



## OUR LADY OF FATIMA SCHOOL

225 Danbury Road, Wilton, CT 06897

203 762-8100 203 834-0614 (fax)

[www.fatimaschoolwilton.org](http://www.fatimaschoolwilton.org)

This registration packet contains all the forms and information that you will need to enroll your child or children for the 2018 – 2019 school year.

It is important that you complete and return these forms sooner than later so that we can provide the diocese with firm numbers for the upcoming year.

Please read all the information and be sure to return the following to the school office:

**Registration Form (one for each child),**

**Enrollment Form (one per family),**

**Tuition Contract (one per family)**

**Deposit of \$ 50.00 (per child)**

You will also need to go online to the FACTS site ([www.FACTSmgt.com](http://www.FACTSmgt.com)) to verify your information and set up your account.

### **New This Year:**

If you are applying for the Bishop's Scholarship Fund, you must complete the FACTS GRANT & AID Application ONLINE at [www.FACTSmgt.com](http://www.FACTSmgt.com). Be sure to answer ALL the questions and submit the required supporting documentation. It is highly recommended that you scan and upload documents rather than mailing or faxing which can delay the process. There is a \$ 30.00 non-refundable application processing fee payable by credit card. You must complete this form each year. For questions about the FACTS application process contact FACTS directly at (866)441-4637

**Be sure to adhere to all deadlines because the limited funds are allocated on a first come basis.**

We are looking forward to planning for the upcoming school year and appreciate your help in completing the process in a timely manner.

Please Print Clearly

# OUR LADY OF FATIMA SCHOOL Registration Form

2018 – 2019

Applying to Grade		Age Requirement: <b>Preschool:</b> Age 3 or 4 by December 31 <sup>st</sup> . <b>Kindergarten:</b> Age 5 by December 31 <sup>st</sup>	<b>New Family</b>	
PK Full Day (2:50 pickup)		PK Half Day (11:30 pickup)	<b>Returning Family</b>	

PLEASE PROVIDE A COPY OF CHILD'S BIRTH AND BAPTISMAL CERTIFICATE

Child's Last Name	First Name	Middle Name	Birthdate	Place of Birth City/State	Current Parish or Church / Town	Catholic Yes/No
Address				City/State/Zip	Church of Baptism	Baptism Date
Ethnicity: (Check)		Race (Check in Box After Race)			Language Spoken At Home	Current School / Town
Hispanic:		Alaskan Nat Amer.	Asian	Multi- Racial		
Non Hispanic		Black	White		Gender	Current Grade

MOTHER'S (GUARDIAN'S) INFORMATION				FATHER'S (GUARDIAN'S) INFORMATION			
Last / First Name				Last / First Name			
Address				Address			
E-mail				E-Mail			
Cell Phone				Cell Phone			
Home Phone				Home Phone			
Work Phone				Work Phone			
Occupation				Occupation			
Child's Primary Residence (Check box after selection)			Both Parents	Mother	Father	Other (Specify)	

Names of Siblings	Sibling Birthdates	Current School and Grade	Emergency Contact if Parents are not available Name : Phone # and Email	Special Services Your Child Receives

All incoming PK 3, PK4 and Kindergarten students NEED A PHYSICAL . All PK students must be completely toilet trained by the start of school  
 ALL families must enroll through FACTS. Parents are responsible for the non-refundable \$50.00 deposit per student once your account is set up in FACTS online.  
 Deposit should be sent to the office accompanied by this form, the enrollment form and tuition contract.

AS PARENT/GUARDIAN, I AGREE TO SUPPORT THE SCHOOL'S POLICIES, RULES AND STANDARDS AS STATED IN THE O.L.F HANDBOOK, DIRECTORY AND PRESCHOOL INFORMATION PACKET

Signature of Parent / Guardian	Date
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**Our Lady of Fatima  
School**

**225 Danbury Road  
Wilton, CT 06897  
203-762-8100**

**2018-2019 Student  
Enrollment Form**

**A Note For Preschool Students**

It will be assumed that your child is enrolling for 5 full days unless you indicate an alternate special arrangement on this form (fill in number of days per week)

**Child Name:** \_\_\_\_\_

\_\_\_\_\_ PreK 3: \_\_\_\_\_ full days      PreK 3: \_\_\_\_\_ short days

\_\_\_\_\_ PreK 4: \_\_\_\_\_ full days      PreK 4: \_\_\_\_\_ short days

Please refer to the complete list of 2018 – 2019 Tuition and Fees

1. Insert and verify names and billing address below, making any necessary changes. Complete the information.

	Mother's Information	Father's Information
Name		
Home Address		
Home Phone		
Cell Phone		
Work Phone		
E-mail Address		

