



# ST. JOSEPH CATHOLIC SCHOOL

## EXCELLENCE IN CATHOLIC EDUCATION

### 2024/2025

## Preschool-8<sup>th</sup> grade Registration Information

Dear SJS Families,

Welcome to St. Joseph Catholic School for the 2024/2025 school year. Below is the registration schedule for the upcoming year. We are excited to begin a new year and we look forward to seeing how our community grows and prospers in the 2024/2025 school year. Our office staff is here to help you with your enrollment questions as we look forward to working together this year and for many years to come.

Please take note of the following guidelines:

1. Registration Forms for the 2024/2025 school year **will not be accepted** unless tuition is current for the 2023/2024 school year. If you have any questions about this, please contact the office.
2. The entire registration packet must be filled out at the time of registration.
3. Registration Fees are due at the time of registration.
4. Commitment Contracts must be filled out completely and signed.
5. 2024/2025 Account payments will be processed through our tuition management system.
6. Registration packets must be turned in prior to being considered for financial aid.
7. Financial Aid forms and verifying documents will first be processed through the Central Washington Catholic Foundation "FACTs" tuition services and then by the school. Catholic Foundation aid is assigned in May.
8. Students who want to enroll at the Children's Center must be registered at St. Joseph Catholic School prior to enrolling at the Children's Center.
9. All students registering for our Montessori Preschool must be 3 years of age by October 31<sup>st</sup> and fully independent in the bathroom.

Registration opens-	Thursday, February 29, 2024
Early Bird Discount (\$100.00 savings <b>K-8<sup>th</sup></b> ) for registrations submitted prior to-	Friday, March 29, 2024

**Please enroll as soon as you can to help ensure appropriate staffing for the 2024/2025 school year.**

Sincerely,

Windy Negrete  
Dean of Students & Parent Interaction



# ST. JOSEPH'S CATHOLIC SCHOOL

EXCELLENCE IN CATHOLIC EDUCATION

## Montessori Preschool – 8th Grade Registration Form 2024-2025

Grade entering/start date \_\_\_\_\_

Teacher request (if any) \_\_\_\_\_

\*Office use\* Student ID# \_\_\_\_\_

**Preschool only**  
Mark with X:

AM (8:00-11:00)

PM (12:00-3:00)

(PLEASE PRINT)

Student's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Entering \_\_\_\_\_

**Will you be applying for Financial Aid? (K-8<sup>th</sup> only)** \_\_\_\_\_ \*Office use\* Date Submitted \_\_\_\_\_

Student lives with: (X) Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian \_\_\_\_\_

BLACK     ASIAN     WHITE     HISPANIC     AMERICAN INDIAN

*(Optional, however this information is used for accurate National Catholic Education Assoc. and State Dept. of Education reports)*

The racial/ethnic classifications and definitions are defined by the U.S. Department of Education, Office of Civil Rights. Other designations cannot be accepted. Each student should be identified using only one of the following five categories.

**BLACK** – Not of Hispanic Origin (A person having origins in any of the black racial groups.)

**ASIAN or PACIFIC ISLANDER** – (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands, and Samoa)

**AMERICAN INDIAN** – (A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition)

**HISPANIC** – (A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race)

**WHITE** – (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East)

Father/Guardian First: _____ Last: _____	Mother/Guardian First: _____ Last: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____
Email: _____	Email: _____
Religion: _____	Religion: _____
Parish/Church: _____	Parish/Church: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____

**FOR OFFICE USE ONLY**

- Registration Form Complete
- Registration Fee Paid SJS
- Commitment Contract

- Financial Aid Application (K-8 only)
- Baptismal certificate
- 

**For Office Use:**

Amount paid: \_\_\_\_\_

# St. Joseph Catholic School Commitment Contract 2024-2025

Child(ren) Last Name: \_\_\_\_\_ Number of students in Preschool: \_\_\_\_\_ Number of students in K-8<sup>th</sup>: \_\_\_\_\_

