



Welcome to St.
Patrick School!

We hope to see you soon!



325 Mansion Street Mauston, Wisconsin 53948 Telephone 608-847-5844 www.stpatrickismauston.com

Sally A. Bowers, Principal

April 8, 2021

Dear St. Patrick's Families,

St. Patrick School is excited to announce that the 2021-2022 school year is almost over and we are looking ahead with peaceful anticipation. **Enrollment for the 2021-2022 school year is now OPEN.** For over 126 years, our school community has embraced all who choose our teachings which include: the cultivation of faith, high levels of academic, social and emotional learning, and the characteristics of respect, leadership, self-discipline and service.

To enroll or re-enroll your child(ren) at St. Patrick School, please either go to our website at www.stpatrickismauston.com to complete the initial enrollment documents and pay the \$100 Enrollment Fee and then print the full registration packet or call the office and we will mail you a packet. **Completed forms, along with the \$100 Enrollment Fee are due in the office by April 23, 2021.** Tuition assistance is available upon request. If there is anything more we can do to help you with registration, please call Anita in the school office at 608-847-5844.

We are working diligently to fill our classrooms with eager learners. Please tell your friends about all of the benefits of attending St. Patrick School. If you need ideas of some of our happenings, check out our website or tell your friends to look for themselves. The address is below. We also offer tours of the school, upon request. I am happy to meet with families and answer any questions. We want St. Patrick to be the school of choice for your family. Come join us and **"Witness the Difference."**

Sincerely,

Sally A. Bowers
Principal
St. Patrick School
608-747-2686
www.stpatrickismauston.com



SAINT PATRICK CATHOLIC SCHOOL

325 Mansion Street Mauston, Wisconsin 53948 Telephone 608-847-5844 Fax 608-847-4103

FAMILY REGISTRATION FORM 2021/2022

FAMILY INFORMATION _____ **Current Family** _____ **New Family** (please check)

Father/Guardian #1:

Mother/Guardian #2:

Mr./Dr. _____
Last First

Mrs./Ms./Dr. _____
Last First Maiden Name

Address: _____

Address: _____

Home Phone: (_____) _____ - _____

Home Phone: (_____) _____ - _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Work Address: _____

Work Address: _____

Work Phone: (_____) _____ - _____

Work Phone: (_____) _____ - _____

Cell Phone/Pager Number: (_____) _____ - _____

Cell Phone/Pager Number: (_____) _____ - _____

E-mail Address: _____

E-mail Address: _____

Religion: _____

Religion: _____

Registered Parish/Church: _____

Registered Parish/Church: _____

Each family must submit a \$100.00 per family non-refundable tuition deposit in order to complete the registration process.

FINANCIAL AID: Families must submit the registration form and fee before an application for financial aid can be considered.

Families should return all registration forms and fees together to: **Saint Patrick School
325 Mansion Street
Mauston, WI 53948**

We, the undersigned, certify that the information provided in this enrollment application is accurate and complete. Saint Patrick School retains the right to cancel enrollment at any time if this application contains false or misleading information. Upon admission to Saint Patrick School, we agree to comply with all the rules and regulations as set forth by Saint Patrick School. In addition, we agree to cooperate and assist the administration, faculty and staff in promoting the integrity and high spiritual, moral, and academic standards set forth by Saint Patrick School. We acknowledge that Saint Patrick School reserves the right to cancel enrollment at any time for reasons of academic, moral, or character deficiency as well as any actions detrimental to the Diocese of La Crosse, or the faculty, administration, staff, facilities and name of Saint Patrick School.

We have received a copy of and agree to abide by the St. Patrick Tuition Policy. Upon admission, the guardian(s) signing below accept financial responsibility for all tuition, fees, and charges on behalf of the named students. It is our obligation to make timely payments and we understand that late charges may be assessed to accounts in arrears. We further understand that if our account becomes severely delinquent, the school may withhold report cards, transcripts, and/or school records, our children may face suspension from attendance at school and/or may not be permitted to register for subsequent years. The school shall have the right to legal action for non-payment of tuition and fees.

