



Mother Teresa
Regional School

Reach Higher

January, 2012

Dear MTRS Family,

As we begin to accept new applicants and registrations, it is important for us to know who intends to return to school next year. Please complete the attached forms by February 6, 2012. If your forms are not returned, we will assume you are not returning and we cannot guarantee you a spot next year. Class size will be limited to 30 students per class in grades K-8. Enrollment will be opened to new students after Catholic Schools Week.

If you are enrolling a younger or older sibling, please be sure to request a new student registration form in order to give us an accurate class count and to have the correct information for new students. All forms can be downloaded from the school's website or can be obtained by calling the main office.

The following need to be returned to school by February 6, 2012:

- Re-registration Form
- Tuition Agreement Form
- Information Release Form
- Title I Form
- Re-registration Fee of \$100 per child
- Class Dues of \$20 per child
- B6T Form for K-8 students
- SMART Form

The financial aid application is available in the main office. Information on how to apply for financial aid can also be obtained on the school website under admissions. Please be sure to ask Mrs. Kane or Mrs. Wisk for a copy if needed. The deadline for Financial Aid is March 30, 2012. The school and the diocese both will be providing financial aid to qualified families but you need to fill out a financial aid application to be considered. Please do not allow financial need to be a reason not to enroll. Contact Mrs. Wisk with any concerns and we will work together to assist you.

Thank you for allowing us to assist you in the education of your child(ren). I look forward to working with each of you in the future. If I can be of any assistance, please do not hesitate to contact me.

Peace,

Mrs. Melissa Whelan Wisk
Principal

55 South Ave., Atlantic Highlands, NJ 07716 • 732-291-1050 • www.mtregional.com

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Re-registration Form (complete one per family)

Parent/Guardian Name(s) _____

Email Address: _____

Place(s) of Employment _____

Position(s) Held _____

____ Yes, we would like our child(ren) to continue to attend Mother Teresa Regional School.

Student _____ Grade in 2012-2013 _____

Student _____ Grade in 2012-2013 _____

Student _____ Grade in 2012-2013 _____

Student _____ Grade in 2012-2013 _____

We have another member of our family who will be attending Mother Teresa Regional School next year.

Student _____ Grade in 2012-2013 _____

____ No, we have decided not to continue at Mother Teresa Regional School. Our child(ren) will be attending _____.

____ Please send home additional registration materials.

Checklist of forms to be completed and returned to school to complete registration:

- ____ Re-registration Form (one per family) ____ Title I Form
- ____ Tuition Agreement (one per family) ____ Class Dues of \$20 per child
- ____ Information Release Form (one per family) ____ Registration Fee of \$100 per student
- ____ B6T Transportation Form (one per student in K-8)
- ____ Student Textbook Loan Form (one per student in K-8)
- ____ SMART Enrollment Form



Tuition Agreement for Preschool

I agree to pay the school tuition rate for my child(ren) to attend Mother Teresa Regional School and will abide by the tuition policy as set forth in the school's handbook. Please indicate your preference below.

_____	Full Day PreK 4 year old 8:00 am -2:30 pm (Child must be 4 by Oct. 1, 2012)	\$5,138
_____	Full Day PreK 3 year old 8:00 am . 2:30 pm (Child must be 3 by Oct. 1, 2012)	\$5,138
_____	Half Day PreK 4 year old 8:00 am . 11:00 am	\$4,418
_____	Half Day PreK 3 year old 8:00 . 11:00 am	\$4,418
_____	Half Day PreK 3 year old 3 days a week (T, W, TH)	\$3.053

All families must register with SMART tuition regardless of how they are paying their tuition. In addition to tuition, all families are asked to volunteer 12 hours with the PTA or pay a fee of \$500. The \$500 fee will be added to SMART on June 1, 2013 if hours are not completed. Information on the SMART tuition program can be found in the registration packet.

Name of child _____ 2012 Grade _____

Name of child _____ 2012 Grade _____

Name of child _____ 2012 Grade _____

Parent/Guardian Name _____
(please print)

Signature of Parent/Guardian _____



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Dear MTRS Families,

Thank you for your commitment to Catholic education. This year, Mother Teresa Regional School has changed our tuition payment plan to SMART Tuition Management. We believe that this change will: 1) enhance the current options offered to you in paying tuition, 2) assist the school in accurately maintaining its financial records and 3) meet accounting guidelines and recommendations.

Every family, regardless of payment method or option, must sign up for the SMART Tuition Management program. Unfortunately, we will no longer be able to accept cash payments. The fee for families who choose to pay in full in July is \$6. Families must choose a payment plan from among those listed. We have given more options to assist families and provide greater choice. In the event of change in circumstances, we will still have options available to assist families who need to change dates of payment or move the payment for a month to a different date. If you have any questions please feel free to contact Mrs. Kane at business@mtregional.com or 732-291-1050 x119.

