_\_\_\_\_

TITLE: \_\_\_\_\_