



**Blessed Sacrament  
Catholic School**

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SPES MESSIS IN SEMINE...THE HOPE OF THE HARVEST IS IN THE SEED

Dear Families:

July 1, 2020

Thank you for your interest in our five full-day, Blessed Sacrament Preschool Program. Enrollment is open to children who are completely bathroom independent and will be three or four years old by September 1, 2020. Dependent on enrollment thresholds, we may have one mixed age: 3&4 year old classroom, or one 3 year-old, and one 4 year-old classroom.

Enclosed you will find the necessary materials for registration. Once you decide that Blessed Sacrament School is the right place for your child, we will need a few other things, along with the registration form. Please provide a copy of your child's most recent immunization records and physical examination, birth certificate and baptismal certificate if he or she has been baptized. Included in this packet is a Release of Records form if your child has already been enrolled in a school. Please sign the form and return it with your registration form. It is expected that you will advise us of any learning or behavioral problems your child may have.

The tuition for preschool for the 2020-2021 school year is \$6,400.00. The program begins at 8:15AM and ends at 2:30PM each day. At time of registration, you will be required to pay a nonrefundable \$200.00 enrollment fee, which will be credited to your tuition account. **Students registering after August 1, 2020 must pay the full first month's tuition, or present a current letter of eligibility from the DHS Childcare Assistance Program, before a spot can be reserved in the class.** All families must create a FACTS tuition account. Families have the option of paying monthly, bi-annually, or annually. You will be billed from September 1<sup>st</sup> through June 1<sup>st</sup> in ten equal installments. Also attached are two copies of the Preschool Guidelines. Please read the guidelines and return a signed copy to the office at time of registration. The other copy is for your records.

In addition, each family is required to sell \$300.00 worth of Ten Month Club tickets. If you choose not to sell the tickets, you must pay the \$300.00 yourself. Thank you for choosing Blessed Sacrament School for your child. Please feel free to call me if you have any questions.

Sincerely,

Mr. Christopher Weber  
Principal

**Blessed Sacrament School does not discriminate on the basis of  
race, color, or national and ethnic origin.**

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240 Regent Ave. Providence, Rhode Island 02908 Telephone: 401-831-3993 [www.blessedschoolpvd.org](http://www.blessedschoolpvd.org)

Fully Accredited by the New England Association of Schools & Colleges





BLESSED SACRAMENT SCHOOL  
240 Regent Avenue  
Providence, RI 02908  
(401) 831-3993  
2020-2021  
PRESCHOOL REGISTRATION

*For Office Use Only*  
Tuition & Fees-1st Month  
After August 1st: \$720.00

Non-Refundable Deposit: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_  
Date: \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Entering Grade \_\_\_\_\_  
Last Name / First Name / Middle Initial

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: M  F  Home Phone \_\_\_\_\_  
Month / Day / Year

Home Address \_\_\_\_\_  
Apartment # / Street # / Street Name / PO Box City / State / Zip Code

Student Resides with:  Mother  Father  Both  Other: \_\_\_\_\_

Legal Guardian Name \_\_\_\_\_  
Last Name / First Name / Middle Initial

Person responsible for tuition payments \_\_\_\_\_  
Last Name / First Name / Middle Initial

Home Address \_\_\_\_\_  
Apartment # / Street # / Street Name / PO Box

Emergency Contact Name \_\_\_\_\_  
Last Name / First Name / Middle Initial  
Work Phone \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
Home Address \_\_\_\_\_  
Apartment # / Street Number / Street Name / PO Box City / State / Zip Code

Mother's Name \_\_\_\_\_  
Last Name / First Name / Middle Initial  
Work Phone \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
Home Address \_\_\_\_\_  
Apartment # / Street Number / Street Name / PO Box City / State / Zip Code  
Occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
Email Address \_\_\_\_\_

Father's Name \_\_\_\_\_  
Last Name / First Name / Middle Initial  
Work Phone \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
Home Address \_\_\_\_\_  
Apartment # / Street Number / Street Name / PO Box City / State / Zip Code  
Occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
Email Address \_\_\_\_\_

**U.S. Census Bureau Race/Ethnicity Reporting** — Child should be identified by category of which he/she is most characteristic. Please circle one option from each category.  
**Race:** (circle one) White American Indian/Native Alaskan Black/African American  
Native Hawaiian/Other Pacific Islander Asian Two or more races  
**Ethnicity:** (circle one) Hispanic or Latino Not Hispanic or Latino Town in which Taxes are paid: \_\_\_\_\_

Parish in which you are registered: \_\_\_\_\_

If Blessed Sacrament Parish... Budget # \_\_\_\_\_

Last school attended by this student \_\_\_\_\_

School address \_\_\_\_\_  
Street# / Street Name City / State / Zip Code

Last grade enrolled \_\_\_\_\_

Previous address if new to this area \_\_\_\_\_  
Street# / Street Name City / State / Zip Code

Sacraments received by the student:

Baptismal Date: \_\_\_\_\_ Church \_\_\_\_\_ City/State \_\_\_\_\_

First Communion Date \_\_\_\_\_ Church \_\_\_\_\_ City/State \_\_\_\_\_

Family Information:

Parent's Religion: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Primary Language spoken in the home: \_\_\_\_\_

Other children in the family:

Name

Age

School (if applicable)

