

Saint Margaret Mary School
Registration

2016

2017



Welcome to the Saint Margaret Mary Family

SMMMS



Dear Saint Margaret Mary School Prospective Family,

Welcome! As the proud Principal of St. Margaret Mary School, it is my pleasure to share with you the vision and program of our great school.

St. Margaret Mary Elementary School is located on a beautiful tree-lined block in the heart of the Lomita neighborhood. As a parish school, it has a strong sense of community. Saint Margaret Mary School is renowned in the South Bay area for its academic excellence. For the past 60+ years our goal has been to provide the best possible Catholic education for every student. This goal is maintained through a dedicated faculty and staff committed to Catholic education.

St. Margaret Mary School is a place where learning is celebrated every day — walk into any classroom and you will feel a sense of purpose and joy. SMMS is a school where each child is encouraged to live up to his or her potential and is truly known both as a person and as a learner. We pride ourselves on our exceptionally well qualified, experienced, and passionate teaching staff and the quality educational experience we offer to students. Our integrated and cumulative curriculum builds knowledge across the grade levels and engages students in the study of a wide range of subjects, from math to social studies and science to Spanish, through specific thematic units. From our outstanding reading program to our amazing computer and physical education classes (and everything in between) our students are engaged and thriving.

St. Margaret Mary School is also a place where teachers thrive. A collaborative approach to professional development opportunities allows our teachers to constantly learn and grow alongside the students.

St. Margaret Mary School maintains an enrollment of approximately 270 students. Our curriculum is based upon the graded courses of study developed by the Education Office of the Diocese of Los Angeles and approved and accredited by the Western Association of School and Colleges. Saint Margaret Mary School includes a full-day Kindergarten through 8th grade. Extended care is available before and after school hours from 6:30 a.m-6:00p.m.

St. Margaret Mary School, the children receive an excellent academic training. Education research indicates that nationwide Catholic school students consistently outperform other schools on tests for math, reading and science. The Iowa Test of Basic Skills ranking of St. Margaret Mary School confirms this research. Graduates of St Margaret Mary School go on to excel in many area high schools. Our students learn through a well-rounded curriculum including daily religion classes, computer, art, physical education and foreign language (Spanish). Advanced Math and Support Math classes are offered to the 7th and 8th grades.

My staff and I are committed to Catholic education, developing faith life, building community and Christian service. We endeavor to create a school environment that fosters respect for each person, develops healthy self-concept, and is conducive to learning. We offer a curriculum that develops the total person through science, mathematics, social studies, language arts, the arts and religious studies.

Sincerely,
Mrs. Zimmerman
Principal



ADMISSION REQUIREMENTS

1) Application: the following are required for application:

- * Copy of Birth Certificate
- Completed application
- Copy of Baptismal certificate
- Copy of First Communion certificate, if applicable
- Copy of previous report cards (two years) or progress reports
- Copy of previous two years' test scores (where applicable)
- Verification of required immunizations
- Testing fee (if required)
- Family photo

2) Admission: The principal and pastor decide all student admissions. Verification of report cards, above average effort and behavior grades from the previous school, and acceptance of S.M.M.S philosophy and rules, a student will be admitted to fill vacancies as follows:

- A. Students whose families are registered, active participants of St. Margaret Mary Parish and who attend Mass at St. Margaret Mary Church as verified by the use of the church envelopes. Families who submit their application forms by the required dates and attend required pre- registration meetings have priority in admission whenever an opening is available.
- B. As space is available, student applicants whose current parish of residence and participation is St. Margaret Mary School and who previously attended another Catholic school will be admitted. As space is available, student applicants whose current parish of residence and participation is St. Margaret Mary and who previously attended a public school or non-Catholic private school will be admitted.

As space is available, student applicants who participate in a Catholic parish other than St. Margaret Mary Parish will be admitted.

If space is available, any other student applicants will be considered.