The Signatures of both parents are required. In the case of divorce or separation, the parent(s) signing below accepts full financial responsibility.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Printed Name

Printed Name

Please complete BOTH SIDES of this form.

STUDENT INFORMATION

In any situation where there is a custody agreement, the parents MUST provide St. Pat's with the portion of that agreement that stipulates custody and any other information pertinent to the school. This requirement is a condition of enrollment. In the case of divorce or separation, please indicate the custodial parent for each child.

STUDENT # 1

Student Name: _____
Last First Middle

2021/2022 Grade Entering: _____ Student's Date of Birth: ____/____/____ Gender: _____

STUDENT # 2

Student Name: _____
Last First Middle

2021/2022 Grade Entering: _____ Student's Date of Birth: ____/____/____ Gender: _____

STUDENT # 3

Student Name: _____
Last First Middle

2021/2022 Grade Entering: _____ Student's Date of Birth: ____/____/____ Gender: _____

STUDENT # 4

Student Name: _____
Last First Middle

2021/2022 Grade Entering: _____ Student's Date of Birth: ____/____/____ Gender: _____

STUDENT # 5

Student Name: _____
Last First Middle

2021/2022 Grade Entering: _____ Student's Date of Birth: ____/____/____ Gender: _____

**Please provide birth certificate, baptismal certificate and immunization record.
Please attach additional forms if applying for multiple children.**



325 Manslon Street Mauston, Wisconsin 53948 Telephone 608-847-5844 Fax 608-847-4103 www.stpatrickismauston.com

TUITION POLICY

Tuition pays only a portion of the total cost of educating a child at St. Patrick School. However, because it is part of the mission of Our Catholic faith to spread the good news of the gospels, the parish willingly supports the financial requirements of the school. It is also the tradition of St. Patrick School and Parish that no child should be denied a Catholic education because of a parent's inability to pay tuition, if there is a significant effort to participate in the areas of ministry of the parish on the part of the parent and child.

There must, however, be a partnership between the school and the parish for the financial aspects of operations to work smoothly. Therefore, parents, who enroll their children in St. Patrick School must accept the terms of the tuition policy outlined below.

St. Patrick School does not discriminate on the basis of race, ethnic origin, religion, or ability to meet tuition payments. **Children of all faiths are welcome at St. Patrick School.** Families who are active parish members, however, have a different tuition rate because they are expected to contribute to the parish in a variety of ways.

PARISHIONER STATUS

It is a goal of the St. Patrick's community to create an environment that focuses on the growth of Catholic faith, of attending Mass on a regular basis and of supporting the parish with your time, talent, prayer, and offering. Toward that end, we have defined the standard for granting in-parish status to families for the purpose of tuition rate for their children attending St. Patrick School.

Only those families who are deemed to be **registered, active, and contributing** parishioners will receive the in-parish rate for their Catholic children. These three criteria are defined as follows:

1. **Registered:** A family must be formally registered with St. Patrick Parish.
2. **Active:** the standard for this criterion is regular Sunday Mass attendance and active participation in the life of the Parish. All families are encouraged to become involved in one or more of the many ministries offered through the school and the Church.
3. **Contributing:** The Parish provides a substantial amount of financial support to the school on an annual basis. Without that support, the tuition would be much higher, and the programs offered would be severely limited.

TUITION PAYMENT

There are several payment options for paying tuition. Each plan, with accompanying dates is outlined below. Families are asked to select the plan that best fits their needs when completing the Tuition Agreement form at the time of enrollment.

- One payment due on July 1
- Two payments due on July 1 and Nov 1.
- Four quarterly payments due July 1, Sept. 1, Nov. 1, and Feb. 1.
- Ten equal payments beginning July 1 and ending April 1

The school will send out monthly or quarterly tuition statements.

In all payment plan choices, tuition balances should be paid in full by **May 1**. Accounts not paid in full by this date will be considered delinquent.

FINANCIAL AID

Families who struggle to meet the cost of tuition are encouraged to apply for financial aid. There are several programs in place to assist families whose income or situation justifies financial assistance. In addition, there are also scholarships that are awarded to help offset the cost of tuition.

