



January 14, 2019

Dear Parents,

As Spring approaches, we invite you to enroll your child in Mother Seton Preschool for next school year.

Please be aware of the following important information:

- Every family is required to register with the FACTS Payment Program to cover all programmatic costs with a single account (*Seton Regional Catholic School, Mother Seton Pre-School as well as for use of any Extended Day Care Programs*).
 - You will receive an e-mail from FACTS management during the summer with information on how to complete your agreement.
- All payments will be coordinated through the School Office from a single FACTS platform, rather than the current three separate platforms in the sponsoring parishes. (Note: tuition for the Pre School and Regional School still remain distinct.)
- If parents are married, only one registration form and tuition contract is needed. However, if parents are not married, we ask each parent to complete their own paperwork.
- Please send copies of your child's immunization records, birth certificate, and baptismal certificate

The Timeline for Registration follows:

- From January 27th through February 15th registration of *students and their siblings who are currently enrolled in Seton Regional Catholic School and Mother Seton Pre-School* may register.
- From February 18th through March 8th registration of *new students who are registered parishioners for the sponsoring parishes of St. Elizabeth Ann Seton, St. Peter, and St. Robert Bellarmine* may register.
- After March 9th registration is open to all

For any registration to be considered complete, all forms must be returned with all requested information and a registration fee of \$100 per child must be paid.

Should you have any further questions regarding registration please contact the School Office at 636-946-6716.

Asking God's blessings on your family
and the entire *Seton Regional Catholic School and Mother Seton Preschool* community,

Joanna Gray
Principal
Seton Regional Catholic School
Mother Seton Preschool



TUITION POLICY

Mother Seton Preschool

INTRODUCTION

The school administration is responsible for developing the policy pertaining to tuition. A tuition structure and formula is then recommended to the Pastor for final approval. This tuition policy applies to families who have child(ren) enrolled in Mother Seton Preschool for the 2019-2020 academic year.

Mother Seton Preschool is completely self-sustaining. It receives no tuition subsidy from any parish. Therefore, the tuition is distinct from the tuition of Seton Regional Catholic School and is not part of the "Family Plan" tuition structure.

TUITION PAYMENT METHODS

All families are required to make tuition payments according to one of the two payment plans listed below. Each family's preference of payment plan must be submitted each year at the time of registration on the "Tuition Payment Contact."

OPTION 1 Full Payment: The entire amount of tuition is paid on or before August 1st directly to the school. A tuition discount of \$100.00 will be applied to any family choosing option 1. If full payment is not received by August 1, the discount will not be given, and the contract is considered void, requiring a new contract including FACTS payment be signed.

OPTION 2 Two equal payments: The first payment is due in August; the second payment is due in January.

OPTION 3 Monthly Payments: The entire amount of tuition is paid monthly over an 11-month period beginning in August. This method is paid through the FACTS Tuition Management Plan. This plan is an automatic cash transfer of tuition funds from your checking statement or savings account (ACH) or by credit card. Those choosing this plan will authorize their

bank to make automatic monthly payments to F.A.C.T.S. on either the 5th, 10th, 15th or 20th of the month. There is no fee for this service. If you miss a monthly payment due to insufficient funds, you will automatically be charged a \$30.00 missed payment fee from F.A.C.T.S. and an insufficient funds penalty will occur from your own banking institution. Families are required to set-up their FACTS account by July 15. (See the enclosed Orange sheet.)

LATE REGISTRATION

Families registering after August 1 shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated on a monthly basis, according to the school calendar.

IN CASE OF MULTIPLE HOUSEHOLDS

If parents are divorced or separated and wish to share their tuition obligation, each parent must complete and sign a separate Tuition Payment Contract, indicating the percentage of tuition for which they are responsible. Each parent will then create a FACTS account. If one parent defaults on their tuition, the parent with primary legal custody is responsible for all tuition.

LATE PAYMENTS

Should you incur some financial crisis; the school can call the FACTS management to stop an automatic withdrawal—if enough notice is given to us. It is the responsibility of each school family to inform the school office of their need to make any changes in their preferred tuition payment plan at least *5 working days before* payment is due. The FACTS plan is very flexible and can be adjusted if necessary.

It is the obligation of each school family to keep tuition payments current during the time of enrollment. Failure to make payments is a serious matter. If tuition is delinquent by 60 days or more, attendance will be suspended until payment arrangements have been made with the school office.

- **Please note that preschool tuition is billed separately from the elementary school tuition and is not part of the “Family Plan.”**
- **Elementary and preschool tuition can share the same FACTS account.**

MOTHER SETON PRESCHOOL

**TOTAL TUITION
For the 2019-2020 School Year**

Three days a week	Five days a week
\$3266.00	\$4938.00

There is a non-refundable deposit of \$100.00 per student due at the time of registration.

Payment Plans

Days per Week	One Payment before August 1	Two Equal payments in August and January	FACTS Monthly Payments Beginning in August
Three	\$3266.00 <u>-\$100.00*</u> \$3166.00	Two payments of \$1633	\$3266.00 (11 PAYMENTS OF \$296.91.)
Five	\$4938.00 <u>-\$100.00*</u> \$4838.00	Two payments of \$2469	\$4938.00 (11 PAYMENTS OF \$448.91)