Thank you for your cooperation and together we can continue to make MTRS a wonderful school community.

Thank You,

Mrs. Melissa Whelan Wisk
Principal

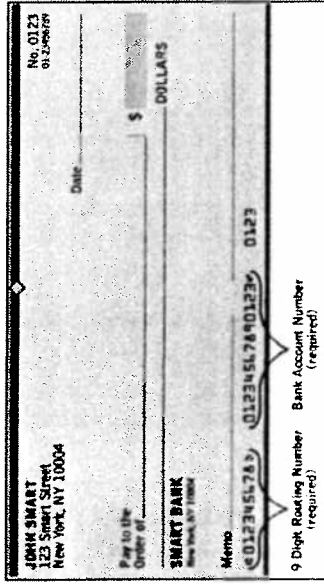
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PARENT INSTRUCTIONS

Please use capital letters and print clearly.

1. **ENTER FAMILY INFORMATION:** Provide us with all of the requested contact information. If desired, use the "Additional Authorized Party" field to allow another person to access your tuition account information and make payments on the account. Be sure to include your email address, as we may contact you regarding important account information.
2. **SELECT A PAYMENT METHOD:** If you choose to pay by mail you will receive a bill that will be due on the date selected. Please mail your payment at least seven days prior to the due date. If you select Auto-Debit, Smart Tuition will debit your bank or credit card account on the debit date selected. If you choose to pay from your checking account, please include a voided check to ensure the accuracy of your information. On the bottom of every check, there is a 9 digit routing number that represents your bank (example below). It is typically located on the left side of the bottom of the check. Smart Tuition can not process automatic payments if the routing number is missing.



Please choose one of the due dates from the available dates provided. If you choose a due date not approved by your school, your account will default to the latest due date available.

3. **SELECT A PAYMENT PLAN:** Please choose one of the plans offered by your school by putting the letter of the plan in the box. Payment plans are made available by your school and cannot be changed by Smart Tuition without school permission.
4. **ENTER STUDENT INFORMATION:** Please write the name and grade of the children who will attend this school.
5. **PLEASE READ AND SIGN:** Please review the terms and conditions. The Primary Bill Payer must sign the form.

www.parents.smarttuition.com

TERMS AND CONDITIONS

Smart Tuition receives, processes and deposits your payments into your school's bank account. Our secure website and 24/7 parent help center are available to families that have questions about their tuition payment plans.

Late Enrollment: If Smart Tuition does not receive your enrollment form on time, your first payment date will be moved forward. Your school may require you to catch up any missed payments on your first due date or may establish a plan with a smaller number of larger payments.

Refunds: Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

Late Fees: Any payment that is not received by Smart Tuition by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Smart Tuition may provide your school a follow-up service which will contact you via mail, telephone, or e-mail. Your account may be charged \$35.00 as a result of this service. This fee is in addition to any late fees charged by your school.

Dishonored Payments: A fee of \$25.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

Auto-debit Terms (Applies to auto-debit enrollees only): By signing this enrollment form you agree to authorize Smart Tuition to debit your account on the scheduled dates as described on the reverse side. If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Smart Tuition shall have no liability for any fees charged to you by your financial institution. Smart Tuition will automatically reattempt any failed debits approximately 10 days after their failure. This authority will remain in effect until Smart Tuition receives your written instruction to cancel auto-debit service. To cancel or stop a scheduled auto-debit payment, you must contact Smart Tuition no later than 3 business days prior to the scheduled payment at **(888) 868-8828**.

Amendments

By signing this enrollment form you acknowledge and agree that such terms and conditions may be amended from time to time by Smart Tuition and such amendments will be reflected on Smart Tuition's website.

Smart Tuition Privacy Policy

We do not disclose any personal information about our families to anyone, except as permitted by law. Smart Tuition has adopted numerous procedures to protect the confidentiality of school and family information. We adhere to the Payment Card Industry's Standard for storing family information.



SMART TUITION
Financial Solutions for Schools and Parents

& Your School Have Formed A Partnership



That Benefits Your School, Your Child, And You.

