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February 2021

Dear Parents and Guardians,

As we begin the second semester, we also look ahead to the next school year! February officially kicks off our registration period for the 2021-2022 school year.

Today you are receiving your **Re-Registration Information and Application Packet**, which is also available electronically on our website. As the primary educators of your children, your decision to send your child/ren to Nazareth Elementary was an important one. Our dedicated staff remains committed to helping each individual child grow in wisdom, kindness, and compassion in a loving, faith-filled, and safe environment. We truly hope you will continue to provide your child with a Nazareth education. Your commitment and sacrifice today will lead to a bright future for your child tomorrow.

Marketing efforts began early in January with several forms of media advertising. Each year we enroll new students at every grade level. Our goal is to do the same again and to increase our enrollment for the fall. **We need your help!** Please spread the word and invite a family or two to join us. *Parents like to hear from other parents when searching for a school.*

Our current Nazareth families will have priority in the registration process until March 12. After that, seats will be filled on a first-come, first-served basis. We cannot stress enough the importance of receiving your re-registration forms *as soon as possible* in order to secure your child's seat and to help us in planning for staffing. Enrollment per room will be capped to continue a healthy and safe environment.

To encourage early returns, we are offering a lowered re-registration fee of \$100 per family until March 12. After March 12, the fee increases to \$150.

*Financial Aid: We strongly encourage families to apply for financial aid *at the time of re-registration*. This will ensure consideration of your family's need when aid is awarded in the spring. *Families who wait to re-register until late spring or summer could find there is little aid left.**

*Note: We are always sensitive to the cost of tuition and the struggle it is for families. Therefore, trusting in everyone's good efforts to recruit, we are keeping tuition the same as 2020-2021. However, we have to grow the school in order to meet the major expenses in our budget: salaries, rent, utilities, and instructional programs. *We expect every family to support our fundraisers each year.* The money that is generated from fundraisers goes into our general operating budget. You also have the option to contribute \$200 in lieu of participating in fundraisers.*

A ministry of the Sisters of Saint Joseph of Rochester

Helpful Tip: If you bring in just one new family, you have more than made up for this fundraiser contribution with our **Refer a Family Incentive Program**. If you refer a family and they stay with us for at least the first semester, you will receive a \$300 discount on next January's tuition. If you refer two families, you will receive a \$300 discount for February, and so on. Referring families is worth the recruiting effort for you and for us! Bring in six families and you've received \$1,800 off the year's tuition! (See attached form for details.)

Please review the information in your packet, complete the necessary forms, and return them with your re-registration fee to our Main Office.

Note: All tuition and ECP payments **must** go through **FACTS** unless you are paying in full by August 2, 2021.

Bus forms will be sent home as we receive them from the districts. The districts like to receive these back by April 1 to help with their planning.

To be returned:

- Re-Registration/Tuition Payment Preference Form (two sides to complete).
*Also available electronically on our website.
- Re-Registration Fee – \$100/family (non-refundable) if registering by March 12, 2021. (\$150 per family after March 12.)
 - *Please make checks payable to Nazareth Elementary; or you may pay via PayPal on our website via cash at the Main Office.*

You have remained with us during a very challenging time with the pandemic. We are most grateful for your trust and support. It is our privilege to partner with you in educating your child/ren. We hope that you will not only return, but will invite a relative, neighbor, or friend to join us as well. We are blessed to have you a part of our Nazareth family!

Wishing you peace and many blessings,

Sr. Margaret Mancuso, SSJ

Sr. Margaret Mancuso SSJ
Principal



Nazareth Elementary School

311 Flower City Park
 Rochester, NY 14615
 (585) 458-3786

Registration and Tuition Payment Preference for Returning Families 2021-2022

Application for Admission

Please submit the following to register your child(ren) for the 2021-2022 school year:

- ___ Signed Registration and Tuition Payment Preference Form
- ___ Registration Fee:
 - \$100 by March 12
 - \$150 after March 12

Form Received Date: _____
 Received by: _____
 Payment Received: _____
 Paid via: _____

Early registration is strongly encouraged for returning families. Some classes do fill early. We don't want to see a returning family placed on a waiting list. We expect enrollment to increase in 2021-2022. We will hold seat(s) for your child(ren) until March 12. Returning families who register after March 12 will be put on a waiting list along with new applicants if a class is full.

Please note that you must register your child(ren) before a tuition assistance award can be considered, and you must apply for tuition assistance each year. We review tuition assistance applications in **the spring**. Availability of tuition assistance funds after this time will be limited.