3) Requirements:

A) Parent Requirements:

- 1) Family support of the religious instruction by regular and active participation in parish Sunday Mass.
- 2) Active participation in parish activities.
- 3) Financial support of the church by regular envelope use. (The parish subsidizes the school from these contributions.)
- 4) Parental support of the school and its policies.
- 5) Financial support of school by payment of fees and tuition and purchase of scrip.

B) Student Requirements:

- 1) All students: Evidence of a good Christian attitude and conformity of the school discipline policy; satisfactory completion of placement tests.
- 2) All new students are admitted on probationary status for one year.

Name _____

Date of Birth _____



ST. MARGARET MARY SCHOOL
Transitional Kindergarten through 8th grade
APPLICATION
2016 – 2017

Date of Application _____

Grade applying to _____

Previously applied? No Yes Year _____

PARISH INFORMATION

Are you registered in St. Margaret Mary Parish? _____

How long have you been a registered, active member? _____

S.M.M.S Church envelope number _____

Another Parish? _____

Do you regularly participate in Sunday Mass? _____

Is your child of another faith? _____

Have you or any member(s) of your family attended St. Margaret Mary School? _____

Name (s) _____ Year _____

APPLICANT INFORMATION

Legal Last Name _____ First _____ Middle _____

Name you would like child called _____

Address _____

Street

City

State

Zip

Phone (most accessible) _____

Male Female Age _____ mos. Date of Birth _____ Place of Birth _____

Email Address _____

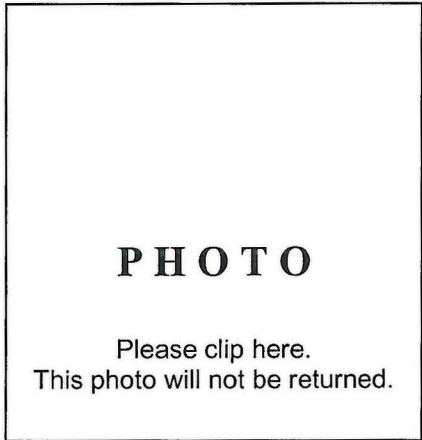
SACRAMENTAL INFORMATION (Please Provide Copies)

Date of Baptism _____ Verified _____

Church of Baptism _____ City/State _____

Date of First Communion _____ Verified _____

Church of First Communion _____ City/State _____



PHOTO

Please clip here.
This photo will not be returned.



FAMILY INFORMATION:

Father

Mother

Name:

First Middle Last

First Maiden Last

Marital Status:

Married Separated Divorced

Married Separated Divorced

Single Parent Deceased

Single Parent Deceased

Place of Birth:

Religion:

Occupation:

Employed By:

Business Address:

Phone No:

Please list all adults and children living at home with applicant:

Name

Age

Relationship

Name

Age

Relationship

Child's Present/Previous School

Name

Address

City, Zip

Has your child previously attended Kindergarten? Yes No

May we contact the child's current teacher for recommendation? Yes No

Name of teacher _____ Phone _____

Are you aware of any learning, physical, emotional difficulty with your child? Yes No

If "Yes", please give an explanation of your child's challenge and attach any private testing/evaluations your child has received. This information will help us to better plan your child's educational programs. (*)

Does your child currently have an Individual Educational Plan (IEP) from your home school district and/or does your child receive special services through your public school (such as speech/language services, occupational therapy, physical therapy, social skills support, or counseling)? Yes No

If "Yes", please give an explanation of your child's challenge and attach a copy of your child's most current IEP. S.M.M.S may request copies of any evaluations your home school district has administered to your child. This information will help us to better plan your child's educational program. (*)

(*) Failure to communicate any of the above information to SMMS could result in a delay in processing your application and could also affect admission status.



Are there any legal decisions involving your child of which school should have knowledge?

Does your child presently take any regular medication?

Please list your current parish/school activities.

Why do you wish to enroll your child in ST. MARGARET MARY School?



Enrollment Contract

Discipline Agreement

The faculty and administration are given full discretion in the discipline of our child(ren). Appropriate consequences will be determined by age of child and offense. The school administration reserves the right to dismiss, expel, or suspend any student at any time within the guidelines stipulated in the handbook and in any addendum to it.