LATE TUITION PAYMENT

While there are circumstances that may prohibit a family from paying tuition according to their selected plan, it is the responsibility of each school family to keep the principal or pastor informed of their need to make any changes in their preferred tuition payment plan as they occur. Without such information, payments not made according to the selected plan will be considered delinquent.

TUITION DELINQUENCY

All families must be current in their payment of tuition. School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their tuition account is delinquent. It is the responsibility of the parent to contact the principal or the pastor to make arrangements for payment. An agreement between the parent and principal or parent and pastor must be made in writing. Parents who do not meet the agreed upon obligations by August 1 will be informed that their child/children may not be allowed to re-enroll at St. Patrick School.

DELINQUENT TUITION FROM PREVIOUS YEARS

All previously unpaid tuition must be paid by August 1, if a student is to be re-admitted on the first day of class for a new year. If payment is not possible, suitable arrangements must be made with the principal or pastor prior to the first day of school.



SAINT PATRICK CATHOLIC SCHOOL

325 Mansion Street Mauston, Wisconsin 53948 Telephone 608-847-5844 Fax 608-847-4103

TUITION AGREEMENT 2021 – 2022

Paying for a Catholic education is a shared investment in your child's future. Tuition pays for only a fraction of the true cost of educating a child. Every student attending St. Patrick School receives financial assistance for the remaining portion of actual costs through the generous contributions of parishioners, fundraising done by our school and parish families, and contributions from individual benefactors.

We recognize that even these significantly reduced tuition levels may be a strain on some family's finances. Therefore, St. Patrick School awards scholarships and grants to help qualifying families with financing their child's education, including the Thomas Reardon Tuition Scholarships, Dan Kelley Tuition Scholarships, McCarty Scholarships, St. Benedict Fund, Bishop John Paul Endowment Scholarships, and more. It is our belief that no student should be subject to denial of a Catholic education because of inability to pay tuition if the child's family demonstrates complete devotion to raising their children according to the practices of the Catholic faith.

TUITION RATES 2021 – 2022

		Parish Member Reduced Tuition Rates	Non-Parish Member Tuition Rates	Family Tuition
Pre-K – Full or Half day		\$1,687	\$1,986	
Kindergarten		\$1,852	\$2,180	
Grades 1 – 8	First Child	\$2,460	\$2,891	
	Second Child	\$2,121	\$2,647	
	Third Child	\$2,009	\$2,450	
	Fourth Child	\$1,461	\$1,670	

Family Total Tuition Cost _____

Tuition Deposit: \$100 tuition deposit per family is required at the time of registration. This deposit is non-refundable.

RETURNING FAMILIES: An early re-enrollment discount will apply before April 16, 2021. Families who complete the registration process by this date will have the tuition deposit fee credited toward their tuition bill in the fall. For re-enrollments received after April 16, 2021, the deposit will not reflect as a credit toward tuition.

NEW FAMILIES: Receive credit of the tuition deposit toward fall tuition, regardless of the date of registration.

FINANCIAL AID: Families must submit the registration form and fee before consideration of an application for financial aid.

FAMILY NAME _____

Please complete ALL PAGES of this Agreement

TUITION AGREEMENT 2021 – 2022

REGISTRATION FOR ADDITIONAL PROGRAMS

Program	Who is involved	Expectations	Select, where applicable	Notes
Scrip	Each family	Purchase \$1500 in Scrip (approximately \$75.00 in profit)	Purchase between (05/01/21 – 04/30/22)	Available for purchase in school office & at weekend masses.
Home & School Dues	Each family	\$25 dues annually	\$25	Included on tuition statement
Please select optional areas of participation, where applicable.				
Band Transportation (Optional)	6 th , 7 th , 8 th graders involved in the OMS band program	\$165 (\$82.50/semester)	____ Yes, my child is in band \$165 (Each Child)	Included on tuition statement
Extended Care Program (Optional)	Service for children needing additional care extending beyond the school day.	Please indicate how often you expect you will use the Extended Care Program.	____ Will not use ____ Drop in only ____ 2-3 days/wk ____ 3-5 days/wk	Billed monthly

