

MILFORD CATHOLIC ELEMENTARY SCHOOL

11 East Main Street
Milford, MA 01757
(508) 473-7303
(508) 478-4902 *fax*

Dear New Family:

Attached please find the Registration Packet for school year 2009-2010.

The *NON-REFUNDABLE* registration fee will be \$100.00 per student.

Please complete *pages 8-11* and return them with the registration fee.

For Kindergarten and new MCES students

Please submit with the completed registration packet:

- copy of child's birth certificate
- copy of child's baptismal certificate

Please submit by August 1, 2009:

- copy of your child's physical exam (dated within one year) including all immunizations. (*You will be notified if an updated physical exam is required.*)

Andrea M. Tavaska
Principal

Accredited by the New England Association of Schools and Colleges

Ten Month Tuition Schedule 2009-2010

	<i>Annually</i>	<i>Less Registration Deposit</i>	<i>Monthly</i>
One Child Grades K - 6	\$4,000.00	\$100.00	\$390.00
Two Children Grades K - 6	\$8,000.00	\$200.00	\$780.00
Three Children Grades K - 6	\$11,600.00	\$300.00	\$1,130.00
Four Children Grades K - 6	\$15,200.00	\$400.00	\$1,480.00

The above rates are for active families belonging to *St. Mary of the Assumption* and *Sacred Heart of Jesus* parishes in Milford. Active families are defined as being registered, regularly attending mass, and contributing through the use of envelopes. The local pastors check all family memberships.

OUT OF PARISH families will add an additional charge of \$300.00.

(Your parish may assume this charge if you are an active member of a Catholic parish outside of Milford.)

PARTIAL PARTICIPATING Families will add an additional charge of \$500.00.

NON-PARTICIPATING Families will add an additional charge of \$1,000.00.

(No participation in the fundraising events organized by the Parents Association.)

Catholic School Department
Roman Catholic Diocese of Worcester
49 Elm Street
Worcester, MA 01609

Sacramental Policy

Dear Parents and Guardians,

We are delighted that you have chosen a Catholic education for your child. By making this choice and the sacrifices it brings, you declare clearly your desire for your child to be educated in an environment which proclaims the existence of God and our call to live in a loving community.

Our students are indeed members of their school community but of equal importance is their membership in their parish community. It is important that their connection to their parish community remain vital and strong. It is within the parish community that we are baptized, nourished by the Eucharist, confirmed, and buried. And thus it is the policy of the Diocese of Worcester that Catholic school students be registered each year in their home parish and enrolled in the sacramental preparation program in their individual parish. The sacraments, e.g. Baptism, Eucharist, Confirmation, and Penance, are prepared for and received within the parish.

Since your child attends a Catholic school and has daily religious instruction, it is not necessary for your child to attend the systematic learning component of the parish religious education. However, if your child is ready to prepare for reception of the sacraments, it is important that you be in immediate contact with your parish religious education director, know the requirements of your parish sacramental program and enroll your child. Preparation for the sacraments occurs in the parish not in the school.

We are partners in the education and formation of our children and we seek to form whole and happy young people who find welcome and sense of place within their parish community.

Milford Catholic Elementary School Parents Association

The Parents Association is a parent organization whose membership consists of all currently enrolled Milford Catholic Elementary and Little Angels Academy families. Upon registration, parents/guardians are automatically enrolled as members of the MCES Parents Association. Throughout the year, the Association develops and coordinates numerous social activities and events, after school clubs, and fundraising events.

The Association is administered by an eleven member Advisory Board. There are nine elected positions: President, Vice President, Secretary, Treasurer, Publicity Director, Activities Directors (2), and a Parish Representative from both Sacred Heart and Saint Mary's. Elections are held each spring and terms run for two years. There are also two appointed positions – MCES 1000 Club Members-in-Charge. The President of the Association serves as a member of the School Board.