In consideration for education services provided to my child(ren) by St. Joseph Catholic School, I will pay as follows:

**Registration/Curriculum Fee: (non-refundable - due at time of registration - not added to total tuition)**

Preschool per child	\$230.00
Kindergarten – 8 <sup>th</sup> grade, 1 Child	\$290.00
Kindergarten – 8 <sup>th</sup> grade, 2 Children	\$375.00
Kindergarten – 8 <sup>th</sup> grade, 3 or more Children	\$460.00
<b>K-8<sup>th</sup> Early bird discount (if registered by March 29, 2024)</b>	<b>-\$100.00</b>

**Registration total \$** \_\_\_\_\_

**Preschool yearly tuition (Monday Through Thursday) = \$3020.00 per child per year= \$302/month on 10 month plan**

May be scheduled in 10- or 12-month payment plans. 1.5% Discount for tuition paid in full by Sept. 6, 2024.

**Preschool tuition total (if not applicable put zero) \$** \_\_\_\_\_

**K-8<sup>th</sup> Tuition** To qualify for Parishioner tuition, **you must be an active member** of a Kennewick Catholic Parish.

All students receive a lowered tuition through St. Joseph and Holy Spirit parish support and our fund raisers.

	<b>In Parish</b>	<b>Total</b>	<b>10 mo. plan</b>	<b>Non-Parish</b>	<b>Total</b>	<b>10 mo. plan</b>
1 <sup>st</sup> child	\$5,906	\$ 5,906	\$ 590.60	\$7,062	\$ 7,062	\$ 706.20
2 <sup>nd</sup> child	\$4,906	\$10,812	\$1,081.20	\$6,062	\$13,124	\$1,312.40
3 <sup>rd</sup> child	\$3,906	\$14,718	\$1,471.80	\$5,062	\$18,186	\$1,818.60
4 <sup>th</sup> child	\$2,906	\$17,624	\$1,762.40	\$4,062	\$22,248	\$2,224.80

Tuition can be scheduled in 10- or 12-month payment plans. 1.5% discount for tuition paid in full by Sept. 6, 2024.

**K-8<sup>th</sup> tuition total (if not applicable put zero) \$** \_\_\_\_\_

**Please circle the parish in which you are an active member. - St. Joseph or Holy Spirit - Envelope #** \_\_\_\_\_

**Payment Information**

- Tuition payments are to be paid through our tuition management system. Payments are due on the 1<sup>st</sup> of each month. Late payments are subject to a \$50.00 late fee.
- I/we will contribute to Art and Wine 1 item with a receipt for Auction with a value of \$150, solicit a business sponsorship, or \$250 cash/check. Items/sponsorships are due December 2nd. The date will be announced. If I don't donate items, I/we agree to pay \$350 as/when billed.
- Family accounts must be updated with any new information before registration will be accepted for the next year
- Students who have graduated or whose enrollment has been terminated must clear all fees and payments for his/her official student records to be released.

*(If the student has not paid a fine or fee under RCW 28A.635.060, or tuition, fees, or fines at approved private schools the school may withhold the student's official transcript, but shall transmit information about the student's academic performance, special placement, immunization records, records of disciplinary action, and history of violent behavior or behavior listed in RCW 13.04.155. If the official transcript is not sent due to unpaid tuition, fees, or fines, the enrolling school shall notify both the student and parent or guardian that the official transcript will not be sent until the obligation is met, and failure to have an official transcript may result in exclusion from extracurricular activities or failure to graduate.)*

**I agree to pay my 2024-2025 school tuition in full by June 25, 2025.**

**Parent's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Child(ren) Last Name: \_\_\_\_\_

## St. Joseph Catholic School Service Hours Commitment Contract 2024-2025

### **REGARDING MAJOR SERVICE HOUR OPPORTUNITIES**

**FUNDRAISING and Volunteer Hours** – Fundraising is an important way to keep our tuition low for all families. If a fundraiser is not able to take place due to the lack of volunteers, the projected amount that fundraiser would have earned will be added to every family's monthly tuition on a per student basis. More information about ways to volunteer will be available at Back to School Night in August.