Financial Agreement

I acknowledge receipt of the Tuition and Fee Schedule for the upcoming school year and I agree to pay registration, tuition and fees in accordance with the 2016/2017. I also agree to comply with all fundraising obligations which include but not limited to SCRIP and two seasonal fundraisers.

Tuition and Fee

I acknowledge that I am responsible to pay full tuition every month on the day scheduled with FACTS TUITION- less any early full-payment discount or approved financial aid or other approved discount. I understand that monthly tuition payments are due through FACTS TUITION and non-payment may result in dismissal.

Parental Cooperation Agreement

In full cooperation with the school, I will attend parent/teacher meetings. I have read the Student/Parent Handbook (which can be found at the school's web site), and will cooperate with the policies and purposes of the school. In addition, we will contribute at least 10 hours of volunteer time to the school and 6 hours to the Parish Fair. I understand that failure to complete service hours will result in a penalty of \$30.00 per each hour not completed. Service hours may not be transferred or exchanged.

Non-discrimination Policy

St. Margaret Mary School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, gender, and national or ethnic origin in the administration of its educational policies, admission policies, financial assistance, and athletic or other school - administered programs

Binding Agreement

Enrollment space is reserved upon the signatures below, but child/children is/are not accepted until payment of the registration fee and receipt of the Financial Agreement as evidenced by a signature of the principal. In consideration for reserving the relevant child(ren)'s place, parent or guardian agrees to comply with all terms and if parent or guardian does not comply, five thousand (\$5,000.00) per student or the tuition fee per student, whichever is the lesser amount, shall become due at the start of the school year (commencing July 1, 2016) if the child is not accepted because of noncompliance. The school bases budgetary and spending decisions upon the number of students legally committed to enrollment. It is therefore imperative that this agreement is not signed unless parent or guardian is committed to full compliance and acceptance of student(s). This agreement is enforceable in a court of law. I hereby acknowledge that I have read and understand the preceding agreement and agree to comply with my financial responsibilities. I acknowledge that my account is current, and enclosed you will find the registration fee in the amount of _____ \$35.00 per student



Signature _____ Date _____
(Parent or Guardian)

Printed name _____ Date _____

**Re -registration fee to be paid in full upon re-enrollment (re-enrollment; Non- refundable). On or before February 23rd 2016 - \$35.00. After March 30th - \$50.00



SAINT MARGARET MARY SCHOOL TUITION AND FEE SCHEDULE
2016 - 2017

TUITION and FEES

Tuition

(For non- Catholic families and
For Catholic families who
Catholic Families Who do not
regularly attend SMM Church.

	<u>Year</u>	<u>Month</u>
1 student -	\$ 4,500.00	\$ 375.00
2 students -	\$ 9,000.00	\$ 750.00
3 students -	\$13,500.00	\$ 1,125.00
4 or more students –	see principal	

Discounted Tuition

Families who attend SMM Church as indicated
by weekly family envelopes.

	<u>Year</u>	<u>Month</u>
1 student -	\$ 4,300.00	\$ 358.33
2 students -	\$ 7,550.00	\$ 629.16
3 students -	\$10,600.00	\$ 883.33
4 or more students –	see principal	

- Tuition calculations (above) are based on a 12 month period.
- **EARLY PAYMENT DISCOUNT:** Families paying tuition in full at the time of submitting a contract will receive a discount of 5.0% tuition amount owed before fees.

Mandatory Fundraising

Saint Margaret Mary School has two fundraising opportunities during the school year to achieve your financial commitment. All fundraising obligations must be received by February 1, 2017. Figures below do not represent the amount raised by a school family, but rather the dollar amount that must be realized (profit) by the school.

- If a school family has not fulfilled their FUNDRAISING by February 2017, Their FACTS TUITION account will be billed with the balance.

- 1 Child - \$175.00
- 2 Children - \$250.00
- 3 Children - \$275.00

- Total dollar amount above must be realized by Saint Margaret Mary School

Scrip (Gift Card/ Certificates) Commitment

Per family – 12 month schedule – 3 options to choose from:

Option #1 - \$450.00 Scrip purchase per month.

