

**St. Matthew's Catholic School**  
**Family Registration Form**  
**2010/2011**

**Father's Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
**(If different from Student)** (City) (State) (Zip)

**Home Phone:** (If different from Student) \_\_\_\_\_

**Work Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **for monthly financial statement and newsletters**

**Mother's Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
**(If different from Student)** (City) (State) (Zip)

**Home Phone:** (If different from Student) \_\_\_\_\_

**Work Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **for monthly financial statement and newsletters**

**Guardian's Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
**(If different from Student)** (City) (State) (Zip)

**Home Phone:** (If different from Student) \_\_\_\_\_

**Work Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **for monthly financial statement and newsletters**

**Emergency Contacts Authorized to pick up student:** List at least three (other than previously listed)

1. Name: \_\_\_\_\_ Relationship to family: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to family: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship to family: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

**How many children do you have attending St. Matthew's Catholic School? Please list names and grades**

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

**Are you currently a member of St. Matthew's Catholic Church?** \_\_\_\_\_ **Envelope #** \_\_\_\_\_

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**Student Information**

**Parent's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **Entering Grade:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Religion** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **(City)** \_\_\_\_\_ **(State)** \_\_\_\_\_ **(Zip)** \_\_\_\_\_  
Please specify: Caucasian, African-American, Asian, Hispanic or other  
**Race (for NCEA survey)** \_\_\_\_\_

Child lives with: \_\_\_\_\_ Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other (explain) \_\_\_\_\_

**School Presently Attending:** \_\_\_\_\_

**Physician's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Does your child have any diagnosed, physical or academic learning disabilities, allergies, or special medical needs, (including ADD/ADHD and/or anxiety adjustment disorders)? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Receiving Treatment **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ Current medication: \_\_\_\_\_

Please Specify: diagnosis/treating physician's name: \_\_\_\_\_  
\_\_\_\_\_

**If Student is Catholic:**

Which sacraments will your child receive this year? \_\_\_\_\_

**Baptism:** \_\_\_\_\_  
(Date) (Church) (City) (State)

**Penance:** \_\_\_\_\_  
(Date) (Church) (City) (State)

**Communion:** \_\_\_\_\_  
(Date) (Church) (City) (State)

**Confirmation:** \_\_\_\_\_  
(Date) (Church) (City) (State)

**In order to process your registration we must have the following items on file or attached.**

\_\_\_\_ Copy of Baptism Certificate (if Catholic)

\_\_\_\_ Copy of Birth Certificate

\_\_\_\_ A up to date shot record on the HRS form (blue card) filled out by you doctor's office.

**Please note if you have a student entering:**

**Kindergarten- must have 5<sup>th</sup> DTP/DTAP/DT/TD, 4<sup>th</sup> Polio, 2<sup>nd</sup> MMR, Hepatitis series and Varicella**

**7<sup>th</sup> grade they must have their TD Booster and Hepatitis Series before the start of school.**

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**Registration Fee**  
**\$200.00 Per Family**

**Resource Fees**  
**Due June 1<sup>st</sup>, 2010**

**\$360.00 per Student**

(Includes book rental, computer fee, Edline Services, student accident insurance, guidance services and student directory)

**Tuition Rates Payment Plans**

The 1st payment is due July 1<sup>st</sup>. All other payments are due on the first of each month through the first of April. A **Late Fee** charge of **\$25.00** is assessed for any payments received after the 15<sup>th</sup> of each month.

**To be eligible for the supporting tuition rate**, the student's immediate family must be Catholic, registered as a member of the parish, and contribute a minimum contribution through the use of parish issued envelopes. The minimum weekly parish contribution is \$15.00 per week for 52 weeks of the year.

Payment Options	Tuition Monthly statements provided via E-mail	Annual Payment Due July 1, 2010 rate reflects a 4% discount	10 Monthly Payments July 1, 2010 - April 1, 2011
	<b>Supporting Rate</b>	<b>Supporting Rate</b>	<b>Supporting Rate</b>
1- Child	\$3,290.00	\$3,159.00	\$329.00
2- Children	\$5,290.00	\$5,079.00	\$529.00
3- Children	\$6,890.00	\$6,615.00	\$689.00
	<b>Non Catholic Rate</b>	<b>Non Catholic Rate</b>	<b>Non Catholic Rate</b>
1- Child	\$5,245.00	\$5,035.00	\$525.00
2- Children	\$7,245.00	\$6,956.00	\$725.00
3- Children	\$9,044.00	\$8,683.00	\$905.00

There will be an additional \$1,800.00 per student in families with more than 3 children.