**Art and Wine** – This annual event is the largest fundraiser for the school and provides over \$350 worth of tuition savings for each family. Volunteers for Art and Wine may find themselves putting packages together, contacting donors, setting up for the event, planning, calling vendors, or doing any number of fun jobs needed to make it a successful event. Art and Wine proceeds are included in the school's yearly operating budget. Parents donate items to Art and Wine for the Silent Auction. **Donations must be received by the item drop off date stated in the Art and Wine packet, usually in early December. (A fee of \$350.00, assessed in January, becomes the default option if auction items are not turned in by the deadline) This is aside from volunteer hours either performed or charged.**

**Volunteering at St. Joe's** – Volunteers do a lot of amazing work at St. Joe's. As you volunteer, you will help with keeping our facility in good repair, working with students to help them learn to read and succeed in Math and Science. You may also help with many other programs that are directly student related. In addition to working with students, volunteers are needed to run our fundraisers, ticket sales, procurement, decorations, publicity, set-up, working during the event and clean-up.. If you miss signing up at that time you can still contact the office and be a part of the great events that support the school. Parents wishing to volunteer in the classroom can contact individual classroom teachers to set up their volunteer activities.

**PTO** – PTO is our parent/teacher organization and is responsible for many fundraising and community building activities during the school year.

**Marketing Committee** – Marketing Committee organizes many important events such as Family Expo, promoting school fundraisers and activities and social media.

**Fun Run** – Proceeds from this event are included in the school's yearly operating budget. Students are asked to obtain pledges from sponsors and will receive a Fun Run t-shirt once \$60.00 in paid pledges is received. Fun Run t-shirts may be worn on Fun Run dress days throughout the year. Parents are asked to help with bookkeeping, publicity, preparing rallies for the students, and set-up, working, and clean-up on the day of the event. Fun Run provides each family \$140 worth of tuition savings. It's fun and it's worth making this community building event successful.

**Annual Appeal** – Annual Appeal is a yearly request for tax-deductible donations. All the funds collected are included in the school's yearly operating budget. Clerical help is needed to support this event. The Annual Appeal provides about \$150.00 worth of tuition relief per family.

**SCRIP** – SCRIP is another word for gift cards. The school purchases these certificates from national providers and local businesses at a discount, and then sells them at face value, creating a profit with the sale of each card. Parents are needed to do the bookkeeping, advertising, ordering, selling, and inventory work for this fundraiser. Scrip profits have provided as much as \$20,000 of funds that we are able to use for technology upgrades and school curriculum for students. Please take advantage of this great program and support your school.

**Yard Sale** – Two parish yard sales are held each year. Volunteers are needed for set-up the week prior to the yard sale, during the weekend of the sale, and for clean-up. A portion of the proceeds from these sales periodically contribute to the school. The Women of St. Joseph's are the sponsors of these yard sales.

I am interested in the following 3 major service hour opportunities (please mark from 1-3; 1 being most interested)

\_\_\_ Art and Wine

\_\_\_ PTO

\_\_\_ Fun Run

\_\_\_ Annual Appeal

\_\_\_ SCRIP

\_\_\_ Yard Sale

\_\_\_ Marketing Committee

\_\_\_ Volunteering at St. Joe's

Child(ren) Last Name: \_\_\_\_\_

I have read the Commitment Contract and understand that I have a moral and legal obligation to fulfill my responsibilities. I further understand that failure to comply with the payment schedule outlined in the Commitment Contract may result in loss of eligibility for attending or re-registering for the following year. Failure to pay any amount pursuant to this contract, within 10 days after it is due, will be considered a default of this contract. This contract is to be interpreted under the laws of the State of Washington, venue for any action brought because of a breach of this contract shall be in Benton County District Court and the prevailing party shall be entitled to its attorney's fees, actual costs, and court costs.