2. Please **PRINT** or type the following information:

<i>Student's Last Name</i>	<i>Student's First Name</i>	<i>Sex (M or F)</i>	<i>Date of Birth</i>	<i>Grade 2018 - 2019</i>

3. Please select one of the following Tuition Payment Plan options from the list below. Please check ONE

**Note: There is a 2.85% convenience fee for paying by credit/debit card.**

- \_\_\_\_\_ **A** Payment-in-full by **July 5<sup>th</sup> or 20<sup>th</sup> (FACTS Payment Date of Choice.)** Full payment by check should be brought to the school office.
- \_\_\_\_\_ **B** Two equal payments through automatic electronic withdrawal from your bank in **July 2018** and **November 2018**, plus a \$10 per family FACTS Administrative Fee.
- \_\_\_\_\_ **C** Four equal payments through automatic electronic withdrawal from your bank account in **July 2018**, **October 2018**, **January 2019**, and **April 2019**, plus a \$45 per family FACTS Administrative Fee.
- \_\_\_\_\_ **D** Ten monthly payments through automatic electronic withdrawal from your bank account starting in **July 2018** and ending in **April 2019**, plus a \$45 per family FACTS Administrative Fee.

- Please return this completed **enrollment form, the registration form, the tuition agreement form and the \$ 50.00 per child registration fee to the office.** This must be done right away so that you are officially registered. Returning families who already have a FACTS account should log in to confirm their information. New families that do not currently have a FACTS account need to go onto the FACTS site to set up an account. Note: FACTS will draw their fee within 2 weeks of finalization (usually early May).
- Link to FACTS: <https://online.factsmgt.com/signin/3JR9J>

# OUR LADY OF FATIMA SCHOOL Tuition Agreement 2018-2019

1. Families requesting financial aid must apply online at <https://factsmgmt.com/aid> no later than March 15, 2018. **Late applications will be considered to the extent financial aid funds are available after processing all on-time applications.**
2. No child will be admitted to class in the Fall of 2018 unless the tuition balance from the prior year is paid in full. This includes ALL monies owed for after school programs as well.
3. All families must enroll with FACTS Management and indicate which method of tuition payment will be used for the new school year. Regardless of the plan selected, all tuition payments will begin July 2018 and extend to April 2019. The \$45 annual FACTS enrollment fee is waived for all families paying in full and is reduced to \$10 for families who choose to enroll in a semi-annual plan. **All families must enroll in a payment plan through FACTS Management by May 1, 2018.** If you currently have an account with FACTS you can keep the same account. Go to the drop down box and select 2018 – 2019 and then “set up payment plan”. Be sure to note the grade that your child will be in NEXT YEAR. **The link to FACTS is: <https://online.factsmgmt.com/signin/3JR9J>.**
5. If a family elects to and pays their entire tuition bill in one payment by July 5<sup>th</sup> or 20<sup>th</sup>, the FACTS administrative fee is waived.
6. If an electronic payment fails for insufficient funds, a \$30 Returned Payment Fee will be assessed by FACTS Management and your bank may assess additional fees. The missed payment will be automatically reattempted within 15 days. There is a 2.85% convenience fee for paying by credit/debit card.
7. All tuition accounts will be considered seriously delinquent if not paid after 30 days. Report Cards will be withheld for delinquent tuition accounts past 30 days.
8. If an account remains past due for more than sixty (60) days, the student may be asked to leave the school permanently until their account is paid. We reserve the right to send any delinquent account to an outside collection agency which may adversely affect your credit rating.
9. No school academic records will be released until all financial obligations have been met.
10. Families are responsible for all attorney’s fees and collection fees associated with recovering any defaulted balance.
11. For those families who have a student graduating from the 8<sup>th</sup> grade in June 2019, all financial obligations including after school fees must be paid in full by May 1, 2019 for that student or any sibling in order to participate in any graduating ceremonies or field trips.
12. **Application and Class Registration Fees are Non-Refundable.** If a family enters the school during the school year all application and registration fees are due in full. These fees are not prorated.
13. **Tuition is Non-Refundable.** In the event that we are unable to serve your child due to medical reasons, we will gladly refund the unused tuition after a note from your doctor is given to your school principal. If a family is relocated out of state or more than 30 miles from original address, refunds will be pro-rated based on the following:
 

Prior to November 1 <sup>st</sup>	75% of Total Tuition
November 1 <sup>st</sup> – January 31 <sup>st</sup>	50% of Total Tuition
After February 1 <sup>st</sup>	No Refunds

By signing this contract, you agree to pay the tuition at the times and in the amounts set forth in the Student Enrollment Form and to abide by all the terms and conditions described above.

