



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



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 Grades K - 8

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. I understand that a qualified parishioner is defined as one who regularly attends Mass and is registered at one of the sponsoring parishes.

	Qualified Parishioner*	Out of Parish/ Non Catholic
1 child	\$3,920	\$5,272
2 children	\$7,840	\$10,544
3 or more children	\$10,680	\$14,735

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 _____



Request for Loan of Textbooks

Dear Parent/Guardian,

In order that Mother Teresa Regional Schools receives the needed allocation from the State of new Jersey for textbooks, it is necessary for you to sign a request form for each of your children attending Mother Teresa Regional School in grades K-8. Please complete the form below.

Individual Pupil Request for Loan of Textbooks

Board of Education
Atlantic Highlands
140 First Ave.
Atlantic Highlands, NJ 07716

Board of Education
Henry Hudson Regional
1 Grand Tour
Highlands, NJ 07732

To Whom It May Concern:

Under the provisions of Chapter 79, Laws of 1974, I request that my local Board of Education loan the necessary textbooks for the use of my child who attends Mother Teresa Regional School located in Atlantic Highlands, NJ.

Child's Name _____

Child's Address _____

Child's Grade
in September 2012 _____

Signature of
Parent/Guardian _____

(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION

Please submit a separate application for each child to the private school

SCHOOL YEAR 2012-2013 RESIDENT DISTRICT BOARD OF EDUCATION _____

STUDENT'S NAME _____ DATE OF BIRTH _____
LAST FIRST MIDDLE MONTH DAY YEAR

PARENT OR GUARDIAN _____ DAYTIME PHONE _____
AREA CODE + NUMBER

HOME ADDRESS _____ CITY or TWP _____ ZIP _____

NEAREST INTERSECTION TO STUDENT'S RESIDENCE _____

MAILING ADDRESS _____ ZIP _____

FULL NAME OF SCHOOL TO BE ATTENDED Mother Teresa Regional School PHONE 732-291-1050

ADDRESS OF SCHOOL 55 South Avenue, Atlantic Highlands, NJ 07716

STUDENT'S GRADE FOR THE COMING YEAR _____ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL _____
(MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS 9/7/2012 CLOSES 6/2013 SCHOOL HOURS FROM 8:00 MILES TENTHS AM TO 2:30 PM

NAME AND ADDRESS OF LAST SCHOOL OF ATTENDANCE _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE * FOR PUBLIC SCHOOL USE ONLY

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

_____ TRANSPORTATION WILL BE PROVIDED _____ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION

_____ INELIGIBLE _____ (REASON)

DATE _____ SIGNATURE _____ TITLE _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5

- IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:
 - ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

NOTE:

 - IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
 - IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
 - COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10TH PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS 6 ANY APPLICATION RECEIVED AFTER MARCH 10TH WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.
 - IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15TH.
 - IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1ST.
- A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED 6REQUEST FOR PAYMENT OF TRANSPORTATION AID6 VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.

DO NOT DETACH

**PLEASE COMPLETE THE TRANSPORTATION FORM ON THE REVERSE
SIDE ACCORDING TO THE FOLLOWING INSTRUCTIONS**

- Please use ink to complete the form at home.
- The School Year has been entered for you.
- Enter your Resident District Board of Education in the upper right hand corner, (if you are uncertain of this information ask yourself “Where do I pay my Real Estate Taxes?” the answer to this question is your Resident District Board of Education).
- Provide all the information requested in the appropriate boxes.
- MTRS name, telephone number, address, start/end date, and the school hours have been entered for you.
- Be certain to include the distance from home to MTRS. (mapquest)
- **Do not forget to sign the form.**
- Submit the completed form with your registration materials.
- Do not detach the bottom of the form.

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



Mother Teresa
Regional School

Reach Higher

January 2012

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

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

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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**



MotherTeresa
Regional School

Extended Day Program

Reach Higher

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.



MotherTeresa
Regional School

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

<u>Name of Person</u>	<u>Contact Information</u>

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.

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

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