Please print or type. Please enter any NEW students you are registering first. You will receive a new student application packet which you must complete to register your new student.

Student Name(s)	Gender	Grade in 2021-2022	Returning/New

Name of Person with Whom the Student(s) Resides: _____

Relationship: _____ Student's School District: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____

Email: _____

(Over)

Tuition Payment Preference 2021-2022

Student(s) Name(s) _____ Grade(s) _____

Information for Person Responsible for Paying Tuition:

Name _____

SSN# _____ Date of Birth (mm/dd/yyyy) _____

Street Address _____

City _____ State _____ Zip _____

Preferred Phone _____ Email _____

Payment Plan – All payments must be made through the **FACTS Payment Plan**. An annual fee of \$45 per Agreement is assessed by FACTS to utilize their payment options. Please choose one of the payment options below:

✓	Option	Payment Plans
1		One-Time Annual Payment Plan: Payment is made in full and must be received by the school on or before August 2, 2021. This option entitles the payer to a \$100 prepayment discount. Note: When making the one-time payment, the FACTS fee of \$45 will be waived.
2		FACTS Monthly Payment Plan (July-May) by Automatic Bank Draft: Payments are budgeted over 11 months, beginning July 2021 and ending May 2022. Families authorize automatic payment for either the 5 th or the 20 th of each month.
3		FACTS Monthly Payment Plan (August-May) by Automatic Bank Draft: Payments are budgeted over 10 months, beginning August 2021 and ending May 2022. Families authorize automatic payment for either the 5 th or the 20 th of each month.
4		FACTS Monthly Payment Plan (September-June) by Automatic Bank Draft: Payments are budgeted over 10 months, beginning September 2021 and ending June 2022. Families authorize automatic payment to be made on the 5 th of each month. <u><i>This option does not have the 20th of the month option.</i></u>

Do you plan to apply for Tuition Assistance (Available for Kdg – Grade 6) Yes No
(Refer to the Tuition and Tuition Assistance Form for complete instructions.)

Authorization

I will pay tuition according to the payment plan checked above and in accordance with the Finance Policies and Procedures of Nazareth Elementary School. I accept responsibility to fulfill my tuition obligation and abide by the policies of Nazareth Elementary School. I understand that accounts must be current; an account will be considered current if it is paid in accordance with the terms of the tuition payment option. Grades and transcripts may be withheld for students whose family accounts are not current. In the event of a default, I agree to be responsible for all attorneys' fees and costs associated with the process of collections. I agree to abide by the rules, policies, and regulations adopted by Nazareth Elementary School and set forth in publications and mailings.

If the responsibility for payment of tuition is shared by separate parties, another Tuition Payment Preference Form must be completed, signed, and returned by the other person responsible for tuition. In the absence of this signature, I may be held responsible for all tuition payments.

Printed Name of Person Responsible for Payment of Tuition _____

Signature of Person Responsible for Payment of Tuition _____

Date _____



Nazareth Elementary School Tuition, Tuition Assistance, and Fees 2021-2022

Registration Fees

Returning families:

- \$100 by March 12
- \$150 after March 12

New families:

- \$150 registration fee
- (\$125 is refundable if your child is not accepted into the school)

Tuition Payments

Grade Level	Annually	Monthly (10 Month)	Monthly (11 Month)
Pre-K 3 and Pre-K 4	\$6,500	\$650	\$590
Grades K-6	\$5,900	\$590	\$536

Sibling discounts are available for families with multiple children enrolled at Nazareth Elementary. The second child will receive a yearly discount of \$1,100; third child and all others will receive a yearly discount of \$1,700.

FACTS Tuition Management Program:

All families must enroll in the FACTS tuition management program for tuition payments. A \$45 enrollment fee, payable to FACTS, applies. Directions on how to enroll are on our website (www.nazarethschools.org).

Families applying for tuition assistance must also apply through FACTS. You must complete all forms and submit all required materials. There is a \$35 processing fee at the time of application, payable to FACTS.

Extended Care Rates

Our Extended Care Program (ECP) is an after-school childcare service operated by Nazareth Elementary. ECP is a ten-month program beginning the first full day of the school year for students enrolled at Nazareth Elementary. This service is a convenient program providing students with supervised care, age-appropriate activities, and a homework area.

ECP rates are the same for all ages.