Student Name (Last, First)		Grade (for 18/19)	Student Name (Last, First)		Grade (for 18/19)
1			4		
2			5		
3			6		

<b>PRINT</b> Parent/Guardian Name(s)	Parent Guardian(s) <b>Signature and Date</b>

**Our Lady of Fatima Catholic School**

**203 762-8100**

**225 Danbury Road, Wilton, CT 06897**

**www.fatimaschoolwilton.org**

**2018 - 2019 KINDERGARTEN - GRADE 8 TUITION AND FEES**

Number of Children	Annual Tuition	Home-School Association Assessment Per FAMILY	Technology Fee Per CHILD	Total Tuition and Fees	PLUS a Non-refundable	
					Registration Fee Per CHILD Reg Fee	Total Tuition/Fees
1	\$ 7,200.00	\$ 700.00	\$ 200.00	\$ 8,100.00	\$ 50.00	\$ 8,150.00
2	\$ 13,900.00	\$ 700.00	\$ 400.00	\$ 15,000.00	\$ 100.00	\$ 15,100.00
3	\$ 20,600.00	\$ 700.00	\$ 600.00	\$ 21,900.00	\$ 150.00	\$ 22,050.00
4	\$ 27,300.00	\$ 700.00	\$ 800.00	\$ 28,800.00	\$ 200.00	\$ 29,000.00
5	\$ 34,000.00	\$ 700.00	\$ 1,000.00	\$ 35,700.00	\$ 250.00	\$ 35,950.00

**PRESCHOOL TUITION AND FEES**

Rates reflect FULL DAY program. A shorter day can be arranged and prorated by request

Number of Children	Annual Tuition	Home-School Association Assessment Per FAMILY	Technology Fee Per CHILD	Total Tuition and Fees	PLUS a Non-refundable	
					Registration Fee Per CHILD Reg Fee	Total Tuition/Fees
1	\$ 6,700.00	\$ 700.00	\$ 200.00	\$ 7,600.00	\$ 50.00	\$ 7,650.00
2	\$ 13,400.00	\$ 700.00	\$ 400.00	\$ 14,500.00	\$ 100.00	\$ 14,600.00

**AFTERSCHOOL PROGRAM RATES**

Time	Rate/Child/Day	Afterschool Program available each day from 3:00 - 6:00 and on Early Dismissal days from Noon - 6:00 pm
3 - 4:00	\$ 10.00	
3 - 6:00	\$ 15.00	
12 - 3:00	\$ 15.00	If school is closed early due to inclement weather
12 - 6:00	\$ 30.00	there will be NO AFTERSCHOOL PROGRAM

**Welcome to FACTS Payment Plan Registration**  
**Our Lady of Fatima**  
**2018-2019 School Year**

To complete your registration process, please visit the following link online:

\*<https://online.factsmgt.com/signin/3JR9J>

**NEW FAMILIES:**

You will have the opportunity to create a user account. Please be sure to write down your log in credentials and keep them in a safe place. You will need to contact FACTS directly should you misplace or forget them. Only FACTS can assist with lost user ID's and passwords, your school bookkeeper cannot.

- Select “2018-2019 school year” from the drop down box to indicate the appropriate school year.
- Follow the instructions to complete required demographic information and register your student(s.)
- Select “set up new payment plan” to choose a plan that best suits your financial needs.
- Provide financial information (checking account or credit card) that is to be used for payments.

**RETURNING FAMILIES:**

Sign in to FACTS using your existing user name and password.

- Select “2018-2019 school year” from the drop down box to indicate the appropriate school year.
- Verify that there are no changes to your demographic information.
- Verify existing students. **Please remember to update student grade level. If you have a new student, add them to your account.**
- Select “set up new payment plan” to designate your plan for this school year.
- Verify that your financial information is accurate and the account you want to be used for payments.

**ALL FAMILIES**

**Registration fees are payable at this time. \$50 payment should be paid directly to the school office** and should be **accompanied by the registration form, enrollment form, and tuition agreement form.**

**FACTS administrative fee of \$45** will be assessed by FACTS. This fee will be drawn by FACTS within two weeks of finalization (usually early May)

**FINANCIAL AID: BISHOP'S SCHOLARSHIP FUND**

In order to apply for the Bishop's Scholarship Fund a **student must be registered and have paid the registration fee.** The FACTS Grant and Aid application is the application for the Bishop's Scholarship Fund and must be completed **online at [www.FACTSmgt.com](http://www.FACTSmgt.com).** It is highly recommended that you scan and upload your documents rather than mailing or faxing.

There is a **non-refundable \$ 30.00** application processing fee payable by credit card. One application per family is required annually. For questions about the application process contact FACTS directly at (866) 441-4637.