St. Matthew's Catholic School is a participant in the Florida Voluntary Pre K (VPK) and the Step up for Student scholarship program. For eligibility, contact the office @ 387-4401.

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**Extended Day Rates**

<b>Extended Day Care</b>	<b>Extended Rate</b>	<b>Time 7:00 am – 6:00 pm</b>
	<b>Monthly</b>	<b>Most economical for regular users</b>
1- Child	\$130.00	
2 -Children	\$200.00	
3-Children	\$270.00	
each additional child	\$50.00	
	<b>Daily</b>	<b>Includes Early Dismissal Days For occasional use</b>
1- Child	\$15.00	
2 -Children	\$25.00	
3-Children	\$35.00	
each additional child	\$10.00	
<b>Early Morning Extended Care Only</b>	<b>Morning Care Rate</b>	<b>Time 7:00am-7:30am</b>
	<b>Monthly</b>	
1- Child	\$40.00	
2 -Children	\$65.00	
3-Children	\$80.00	
each additional child	\$20.00	
	<b>Daily Morning Care <u>OR</u> Daily Protective Care</b>	<b>For occasional use</b>
1-Child	\$4.00	
2 - Children	\$7.00	
3-Children	\$8.50	
each additional child	\$2.00	
<b>Protective Care Only</b>	<b>Protective Care Rate</b>	<b>Time 3:00-3:30</b>
	<b>Monthly</b>	Any student not picked up by <u>3:30</u> pm will be checked into Extended Day and billed the daily rate.
1- Child	\$40.00	
2 -Children	\$65.00	
3-Children	\$80.00	
each additional child	\$20.00	

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**Voluntary Pre- Kindergarten (VPK)**

Children who are residents of Florida and are 4 years old by September 1 are eligible to participate in the VPK program. Parents must apply at <http://www.vpkflorida.org>. Space is limited and based on availability. The registration forms and required documents must be submitted to St. Matthew's Catholic School before class is full to secure a position.

**In order to guarantee your child's placement in the class for the 2010-2011 school year, a deposit of \$200** will be collected at the time of the acceptance of your application. This is a **non-refundable deposit**. This deposit may be used to purchase PE uniforms, lunches, field trips.

VPK students are provided 3 instructional hours per school day when St. Matthew's Catholic School is in session.

**Tuition: The VPK program of 3 instructional hours is FREE (7:45-11:00 am)** for eligible children, regardless of family income. Tuition paid by the state is contingent on attendance.

**Pre-K Extended day fees** are NOT covered by the VPK program. There will be a charge **for all students in the full-time program** based on the hours of 11:00 a.m. to 2:55 p.m. These students may also opt to stay for the school-wide Extended Day Program offered from 3:00 pm to 6:00 pm daily when school is in session for the applicable fees as posted. Families may lose their eligibility to continue in the VPK program if their Extended Day account becomes delinquent.

Families are requested to provide items on the supply list for their child.

<b>4 Year Olds Only</b>	<b>Stay and Play</b>	<b>Extended Day</b>
<b>Daily</b>	<b>\$20.00</b>	<b>11:00am-2:55pm</b>
<b>Monthly</b>	<b>\$200.00</b>	<b>11:00am-2:55pm</b>
	<b>Stay for the Day</b>	
<b>Daily</b>	<b>\$30.00</b>	<b>11:00am-2:55pm</b>
<b>Monthly</b>	<b>\$300.00</b>	<b>11:00am-2:55pm</b>

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**Registration Agreement**

The acceptance of this application is contingent upon the student satisfactorily completing the grade in which he/she is presently enrolled and if a new student at St. Matthew's Catholic School, satisfactorily completing the entrance requirements.

Every student, returning or new, is under a 30 day probationary period beginning the first day he/she attends classes at St. Matthew's. During this 30 day probationary period, students whose behavior and actions do not match the philosophy of the school may be dismissed from St. Matthew's Catholic School. If a student withdraws during this 30 day period all resource fees and registration fees will be retained. All tuition paid will be retained. **No refunds will be given.** Furthermore, expulsions after the 30 day period will follow handbook guidelines and will also result in **no refunds of fees or tuition.**

**Parent-Student Handbook**

I agree to read the student handbook and will support the policies as described, including but not limited to school discipline code, conduct policies and sport rules. The Parent Student Handbook is available on the school web page [www.stmatthewscs.org](http://www.stmatthewscs.org) or a hard copy can be requested from the school office.