Option #2 - \$225.00 Scrip purchase per month with a \$22.50 a month fee

Option #3 - No Scrip purchase – Buyout @ \$45.00 a month

- If a school family has not fulfilled their SCRIP obligation by MAY 2017, Their FACTS TUITION account will be billed with the balance.



Service Hours

16 hours of service is required – 6 hours at the Parish Fair and 10 hours at Saint Margaret Mary School. The **Parish Fair** is traditionally held during the second week of September. This event typically takes an entire year to plan and all school families are required to work during the 3 days that the actual fair is on the school grounds. If a school family does not wish to work the required 6 hours, they may opt to ‘buy-out’ of their obligation by paying \$180.00 or \$30.00 an hour. School families are also required to donate 10 hours of their time to the **school**. School families may achieve this through a number of ways – Yard duty, health room duty, class parties, field trips and fundraising are just a few opportunities for a family to fulfill their obligation. If a school family does wish to volunteer 10 hours to the school, they may opt to ‘buy-out’ of their obligation by paying \$300.00 or \$30.00 an hour. All service hours must be completed by March 31, 2017.

Knott’s Berry Farm

It has been a long standing tradition of St. Margaret Mary School to participate in a community/school wide field trip to KNOTTS BERRY FARM. Tickets/bus fare are sold through the school at \$60.00 per package.

8th Grade Graduation Fee (applicable to 8th graders only)

A \$150.00 non-refundable fee will be charged to all St. Margaret Mary School 8th graders. This fee covers the cost of all graduation fees including cap and gown, awards ceremony, Baccalaureate Mass and Ceremony.

2nd Grade First Holy Communion Fee (applicable to 2nd graders only)

Sacrament Fees. In addition to tuition, a sacrament fee of \$50 for each sacrament is required. If a child is celebrating both Penance (*confession*) and Eucharist, a \$100 sacrament fee is required. **Baptismal Certificate.** If a child has celebrated the sacrament of Baptism at SMMC, we have his/her baptismal certificate on file. If a child was baptized elsewhere, you will need to provide us with a copy of the baptismal certificate.

Parent Meetings. Parents Meetings are conducted for the benefit of those parents whose child is being prepared for the reception of a sacrament. Parent attendance at all scheduled Parent Meetings is mandatory.

First Holy Communion. The celebration of First Holy Communion will be celebrated together as an entire class. The date of that celebration will be determined in May.



Payment Schedule

There are two options for payment of tuition:

- Payment in full by May 1.
- Enroll with FACTS. Families are able to view their account and have 24/7 access. Twelve tuition payments will be withdrawn on the 5th or 20th of every month from an account that you have selected. The first tuition payment for the 2016 - 2017 school year will be deducted on May and thereafter on the 5th or 20th of the month from **June 2016-April 2017**, making a total of twelve tuition payments.

FACTS Tuition Management

In the events FACTS is unable to withdraw a tuition payment, there will be a \$30 penalty payable to FACTS and \$25 payable to the school.

‘PARTICIPATING PARISHONER’ - DISCOUNTED TUITION

In order to receive the discounted rate, you are requested to use the parish envelopes to indicate your attendance at Mass. Please remember that our philosophy states that we are preparing our students to, “participate both in the spiritual and liturgical life of the parish...” We ask that you support our goals by attending weekly Mass and participating in the sacraments and parish activities.

The Parent Agreement, which you sign each year states: “I understand that the discounted rate is for parish members who help support the parish through weekly attendance at Mass as indicated by the use of parish envelopes at Mass. Tuition rate will be evaluated and adjusted if necessary prior to the beginning of each semester”.

Envelopes must be handed in at Mass in order for them to indicate participation at Saturday/Sunday Liturgy. They should not be submitted or mailed to the Parish Office. **There is no set dollar amount required in the parish/weekly envelope.**

If you have any questions regarding this policy, please contact our pastor, Father Paul.