Total Registration Costs for Additional Program(s) _____

TUITION PAYMENT OPTIONS

There are several payment options for paying tuition. The school accepts direct payments or families may arrange to coordinate payment options through the St. Patrick's: Online Giving & School Tuition Payment available on the St. Patrick Website at the following link: <https://giving.parishsoft.com/app/giving/st401183> Provided as follows are the details for each payment plan, with accompanying due dates. Check the box next to the payment option preference that works best for your family

Payment in Full	Full payment due July 1	<input type="checkbox"/>
Payment Plan	Two payments due on July 1, Nov 1	<input type="checkbox"/>
Payment Plan	Four quarterly payments due on July 1, Sept 1, Nov 1, and Feb 1	<input type="checkbox"/>
Payment Plan	Ten Payments beginning July 1 and ending April 1	<input type="checkbox"/>
Individualized Payment Plan	Other – I will contact School or Parish Office by May 4, 2020 to arrange a payment plan that will be outlined in writing and kept on file in the school office. Payments withdrawn directly from checking / savings account on a recurring (e.g. weekly / monthly) basis.	<input type="checkbox"/>
ACH Debit Payments	Register on school/parish website https://giving.parishsoft.com/app/giving/st401183 (please contact the school or parish office for any assistance required.)	<input type="checkbox"/>

The school will furnish a tuition statement according to the plan selected. (Parents who select to pay in ten installments will receive a tuition statement ten times a year; parents who select other than the Ten Payments Plan will receive a quarterly tuition statement.)

In all payment plan choices, St. Patrick's Parish and School respectfully requests payment in full for the respective tuition balance no later than **May 1**. St. Patrick's School and Pastor will consider delinquent all accounts not paid in full by this date.

TUITION AGREEMENT 2021 – 2022

TUITION AND FEE PAYMENT DELINQUENCY

The intent of this policy is optimally to resolve all instances of payment delinquency through encouragement of open dialogue to discuss available options favorable to all concerned, rather than imposition of penalty actions.

Non-Payment of Tuition

Saint Patrick's Catholic Parish and School rely on the timely collection of tuition and fees in order to provide quality Catholic education to our students. Failure to collect all anticipated tuition places an enormous burden on our budget and risks the potential reduction or elimination of programs and services. Consequently, we must rely on all sources of income, including our families, to meet, faithfully, their contracted obligations as partners in this educational enterprise. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the FOAC or pastor as soon as possible to discuss and coordinate suitable alternative payment arrangements.

Because of problems caused by past delinquencies, the Saint Patrick's School Catholic Education Committee (CEC), in coordination with the pastor, established a **Financial Outreach and Assistance Committee (FOAC)**. This three member committee will consult with the pastor to address specific delinquencies as they arise during the 2021-2022 school year.

When responsible parties fail to make payment obligations according to selected and agreed upon payment plan options, the following measures will occur:

1. 30 days past due (30 calendar days from commencement of the school year)

The family account is past due when the account is not in good standing at 30 days from commencement of the current school year. The following administrative action will occur:

- The family will receive notification from the FOAC informing the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the FOAC or pastor to correct the situation or establish an acceptable alternate plan for payment in writing.

2. 60 days past due

When the family tuition account becomes 60 days past due, and in the absence of written agreement between all concerned parties satisfactory to the FOAC or the pastor, the following assessment and associated actions will occur:

- The family will receive notification from the FOAC. The notification will reflect the assessment of a \$25 late payment fee, and request family response within ten calendar days.
- In the absence of open and productive dialogue by the family, the family will receive a written notification, by certified mail, from the FOAC along with a signed copy of this agreement. The notification will request the family respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The FOAC will inform the pastor regarding the status of all associated discussions / activities.