- AFTERNOON OPTION: Pick up by 4 p.m.
- One child \$225/month; two or more children \$300/month.
- Acceptance is on a first-come, first-served basis.
- There will be an additional fee of \$35 per day for any student picked up after 4 p.m. or for any student not registered for ECP.
- *There is no occasional ECP option.*

Tuition Assistance – Preschool

Tuition assistance for preschool is available through employers and income tax credits. Families with students in preschool only DO NOT qualify for tuition assistance offered by Nazareth Elementary School.

For more information about paying tuition on a pre-tax basis using a *Dependent Care Reimbursement Account*, contact your employer's benefits or human resources office. Dependent care expenses that are paid on an after-tax basis may qualify for *Federal Income Tax Credits*. Contact a financial advisor or tax professional for more information.

Tuition Assistance – Kindergarten to Grade 6

At Nazareth Elementary, we are committed to making tuition affordable for as many families as possible. Thanks to the support of the Sisters of Saint Joseph, grants and awards from charitable organizations, and the financial support of alumni and friends of Nazareth Elementary, we are able to provide tuition assistance to many of our families.

In order to maintain affordable tuition costs, families must keep accounts current through timely payments and only request financial aid if it is absolutely necessary.

All payments go through FACTS; therefore, it is mandatory for each family to have a FACTS account. Financial aid requests are also submitted through FACTS.

FACTS will process the financial aid applications in the strictest of confidence. There is a \$35 processing fee payable to FACTS due at the time of application. You must complete all required forms and submit all required materials in the application. It is important to be accurate, honest, and thorough when completing the application. If it seems you cannot afford to have your child attend due to a substantially limited income, you may be asked to reconsider registering him/her. Please inform the Business Manager, Mrs. Cathy Cerame, if there are any special circumstances that may affect the amount of aid you may or may not receive.

If you have children in other schools that use the FACTS management program, please know that you only have to apply ONE TIME for all children. FACTS will forward your application.

Awards for tuition assistance are reviewed in the spring. Availability of tuition assistance funds after this time will be very limited. We encourage you to apply early before funds are depleted. No tuition assistance will be considered if you are not enrolled in FACTS or if you have not fully completed a registration packet and financial aid packet.

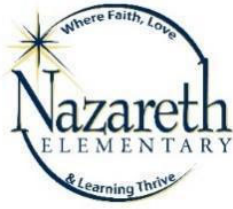
To access the FACTS Financial Aid website, visit <https://online.factsmgmt.com/signin/3czwg>.

Always feel free to call Cathy Cerame if you have questions or need additional help: **585.458.3786 x3128**.

Heritage Awards and Refer a Family Incentive Program

The Heritage Award of \$250 is available for children and grandchildren of Nazareth Hall and Nazareth Academy alumni. Please indicate your eligibility on the application form.

If you refer a family to Nazareth Elementary and the new family registers and is still in attendance in January, your family will receive \$300 off your January tuition. Additional monthly credits of \$300 can be earned based on the number of new families referred. Please see our Refer a Family handout.



Refer a Family Incentive Program

Earn \$300 credit toward your family's Nazareth Elementary School education!

What is the Refer a Family Incentive Program?

The Refer a Family Incentive Program has been established to increase enrollment in Nazareth Elementary School through the most effective and simple recruitment tool there is: Parent-to-Parent Conversation.

How does the Refer a Family Incentive Program work?

A current family shares the good news of Nazareth Elementary with another family not already registered at Nazareth. The current family invites the new family to visit our school to see for themselves how our motto, "Where faith, love, and learning thrive!" is in action every day.

If the new family registers their child(ren) and they are still attending in January, the referring family receives \$300 off their January tuition. If a family recruits two new families, they receive \$300 off their January tuition and \$300 off their February tuition. If a family recruits three or more new families, they receive \$300 off their monthly tuition payments January through June, PLUS the re-registration fee for the next school year will be waived.

What are the restrictions?

- Only one family may receive credit for the new family registered.
- This form must be submitted to Nazareth Elementary School for authorization.
- The Refer a Family Incentive Program applies to Grades PK–6.

How does one apply?

Complete the information below and return the form to the Business Office.

Please accept our thanks for your support of Nazareth Elementary School and for telling our story. We are counting on YOU to help Nazareth grow! May God continue to bless you abundantly!

Refer a Family Incentive Program

Date: _____

Family Referred to Nazareth Elementary _____

****Registering for the first time at Nazareth Elementary School****

Referring Family:

Student Name(s) _____

Parent/Guardian, Printed Name: _____

Parent/Guardian, Signature: _____

Business Office Manager's Signature: _____

Account Number: _____