**Please return completed form
to your school immediately.**

If you have any questions regarding
this form, contact Smart Tuition at:

1-888-868-8828

Family Survey

Income Eligibility Guidelines

Fiscal Year 2012

1. Please **circle** your family size and the annual, monthly, or weekly income level listed beside it on the chart below:

Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
One	\$20,147	\$1,679	\$840	\$775	\$388
Two	\$27,214	\$2,268	\$1,134	\$1,047	\$524
Three	\$34,281	\$2,857	\$1,429	\$1,319	\$660
Four	\$41,348	\$3,446	\$1,723	\$1,591	\$796
Five	\$48,415	\$4,035	\$2,018	\$1,863	\$932
Six	\$55,482	\$4,624	\$2,312	\$2,134	\$1,067
Seven	\$62,549	\$5,213	\$2,607	\$2,406	\$1,203
Eight	\$69,616	\$5,802	\$2,901	\$2,678	\$1,339
For each Add'l family Member, Add	+\$7,067	+\$589	+\$295	+\$272	+\$136

Is your family income less than this amount?

Yes _____ No _____

2. Are you receiving assistance under the *Aid to Families with Dependent Children* Program?

Yes _____ No _____

3. Are any of your children eligible to receive medical assistance under the *Medicaid* Program?

Yes _____ No _____

4. Identify the public school that your child(ren) would have attended if they were not attending their current nonpublic school, their initials and grade level.

Name of Public School (required)	Your child(ren)'s initials (required)	Grade Level (required)
1.		
2.		
3.		
4.		

Signature _____

Name (Please Print) _____

Home Address _____

Home Phone Number _____

Please Note: You may be asked to submit verification of actual income to substantiate your response



Information Release Form

Family Directory

In order to assist in communication, we at Mother Teresa Regional School would like to create a family directory. With your permission, we would like to include your child's name, grade, home address, phone number, email, and your names in a family directory, which would then be distributed to all of the families. Please indicate your willingness to participate by checking the appropriate box.

_____ Yes

_____ No

Photographs

During the course of the school year, your child may be photographed at various events, please indicate below if you are willing to allow your child's photograph to be used in advertising, news releases, and on the school website. We will never identify the child without contacting the parent again to secure permission to release a child's name.

_____ Yes

_____ No

Video

During the course of the school year, your child may be video recorded at various events, please indicate below if you are willing to allow your child to be used in video advertising, news releases, and on the school website. We will never identify the child without contacting the parent again to secure permission to release a child's name.

_____ Yes

_____ No

High School Information

For parents of children in seventh and eighth grades:

Each year the local Catholic and public high schools ask for a list of 7th & 8th graders and their addresses. This request is to allow the high schools to send information to the students about upcoming open houses and admission requirements. Please indicate your willingness to have your child's name and address released to the high schools.

_____ Yes

_____ No

**Signature of
Parent/Guardian**

**Student(s) Name
Please Print**



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Extended Day Program

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The EDP Program will begin on September 4th and end the day before the last day of school.

**There will be no EDP on the following dates:
11/21, 12/21, 2/1, 3/28, 5/24**

Purpose:

The Extended Day Program (EDP) has been established to assist families of MTRS who work and desire to keep their children in a safe and structured environment.

The program is a school extension, and it helps children relate among themselves, to do their homework and to relax in a warm atmosphere. The program is a privilege offered to children in grades Pre-Kindergarten to 8th grade.

Schedule: 7:00 AM until 7:45 AM
2:30PM to 5:30PM each full day
12:00PM to 5:30PM on half day sessions

Location: Room 100

Cost: \$7.00 for the first child per hour
\$11.00 for two children per hour
\$15.00 for three children or more per hour

Charges will be rounded to the nearest 15 minute interval for billing purposes.

Late Fee: An additional charge of \$5.00 per 15 minutes if picked up after 5:30PM.

Payment: Bills will be sent home every two weeks and payment must be made **promptly** to the school. Checks can be made payable to MTRS. If you are over two weeks behind your child/children may not be able to attend the program.

Insurance: The school insurance will cover the children for the EDP program.

Supervision: The children will be supervised during the EDP Program by a qualified adult.

Emergency: The telephone number to be used for the EDP Program (**after school hours only**) is 291-1050 ext. 114.

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Extended Day Program Registration

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Due First Day of School

Please Note: Every parent must complete this form in the event that an emergency arises that requires your children to be cared for by the school after dismissal.

Name of Child(ren) _____

Please indicate who will be responsible for picking up your child(ren) from EDP as well a contact number for them.

Name of Person

Contact Information

We will not release your child(ren) to anyone else unless there is a written note from a parent or guardian presented to the director of EDP.

I agree to all of the terms of the EDP program along with the following:

1. I understand that my child/children should be picked up by 5:30pm, if not a late charge of \$5.00 per 15 minutes will be applied to each child.
2. All payments will be made promptly, to the school or my child/children will not be able to attend after two weeks.
3. The late balance will be applied to the SMART Program if you fall behind in your weekly payments.
4. Please remember that you must be current with your EDP payments in order to receive your child/children's report card.

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