TUITION AGREEMENT 2021 – 2022

3. 90 days past due

When the family tuition account becomes 90 days past due, and in the absence of written agreement between all concerned parties satisfactory to the FOAC or the pastor, the following assessment and associated actions will occur:

- The family will receive notification from the FOAC. The notification will reflect the assessment of an additional \$25 late payment fee, and request family response within ten calendar days.
- In the absence of open and productive dialogue by the family, the family will receive a written notification, by certified mail, with a signed copy of this agreement. The notification will request the family respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The FOAC will inform the pastor regarding the status of all associated discussions / activities.
- Affected students will be withdrawn from St. Patrick's School. This restriction will remain in effect for the duration of the academic school year or until the account is brought into good standing or establishment of an acceptable alternate payment plan in writing.
- The school administration will withhold report cards and transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

Families with Grade 8 Students:

The tuition and fees for 8th grade students must be current as of May 1. Affected students, with past due balances, will not receive a diploma or transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

End of school year balances:

All tuition and fees must be paid in full no later than May 1. The following measures for those families with unpaid balances and without an acceptable alternate payment plan on file:

- Family will receive written notification that their account is past due, along with a copy of this policy.
- Report cards and transcripts will be withheld until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.
- Students will not be eligible to participate in any school-sponsored activities or attend class for the fall session.
- Families with delinquent accounts that choose not to return their students to Saint Patrick's Catholic School for the next academic school year will have their account turned over to a collection agency. This will also be in effect for families with delinquent accounts choosing to remove their children from enrollment during the academic school year.
- The school shall have the right to legal action for non-payment of tuition and fees; and recoupment of any associated litigation fees.

Grievance Consideration:

Any grievance by a parent/guardian submitted against the school or its employees shall be subject to resolution through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)

TUITION AGREEMENT 2021 – 2022

AGREEMENT CERTIFICATION

We, the undersigned, hereby certify acceptance of financial responsibility for all tuition, fees, and charges on behalf of the named students. It is our obligation to make timely payments and we understand that assessment of late charges may occur for accounts in arrears. We further understand that if our account becomes severely delinquent, the school may withhold report cards, transcripts, and/or school records; and, deny enrollment of our children for subsequent years. The school may exercise the right to legal action for non-payment of tuition and fees; and recoument of any associated litigation fees.

Signatures of both parents required. In instances of divorce or separation, the parent(s) signing below accept full financial responsibility.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Printed Name

Printed Name



Scrip Program

Each school family is expected to purchase \$1500 of Scrip per year (May 1 to April 30).

WHAT IS SCRIP? Scrip is a program which gives back a percent of gift cards or Local Scrip to our school. When you buy a gift card, you are getting full value; *our profit comes from the merchant*. This profit helps keep tuition down and supports our school.

You can buy gift cards for almost any merchant. As an example, in this area, popular are Festival Foods (3%), Kwik Trip (5%), Amazon.com (2.25%), Walmart (2.5%), Walgreen's (5%), Kmart (4%), Menard's (4%), Kohl's (5%). You can also pay your Kohl's credit card bill with Scrip. We have gift cards for every gas station in Mauston, except Pilot. Northside Mobil takes Local Scrip. We have lists of merchants available at the school, rectory and on-line.

Profit on gift cards ranges from 1.5% to 15%.

Using an average profit of 5%, the \$1500 purchase yields a profit of \$75 for our school.

A family who chooses not to purchase Scrip will have \$75 added to their tuition in lieu thereof.

As an added incentive to continue to use Scrip, our Finance Committee has adopted a policy whereby once a family has purchased the initial \$1500, 65% of the profit on additional purchases will be credited toward that family's tuition.

The use of Scrip for all your grocery and gas could be a big help with your family's tuition!

Scrip can be purchased at the school office during the school year, at all week-end Masses and at the rectory during school vacation.

You are able to purchase Scrip online. There are people available to help you get started with Scrip online shopping - just let us know. Or, go to ShopwithScrip.com (our school code is **81AEE3B38898**).

Contact Jennifer or Jeri at the rectory, 847-6054, if you have questions.