The Association has a financial obligation to MCES for \$65,000, raised annually during the school year. Approximately \$30,000 of that total is generated through the year round operation of the MCES 1000 Club. The remaining balance is generated through the October Raffle Calendar, the Spring Fundraiser, and various social fundraising events jointly sponsored by the Association and the MCES Development Office.

The Parents Association provides three participation options to families. Families select their chosen designation at the time of registration. The designation selected by a family determines the level of participation in school-sponsored fundraisers as well as volunteer hour requirements. Options are outlined in detail under the "Participation Requirements" section of the document.

Sincerely,

The MCES Parent Advisory Board

MCES Parents Association - *Participation Requirements*

Families are the lifeblood of our school community. Monthly tuition payments coupled with revenue from Guild fundraising efforts provide the most significant portion of income to Milford Catholic.

There are three levels of participation available to families at the time of registration. A brief explanation of each is outlined below. Items listed below each option are mandatory requirements. Please review the information carefully before you decide which option best suits the needs of your family. Remember, whichever option you choose, you are signing a contract with the school stating your agreement with the terms of your choice. Families who are receiving tuition aid or have concerns about meeting their financial obligation to the Association, should contact the Association president or school administration prior to signing this document.

MCES Option #1: Full Participating Family

The following are **mandatory** requirements for all full participating families:

- **Participation in the MCES 1000 Club Raffle**
Participation is defined as selling eight full year memberships at a cost of \$60.00 per membership for a total of \$480.00. Payment in full is due by April 3, 2009. Checks should be made payable to MCES 1000 Club.
- **Participation in the October Raffle Calendar (\$100.00) and the Spring Fundraiser (TBD)**
- **Volunteer Commitment:** Each family under Option #1 is expected to log 10 hours of volunteer time during the school year. Volunteer time may involve in school activities (i.e. lunch room volunteer), homeroom parent duties, at home classroom support, or assistance with social or fundraising events. Each family is responsible for keeping a log of their volunteer time (see page 6), which will be turned into the Association at the end of the school year. Families who have not met their volunteer commitment will be assessed a charge of \$5 per unfulfilled volunteer hour.

MCES Option #2: Partial Participating Family

The following are **mandatory** requirements for all partial participating families:

- **Payment of a \$500.00 fee per family in addition to tuition**
This releases the family from their fundraising commitments in all other fundraisers except the MCES 1000 Club Raffle.
- **Participation in the MCES 1000 Club Raffle**

Participation is defined as selling eight full year memberships at a cost of \$60.00 per membership for a total of \$480.00. Payment in full is due by April 3, 2009. Checks should be made payable to MCES 1000 Club.

- **Volunteer Commitment**: Each family under Option #2 is expected to log 5 hours of volunteer time during the school year. Volunteer time may involve in school activities (i.e. lunch room volunteer), homeroom parent duties, at home classroom support, or assistance with social or fundraising events. Each family is responsible for keeping a log of their volunteer time (see page 6), which will be turned into the Association at the end of the school year. Families who have not met their volunteer commitment will be assessed a charge of \$5 per unfulfilled volunteer hour.

<i>MCES Option #3: Non-participating Family</i>
--

The following is REQUIRED of all non-participating families:

- **Payment of a \$1,000.00 fee per family in addition to tuition**
This releases the family from their fundraising and volunteer commitments for the year.

Failure to meet your commitment, as outlined in Option #1 and Option #2, will result in an automatic change in family status to “non-participating” and a \$1,000.00 non-participating fee will be added to your tuition.

MILFORD CATHOLIC ELEMENTARY SCHOOL

Registration Information

The following registration and enrollment items must be completed and filed in the school office before a child is considered a registered student at Milford Catholic Elementary School:

1. All forms (green pages) requiring information about the student(s), parent(s), or guardian(s) and signatures.
2. All tuition and fees for the 2008-2009 school year must be up to date before enrollment will be accepted for the 2009-2010 school year.
3. A non-refundable registration deposit of \$100.00 PER STUDENT is due with these forms. This payment will be credited to your tuition.
4. Agreement form for Parents Association participation (as outlined in this information package) or agreement to pay non-participation fee.