Enrollment Contract

1. Tuition rate A

Please check where applicable

Participating – a registered Saint Margaret

Mary Church member with an envelope number.

One Child \$ 4300.00

Two Children \$ 7550.00

Three Children \$ 10,800.00

_____ envelope number

Tuition rate B

Non-Participating – not registered with Saint Margaret Mary Church.

One Child \$ 4600.00

Two Children \$ 9100.00

Three Children \$ 13,600.00

2. Fundraising

I will participate in both fundraising opportunities to fulfill my obligation.

I would like to 'opt out' of all fundraising duties.

Please bill my tuition account \$175.00.

3. Scrip

I will purchase \$450 a month of SCRIP to fulfill my 2015-2016 Scrip obligation.

Please bill my tuition account \$225.00 and \$22.50 a month thereafter, to fulfill my 2016-2017 Scrip obligation.

I do not prefer to buy Scrip. Please bill my tuition account \$45.00 a month to fulfill my 2016 – 2017 Scrip obligation.

4. PARISH FAIR Service Hours (\$30.00 an hour)

I will work 6 hours at the Parish Fair

I am not able to work the Parish Fair. Bill my tuition account \$180.00 (\$30.00 an hour)

5. School Service Hours (\$30.00 an hour)

I will work my required 10 SCHOOL SERVICE hours.

I am not able to work the required 10 SCHOOL SERVICE HOURS. Please bill my tuition account \$300.00.

6. 2ND GRADE AND 8TH GRADE SPECIAL FEES

I am the parent of an 8th grader.

I understand that my account will be billed a 150.00 graduation fee

I am a parent of a 2nd grader.

I understand that my account will be billed \$100.00

7. AUCTION ITEM REQUIREMENT – NEW!

I understand that I am obligated to donate either one item with a cash value of \$50 or cash in the amount of \$50.00 dollars to our annual AUCTION/DINNER DANCE. Deadline February 16, 2017

SAINT MARGARET MARY SCHOOL FINANCIAL AID

Dear Parents,

Enclosed is information regarding tuition assistance. In order to receive Saint Margaret Mary School tuition assistance, you must first qualify through the CATHOLIC EDUCATION FOUNDATION. To qualify, you must do two things:

1. Download and complete the CEF form off the CEF site. When finished, please turn in the form along with required tax documents to my office. I will immediately fill out the remaining necessary paperwork and send it in to the CEF office of the Los Angeles Archdiocese. The sooner you do this, the quicker the response!
2. Fill out the SMMS Financial Aid form (enclosed).

Sincerely,
Mrs. Zimmerman
Principal



Financial Assistance Application

In applying for financial assistance, please submit this form along with Los Angeles Archdiocese Catholic Education Foundation Form. Consideration will not be given unless both forms are completed.

General Information

Student Name _____ Grade _____ Date _____

Student Name _____ Grade _____ Date _____

Student Name _____ Grade _____ Date _____

Father's Name _____ Employer _____

Position _____

Phone # Home _____ Work _____

Mother's Name _____ Work _____

Position _____

Phone # Home _____ Work _____

Years with SMMS _____ Past Financial Assistance received: _____%

Reason parent(s) are asking for financial assistance: (please explain thoroughly and attach a letter if more space is needed.)

Last Year's Income (gross): \$ _____ This Years (Estimated) Income: \$ _____

(Please submit a copy of your Federal Income Tax Form 1040 EZ, 1040, or 1040A)

Name of applicant

Signature OF APPLICANT

Office Use Only
COMMITTEE APPROVAL _____%

Signature



REGISTRATION CHECK LIST

Before your application can be reviewed, the following documents must be submitted. By initialing the lines below, you are verifying that all seven items have been submitted.

1. Copy of Birth Certificate _____
2. Completed application _____
3. Copy of Baptismal certificate _____
4. Copy of First Communion certificate _____
5. Copy of previous report cards (two years) _____
6. Copy of previous two years standardized test scores _____
7. Verification of required immunizations _____
8. REGISTRATION PAYMENT _____