**I agree to abide by the policies and procedures in the Parent/Student handbook.**

**I will attend the mandatory St. Joseph Catholic School "Back to School Night", on Thursday, August 22, 2024, 6:00pm – 7:30pm.** Parents of St. Joseph Catholic School students are expected to be involved in school fundraising events, which include but are not limited to, the Fun Run, Annual Appeal, Art and Wine and SCRIP, and to volunteer as needed throughout the year. These programs help keep tuition at an affordable rate. Parents sign up for the fundraising event of their choice at "Back to School Night".

**I will work 30 hours of service (15 for Preschool) including service hours in one or more of the following fundraising events: Art and Wine, Fun Run, Annual Appeal, SCRIP Program, Yard Sale, and/or other school fundraisers. 15 hours (7.5 for Preschool) must be devoted to fundraising events (See Fundraising).** The remaining hours can be in a variety of school opportunities including playground supervision, driving, and chaperoning for school events, classroom help, etc. A fee of \$35 per hour will be charged for any service hours that are not completed by the end of the 2024-2025 school year.

**I have read the Commitment Contract and all information attached and my signatures indicate agreement with the 2024-2025 above mentioned financial and service commitments.**

Financially responsible person (print):

\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ST. JOSEPH'S CATHOLIC SCHOOL

**EMERGENCY FORM**

Child(ren) Last Name: \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

SJS Children's Name(s) & Date of Birth:

1) \_\_\_\_\_ DOB: \_\_\_\_\_ 4) \_\_\_\_\_ DOB: \_\_\_\_\_

2) \_\_\_\_\_ DOB: \_\_\_\_\_ 5) \_\_\_\_\_ DOB: \_\_\_\_\_

3) \_\_\_\_\_ DOB: \_\_\_\_\_ 6) \_\_\_\_\_ DOB: \_\_\_\_\_

Name & telephone of babysitter or person to contact in case of emergency and you cannot be reached:

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

I authorize ONLY the following persons to pick up my child/children from school:

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

4. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

I understand that the school does not assume responsibility for payment of a Physician in any case. My choices of local Physicians (if possible) are as follows:

1. Dr. \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Dr. \_\_\_\_\_ Telephone: \_\_\_\_\_

In the event of injury or illness and your family physician is not available or is not located in the immediate vicinity and we are unable to contact one or the other parents, do you give St. Joseph Catholic School personnel or supervisor of the activity permission to seek medical attention from the nearest licensed physician and/or hospital?  YES  NO

Do you give St. Joseph Catholic School personnel or supervisor of the activity permission to have your child/children transported by ambulance to the nearest medical facility?  YES  NO

If your answer is "NO", please specify the procedure you want the supervising person to follow:

Please list any ALLERGIES or ANY SPECIFIC INSTRUCTIONS necessary for treatment:

Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**\*\*\*Please Fill out 1 form per child\*\*\***

ST. JOSEPH CATHOLIC SCHOOL  
**MEDICAL HISTORY FORM**

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Student Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

**Daily Medications**

Yes No **Medication needed at school**(list):

Yes No **Medication needed at home**(list):

Yes No **Allergies**(list):

Written permission from a Health Care Provider and parent/guardian before any medication (prescription or over the counter) can be given at school. A form is available in the school office.

**Life Threatening Medical Conditions:**

Yes No Severe reaction to Nuts(list):

Yes No Severe reaction to Bee stings requiring emergency medication:

Yes No Severe Allergies-affecting school(specify):

Yes No Severe Asthma: regularly takes medication for asthmatic conditions:

Yes No Diabetes

Yes No Seizure Disorder that requires emergency medication:

**Health Concerns**

Yes No Asthma: takes medication only when needed:

Yes No Heart condition:

Yes No Seizure: Type of Seizures and date of last Seizure:

Yes No Behavioral/Emotional Concerns:

Yes No Other Health Concerns:

Yes No Chronic or recurring illness:

Yes No Does your child have any other condition that would affect his/her classroom performance or P.E. activities?