I understand and agree to the above requirements.

Family Name: _____

Signature: _____ Date: _____

For reporting purposes (names and personal information will not be included in reports):

American Indian/Native Alaskan

Black (*not of Hispanic Origin*)

Asian

White (*Caucasian from any part of the world, including Middle East*)

Hispanic

Native Hawaiian/Pacific Islander

Multi-Racial

New Families:

Referred to Milford Catholic Elementary School by: _____

Registration Information (con't)

Family Name: _____
Last Father's First Mother's First

According to my Parish Commitment Statement, I am a parishioner of: _____ St. Mary's in Milford
_____ Sacred Heart in Milford
_____ Envelope # (required)

OTHER (Out of Parish): _____
Parish Address

CHECK APPROPRIATE OPTION:

_____ **OPTION #1 FULL PARTICIPATING FAMILY** - *Note: Failure to meet requirements for full participation will result in the automatic change of family status to non-participating and a \$1,000.00 non-participation fee will be added to tuition.*

_____ **OPTION #2 PARTIAL PARTICIPATING FAMILY**

_____ **OPTION #3 NON-PARTICIPATING FAMILY**

Tuition (less registration fee) \$ _____
Partial Participation Fee (\$500.00 if applicable) \$ _____
Non-participation Fee (\$1,000.00 if applicable) \$ _____
Out-of-Parish fee (\$300.00 if applicable) \$ _____
TOTAL TUITION DUE \$ _____

I INTEND TO MAKE TUITION PAYMENTS IN THE FOLLOWING MANNER:

_____ Equal monthly payments to be completed by March 1, 2010.

_____ Full payment by June 1, 2009. Three percent (3%) discount may be taken **on tuition ONLY** (not including fees) for payment made by June 1, 2009.

Registration of your child represents a commitment on your part to pay the full tuition for the entire school year in accordance with your agreement to do so. All tuition paid is non-refundable.

\$ _____ Non-refundable registration fee enclosed (\$100.00 per student)

\$ _____ Late registration fee enclosed, if applicable (see cover page for explanation)

Signature of Parent or Guardian Date

Registration Information (con't)

Father's Name: _____
(Last) (First) (Middle Initial)

Home Address: _____
(Street) (Town) (Zip)

Mailing Address (if different from above): _____

Phone: Home _____ Work # _____ Cell # _____

Place of employment: _____
(Name) (Address)

Occupation: _____ Religion: _____ Marital Status: _____

E-mail address: _____

 Mother's Name: _____
(Last) (First) (Maiden Name)

Home Address: _____
(Street) (Town) (Zip)

Mailing Address (if different from above): _____

Phone: Home _____ Work # _____ Cell # _____

Place of employment: _____
(Name) (Address)

Occupation: _____ Religion: _____ Marital Status: _____

E-mail address: _____

If addresses are different, to whom should correspondence be directed? Father _____ Mother _____ Both _____

Student(s) Name	Grade 09-10	Student(s) Name	Grade 09-10
_____	_____	_____	_____
_____	_____	_____	_____

BUSING: If you are a resident of Milford and your child is eligible for busing, please provide below the Milford address where he/she will be picked up and dropped off. **(STUDENTS MUST BE PICKED UP AND DROPPED OFF AT THE SAME ADDRESS.)** *All Kindergarten students who reside in Milford are eligible for busing.*

_____ My child(ren) will be picked up *and* dropped off at the above home address.
 _____ My child(ren) will be picked up *and* dropped off at: _____

MILFORD CATHOLIC ELEMENTARY SCHOOL
Parish Commitment Statement

Our family is committed to the faith community at:

Name of Parish

Location

We demonstrate this by being officially registered at this parish, actively participating with our children in Sunday and Holy Day liturgies, offering consistent financial support through the use of envelopes, and participating in parish ministries to which we feel called.

Catholic

Non-Catholic

Signature: _____

Date: _____