**Conditional Release**

During the course of the school year we will take videos and photographs of classes, activities and events. We will use pictures to publicize the school, to make the school community aware of the scope of activities and to share videos and clips with other schools. Students' images may also appear in newspapers and on television. Students may be asked to participate in polls and surveys.

**Internet Acceptable Use Policy**

We, the undersigned, agree to comply with the privilege of internet use and will comply with all current policies, rules, and regulations of the diocese and of St. Matthew's Catholic School as described by the teachers and written in the parent/student handbook.

**Medication Policy**

No medication may be given to a child by any staff member of the school unless a medication authorization form is completed. This includes prescription and non-prescription medication. **All medicines** are to be sent to the school office in the original container along with the completed form. No student may have any medication on his or her person or in his or her belongings at any time.

In the case of prescription inhalers which must be carried a separate release form will need to be completed.

Has your child / children been diagnosed with physical or academic learning disabilities including ADD/ADHD and or anxiety adjustment disorders? YES / NO

If yes: Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Diagnoses \_\_\_\_\_

Has a psychological education evaluation been administered? YES / NO

Current medication if applicable \_\_\_\_\_

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**Service Hours**

All families are required to contribute a minimum of twenty-five (25) hours of service to St. Matthew's Catholic School during the school year as described on the tuition schedule. Failure to serve the required hours will result in an assessment for each hour not worked to the family account on May 1 of each school year. The assessment fee per hour is \$10.00. Any volunteer hours turned in after May 1 will be allocated for the following school year.

**Financial responsibility**

The registration fee is non-refundable and must be paid at the time of registration. Resource fees for each student are due **June 1st** and are also non-refundable.

I assume financial responsibility for the school year 2010-2011 I understand that the tuition is due on the 1<sup>st</sup> of the month and a late fee of \$25.00 will be charged for tuition received past the 15<sup>th</sup> of the month the tuition is due. I understand that tuition and fees paid to St. Matthew's Catholic School are not refundable

**All accounts must be current by the first day of school in order for the student/students to attend classes.**

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**Payment Election**

I elect to pay the **tuition monthly/annually** in the amount of \$ \_\_\_\_\_ which will be due **July 1<sup>st</sup> 2010**.

I elect to pay the **extended day monthly** in the amount of \$ \_\_\_\_\_ which will be due **August 1<sup>st</sup> 2010**.

**Monthly statements will be provided via email. Please be sure to provide the school with a valid email address.**

**In signing the registration agreement, we attest that all information provided is complete, factually correct and honestly presented.**

Father/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Mother/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Before school starts :**

**Kindergarten Students- must have 5<sup>th</sup> DTP/DTAP/DT/TD, 4<sup>th</sup> Polio, 2<sup>nd</sup> MMR, Hepatitis series and Varicella  
7<sup>th</sup> grade Students- must have their TD Booster and Hepatitis Series**

**For office use only:** Date processed \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_

School records requested: \_\_\_\_\_ Records received: \_\_\_\_\_

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## **General Information**

Website: [www.stmatthewscs.org](http://www.stmatthewscs.org)

**St. Matthew's Catholic School is fully accredited by the Florida Catholic Conference, a member of the Florida Association of Academic Nonpublic Schools.**

### **Mission Statement**

St. Matthew's Catholic School is a community where the paths of faith and knowledge come together guiding students through life.

It is our purpose to provide quality education to the children of families who enroll them in a Catholic school. With God's help the faculty intention includes nurturing students in the habits of thinking, judging and acting as responsible Christian citizens of our community. The purpose of the school is to help each child to grow and develop spiritually, morally, emotionally, physically and intellectually.

### **Academics**

St. Matthew's Catholic School is a fully accredited school by the Florida Catholic Conference (FCC). Our teachers are certified in the area of their teaching assignments. The average longevity of our staff is 12 years with one third of the teaching staff having acquired a Master's Degree. The objectives taught are determined by the Office of Education of the Diocese of St. Augustine. These include Florida Sunshine Standards and National Standards. Teachers of each grade level and subject area develop lesson plans based on these requirements.