Please explain any "Yes" answers on the above questions. Any further instructions or treatment required by the school personnel?

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All health information is considered confidential. It may be shared with staff as needed during the time your child is enrolled in St. Joseph School in order to ensure the health and safety of your child, unless otherwise requested by you, in writing.

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Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

# St. Joseph Catholic School

**IMPORTANT!!! This form contains information regarding where and how your child's picture, their original work and information are shared. Please read, sign and return to school.**

St. Joseph Catholic School allows our students to appear in news stories which may include pictures about our school and related topics. Also, school websites are being used as a way to share student work and activities. At various times during the school year your child might be requested to participate in these activities. If you do not wish for your child to participate in all or some of the various forms of media coverage, mark the appropriate areas, sign at the bottom of this page and return the lower portion to the school office. **Regardless of your preference, please complete and return the form.**

**TELEVISION AND NEWSPAPER:** Many programs and activities at our school or Diocese generate media attention. Throughout the school year we receive requests from TV stations and newspaper to video and/or photograph our students. Students' names and names of parents are included in the newspaper articles. At various times the school may create brochures to include student picture with no names attached.

**INTERNET - SCHOOL DISTRICT WEB SITES:** The school recognizes the value of publishing on the Internet. The school allows access to computer resources for the creation and maintenance of project-based web pages. While each building makes every effort to monitor student web pages, ultimately it is each student's responsibility to create pages that are accurate, reliable and contain suitable information.

While some issues are left to the discretion of the parent, other practices are not negotiable:

- At no time should a student publish home addresses or phone numbers on a web page.
- Each student must display original work obeying copyright restrictions.

This contract will be in place for the duration of your child's attendance at this school, unless you contact us in writing to make changes.

.....  
**By initialing in each box below you are giving permission for the following. If you do not wish to provide permission, simply leave the box blank. Please mark the appropriate areas and return this portion. (note: It is not our practice to include student names on the school website, media releases, or posts.)**

\_\_\_\_\_ I give my permission for my child's image to participate in school related media postings online.

\_\_\_\_\_ I give my permission for my child's image to be shared on school brochures or hard copy media.

\_\_\_\_\_ I give my permission for my child's schoolwork to be posted on school related media.

\_\_\_\_\_ I give my permission for my child's first name or initials to be released to press agents if requested such as in a local newspaper article.

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_



# St. Joseph Catholic School

## K-8<sup>th</sup> Computer and Internet Use Agreement

### **Informed Consent Form**

Please read and discuss the Use Agreement with your children. This agreement can also be found in the Parent Handbook and on the school website at [www.sjske.org](http://www.sjske.org). Please ensure they understand the serious responsibilities involved using the Internet on both school supplied and personal devices. Teachers will also review classroom procedures for appropriate use.

We ask that you and each of your children sign below and return this form with your registration packet.

In consideration for the privilege of using the school computer system, the Internet, their own devices and having access to public networks. I hereby release St. Joseph Catholic Church and School, the Diocese of Yakima and the Corporation of the Bishop of the Diocese of Yakima and other intermediary providers, if any, and operators and any institutions with which they may be affiliated from any and all claims and damages resulting from violation of the terms and conditions identified in the *St. Joseph Catholic School Computer and Internet Use Agreement*. Further, my child(ren) and I agree to abide by the school's policies and procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of Computer System use privileges and/or other disciplinary action, dependent on the severity of the violation. If they violate the use agreement on their personal device they will no longer be able to bring it to school. It will be confiscated and have to be picked up by a parent. My child and I agree that St. Joseph Catholic School has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or the School's System, including e-mail or other electronic messages and we hereby waive any right or privacy which my child or I may otherwise have into such material.

***(Please Print)***

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

