

Nativity of Mary Preschool
10021 E. 36th Terrace
Independence, MO 64052
816-353-0284 School 816 353-2184 Church
www.nativityofmary.org
February 7, 2011

The registration process for the 2011-2012 school year for Nativity of Mary School continues with the fulfillment of your current obligation for the 2010-2011 school year which must be paid by **May 1, 2011.**

Registration Dates and Fees

The registration process for the 2011-2012 school year is as follows:

The Registration Form should be completed in full, signed and dated, and returned to the school office no later than **Friday, February 25, 2011.**

The registration fee pays for your child's classroom supplies, daily sheets, technology, some expenses related to field trips, student accident insurance, and Diocesan Assessment.

**The registration fee for the upcoming school year is:
\$100 per child**

The registration fee is to be paid in one lump sum no later than **Friday, February 25, 2011.**

Tuition Payment Options

An important step in the registration process is deciding upon and committing to your tuition payment arrangement. Continuing with the 2011-2012 school year, several payment options will be available.

AM CLASS ONLY

Tuition can be paid in one lump sum or in nine monthly payments. **Enclosed in this packet is a 2011-2012 tuition fee sheet.**

If tuition is paid in one lump sum, the amount will be discounted by 3% cash/check **or** credit card convenience fee of \$25.00 is waived. Payment in full will be due by August 1, 2011. If tuition is paid monthly, it will be based on nine equal monthly payments. The first monthly payment will also be due by August 1, 2011. The final monthly payment will be due by April 1, 2012. All payments must be received in the business office by the 1st of each month. Payments received after the 10th of the month will have a \$25.00 administrative fee charge. A \$25.00 fee will be assessed for checks returned for insufficient funds and future payments must be made in cash or money order. When tuition becomes delinquent, your child/children may not return to school until tuition is paid.

For your convenience, we also encourage payment via automatic withdrawal from your bank account. This payment option eliminates the need to write a check as well as postage expenses. Your bank account information is confidential and in no way is disclosed to Nativity of Mary through this type of transaction. If you are interested in this option, please complete the attached Authorization for Automatic Tuition Payment and return it to David Townley, Business Manager. A voided check or copy of a blank deposit slip for the account must also be submitted to initiate the transaction.

Credit card payment is also available. Please use attached form if interested and return to David Townley.

FULL DAY PRESCHOOL ONLY

Tuition can be paid in one lump sum or in advance on Monday each week of school. Enclosed in this packet is a 2011-2012 tuition fee sheet.

If tuition is paid in one lump sum, the amount will be discounted by 3% cash/check **or** credit card- convenience fee of \$25.00 charged monthly. Payment in full will be due by August 1, 2011. If tuition is paid weekly, it must be paid in advance each week beginning August 1, 2011. Payments received one week late will have a \$25.00 administration fee charge. A \$25.00 fee will be assessed for checks returned for insufficient funds and future payments must be made in cash or money order. When tuition becomes delinquent, your child/children may not return to school until tuition is paid.

For your convenience, we also encourage payment via automatic withdrawal from your bank account. This payment option eliminates the need to write a check as well as postage expenses. Your bank account information is confidential and in no way is disclosed to Nativity of Mary through this type of transaction. If you are interested in this option, please complete the attached Authorization for Automatic Tuition Payment and return it to David Townley, Business Manager. A voided check or copy of a blank deposit slip for the account must also be submitted to initiate the transaction.

Credit card payment is also available. Please use attached form if interested and return to David Townley.

Our hours are 7:00 am – 5:30 pm. We ask that you respect the fact our staff members have other commitments beyond 5:30 pm. You will be assessed a late fee of one dollar for every minute you are late. This should be paid by cash or check to the staff members on duty. Failure to pick up your child more than three times will result in suspension or termination of services. All other policies and guidelines are followed in the school handbook.

Preschool School Day Information

Preschool will follow the K-8 school schedule. When school is closed, all of preschool will be closed. If your child/children attend the full day preschool program and there is a half-day of school, you will be responsible to for reserving a space for each child by signing up on the provided list located on the sign in/out table. The school newsletter will have information pertaining to these days. When inclement weather occurs, look for Independence Catholic Schools.

Registration Notice

Provided you remain current with your 2010-2011 obligation and satisfy the registration requirements as stated above, your child will be registered for the 2011-2012 school year at Nativity of Mary. Remember the registration packet and first installment needs to be received **by February 25** or your registration will be cancelled and your child's reservation for the coming school year will become available to another child.