### **Admission Policy**

**Age requirements:** In compliance with Florida Statutes and the Florida Catholic Conference accreditation standards, the following guidelines are followed:

*\*All children must be fully "potty trained".*

- *\*Early Childhood Development Program - ages three and four on or before September 1;*
- *Kindergarten - must be five years of age on or before September 1;*
- *Grade One - must be six years of age on or before September 1 and have satisfactorily completed Kindergarten.*
- *No new eighth graders will be admitted to St. Matthew's Catholic School unless they are relocating from out of state or otherwise approved by the principal.*

A readiness test will be administered to students prior to acceptance for assessment purposes.

### **Enrichment Courses**

In addition to the core subjects of religion, science, math, social studies, literature, and English, our students participate in additional courses to afford them the opportunity for enrichment. These courses include: Spanish, music, art, library skills, computer education, and physical education and health.

### **Extended-Care Program**

**Phone contact: 387. 2063**

**The main purpose of St. Matthew's Extended Care program is to provide students with a safe and caring environment until they are picked up from school. Homework time, and an opportunity for play and other activities are provided. Snacks are available for purchase.**

A variety of enrichment opportunities are offered throughout the year at an additional cost including: karate, gymnastics, chess club and art classes. The Extended-Day Program is available before school beginning at 7:00 a.m. and after school 2:55 to 6:00 p.m. for an additional fee.

### **Grading Scale 2010-2011**

**The grading scale for the Diocese of St. Augustine, of which St. Matthew's Catholic School is a part, is as follows:**

**A = 90 – 100**

**B = 80 - 89**

**C = 70 - 79**

**D = 60 - 69**

**F = 59 and BELOW**

**S= Satisfactory**

**N= Needs improvement**

**U= Unsatisfactory**

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**Lunch**

Students may bring or buy lunch. Menu calendars are sent home monthly and available on the school web site [www.stmatthescs.org](http://www.stmatthescs.org). Lunches are purchased thru the school by completing an order form. Lunches ordered will be charged to the family account and will appear on monthly invoices.

**Sports**

Students in grades 5, 6, 7, and 8 are eligible to try out for the varsity sports in which we compete with other Catholic schools in our division. These sports include: girls and boys basketball, girls volleyball, co-ed soccer, and girls and boys softball, and cheerleading. A sports physical dated June 1<sup>st</sup> or later will be needed for the student to try out for all of the above sports.

**Uniform Orders**

The boys' and girls' uniforms may only be purchased through **School Zone Uniforms**. School Zone is our exclusive uniform provider. All students are required to wear school uniforms. Physical Education uniforms are ordered through the school office and are a requirement for participation.

**Volunteer Requirements**

Diocesan policy requires all volunteers working with or in contact with students to be fingerprinted and complete the Protecting God's Children course before contact with students. Fingerprint applications must be resubmitted every 5 years. Twenty-five service hours are required of each family per school year.

**Voluntary Pre-K (VPK) Program**

**Provider Eligibility:** St. Matthew's Catholic School is accredited by the Florida Catholic Conference, a member of the Florida Association of Academic Nonpublic Schools

- Our Pre K program offers a school year program of 540 instructional hours.
- St. Matthew's Catholic School maintains Pre K class sizes no larger than 18 students.
- In Pre K classes with 11 to 18 students, the classroom has a teaching assistant.
- St. Matthew's Catholic School offers a developmentally appropriate curriculum provided by the Diocese of St. Augustine.
- Our Pre K teachers hold the required credentials to teach early childhood education.
- Our faculty and staff are of good moral character and have completed background screening.
- We do not discriminate against families on the basis of race, color, or national origin.
- VPK students are provided 3 instructional hours per school day when school is in session.

**Registration:**

Priority is given to those currently enrolled in our school, their siblings, and registered parishioners of St. Matthew's Catholic Church. Open registration begins in February.

We value your opinion. Please feel free to contact us with any questions, comments, or observations.

St. Matthew's Catholic School  
1773-0010 Blanding Boulevard  
Jacksonville, FL 32210  
904.387.4401

email: [stmatthewsoffice@comcast.net](mailto:stmatthewsoffice@comcast.net)

Pastor: Father Luke McLoughlin      Principal : Mrs. Kathy Tuerk

School Board Chair: Mr. Michael Cascone