APPLICATION FOR TUITION ASSISTANCE

Please return to Saint Patrick School office by May 1, 2021

A. PARENT/GUARDIAN INFORMATION (Required)

<p>Father/Guardian: Mr./Dr. _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 150px;">First</small></p> <p>Address: _____</p> <p>City/State/Zip _____</p> <p>Home Phone: (____) _____ - _____</p> <p>Cell Phone (____) _____ - _____</p> <p>E-mail Address: _____</p> <p>Religion: _____</p> <p>Registered Parish/Church: _____</p>	<p>Mother/Guardian: Mrs./Ms./Dr. _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 150px;">First</small></p> <p>Address: _____</p> <p>City/State/Zip _____</p> <p>Home Phone: (____) _____ - _____</p> <p>Cell Phone: (____) _____ - _____</p> <p>E-mail Address: _____</p> <p>Religion: _____</p> <p>Registered Parish/Church: _____</p>
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B. STUDENT INFORMATION

List all students, grades, and tuition for the school year for which this application is made. Do not include scholarships earned.

Student Name _____	Grade _____	Tuition _____
Student Name _____	Grade _____	Tuition _____
Student Name _____	Grade _____	Tuition _____
Student Name _____	Grade _____	Tuition _____

Total amount of tuition for the school year: \$ _____

C. DEPENDENTS

TOTAL number of dependents (including parent/guardian) in family household: _____

D. HOUSEHOLD INCOME TOTAL household income BEFORE deductions:

Include income of all working household members, government assistance, pension income, child support, Social Security and any other income.

Yearly Income: \$ _____ Monthly Income: \$ _____

The first two pages of your most recent Income Tax Return, a copy of your W-2's, Free and Reduced Lunch Form or other proof of income MUST BE INCLUDED with this application. Incomplete applications will not be considered. The back of this application must be completed.

E. Amount of tuition your family can afford to pay per month: \$ _____

You MUST indicate a monthly amount your family can pay.

F. Amount of tuition assistance your family is requesting: \$ _____

Signature _____

Date _____

St. Patrick School Medication/Procedure Form

Medications are to be administered at home whenever possible. If it is necessary to receive medications at school, all appropriate portions of this form must be completed before medications can be given by the school.

Student _____ Grade _____ Birthdate _____

Address _____

Mother _____ Mother Phone () _____

Father _____ Father Phone () _____

Physician _____ Physician Phone () _____

MEDICATION/PROCEDURE

Name of Medication/Procedure _____

Reason for Medication/Procedure _____

Time(s) to be given at school _____ Date(s): From ___/___/___ To ___/___/___

Dose _____ Route: Mouth _____ Inhaled _____ Injected _____ Other _____

State conditions medication is given on as needed basis (PRN) _____

How soon can administration of PRN medication be repeated _____

Precautions/unfavorable reactions _____

PARENT/GUARDIAN CONSENT: (complete for ALL medications/procedures at school)

- I request and authorize that this medication be administered at school by school personnel.
- I will supply medication in its original, updated, properly labeled container (Request bottle from pharmacy)
- I will obtain a new physician's order and notify the school in writing for any changes.
- I authorize school personnel to exchange information verbally or in writing with my child's physician regarding this medication or the conditions for which it is prescribed
- I further understand that all medication should be delivered to parent, guardian or responsible adult.
- I understand that medication will be given by non-medically trained personnel.
- I agree to hold the St. Patrick School, its employees and agents who are acting within the scope of their duties harmless in any way and all claims arising from the administration of this medication at school.
- My signature indicates that I have fully read and understand the above information.
- ASTHMA INHALER AND EPI-PENS ONLY: This student is capable of self-administration and may carry inhaler or Epi-pen and self-administer at school. YES _____ NO _____

Parent Signature _____ Date ___/___/___

PHYSICIAN ORDER: (Complete for all Prescription Medication/Procedures)

The above medication/procedure is to be administered/performed during the school day in accordance with the above instructions and agreements. I agree to accept communication about student/medication/procedure and understand medication will be given by non-medically trained school personnel.

Contact me if the following symptoms occur

Physician Signature _____ Date ___/___/___