Name	Age	School (if applicable)

Does the student have any special health problems?  No  Yes, explain: \_\_\_\_\_

Does the student take any medication regularly?  No  Yes, explain: \_\_\_\_\_

Has the student ever received special services?  No  Yes, explain: \_\_\_\_\_

Speech Therapy  Resource Help  Remedial Reading  Other: \_\_\_\_\_

Special services dates \_\_\_\_\_ Location \_\_\_\_\_

Are special services:  continuing  terminated

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



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*Preschool Registration Guidelines*

2020-2021

**Preschool Admissions Prerequisites:**

Blessed Sacrament School does not discriminate on the basis of race, color, or national origin. The age for the preschool child is stated as being between 3 and 5 years of age. A child may be considered for admission to the school when the following conditions are met:

1. The child will have attained the age of three by September 1<sup>st</sup> of the year in which admission is sought.
2. **The child must also be toilet-trained. The term "toilet-trained" is defined as the ability to control bladder and bowel functions, and be able to use the bathroom unassisted. The child must be able to take total responsibility for his/her personal needs in the bathroom. Please refer to the Parent/Student handbook for more on this topic.**

**School Hours**

The school year runs from late August to June. Our day begins at 8:15 AM and ends at 2:30 PM. Before school care is available from 7:00AM-8:00AM and after-school care from 2:30PM-5:30PM. School begins promptly at 8:15AM. Excessive tardiness causes great disruption to the program. Families with more than six tardies in a trimester must meet with the teacher. Unexcused or excessive tardiness is not acceptable and may result in dismissal from the program.

**Tuition Policy**

All students must have a tuition contract, signed by their parent/guardian, or other responsible person, on file in the school office. A tuition account must be established with the FACTS tuition collection service and can be accessed at <https://online.factsmgt.com/signin/3HRDF>. All tuition payments will be processed by the FACTS Company and no receipts will be issued in the office.

**FUNDRAISING** – Each family is required to sell \$300.00 worth of Ten Month Club tickets or pay the \$300.00 themselves. **The amount due has been included in your annual fee. Make sure to fill out your tickets for a chance to win!**

**A thirty dollar (\$30.00) fee will be added to your account if any check written to the school is returned from a bank.**

**NOTE: In fairness to all concerned, the regulations stated in this guideline contract will be strictly enforced.**

**AGREEMENT**

**I have read and agree with the above regulations and will comply with them**

\_\_\_\_\_  
Name of Child/Children (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Pastor

July, 2020

Date





## Blessed Sacrament Preschool Tuition Policy and Contract

**Tuition Policy:** Tuition costs are set yearly. Because the school has full-year contractual and financial obligations that must be met, such as teacher salaries, heating and electric bills, building maintenance and improvements, and other expenses, families that accept enrollment are required to satisfy the full annual tuition in a timely manner, as described in the School's Tuition Contract. All families with children attending the School are required to have a tuition contract on file ("Agreement") which is signed by the child's parents/guardians. If the parents/guardians are relying upon another individual to make payment or partial payment of the tuition, the parent/guardian is required to also have that individual sign this agreement.

This annual published tuition amount may include certain related fees. The tuition amount does not include incidental fees, such as club and activity fees, lunch fees, fundraising or fees for before or after school care.

Blessed Sacrament School uses the FACTS Tuition Management System. There are no in-house accounts or billings for tuition. All tuition billings will be handled by the FACTS Tuition Management System.

### **General Tuition Conditions and Agreements:**

- Students may not attend classes until all tuition forms are received and verified by the school.
- All prior years' tuitions and fees must be paid in full before an official class schedule will be prepared for the student.
- August tuition payment must be paid in full before the student will be admitted to class.
- Missed payments must be made within 14 days in order for the student to continue in classes.
- In the event of unusual or extenuating circumstances, parents/guardians must request a face-to-face conference with the head of school. No arrangements will be discussed over the phone.

### **Late and Missed Tuition Payments:**

- If parents/guardians sign up for automatic withdrawal (ACH) and miss a payment due to insufficient funds, they will be automatically charged a \$30.00 fee by FACTS Tuition Management and may incur a similar charge from their banking institution.
- All missed payments must be caught up and paid within 14 days.

### **Tuition Delinquency:**

If parents/guardians do not remit tuition payments as described above, they will be considered delinquent and are subject to interest, late fees, and penalties. While a serious and charitable effort may be made to collect tuition, the school may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency. All fees or costs incurred in collecting amounts owed may be included in the balance due.

Families with delinquent tuition balances during a school year also are subject to the following:

- Students with accounts more than 14 days in arrears will not be allowed to attend classes until the payment is received.
- Students missing more than 15 days of class due to overdue tuition may be asked to formally withdraw from school and official transfer papers will be processed.
- Students may not be permitted to take semester or final exams until all tuition and fee obligations have been cleared.
- Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.

- However, when a student (or the school to which he or she has transferred) requests a transcript of his or her school record, the transcript may not be denied on the grounds that the student has not paid his or her tuition.

### **Tuition Obligation Upon Withdrawal**

If a family decides to withdraw its student from the school, the following schedule shows its financial obligation to the school:

<b>Withdrawal on or before this date:</b>	<b>Family must pay this portion of annual tuition:</b>
September 1	25%
October 31	50%
January 31	75%
On or After February 1	100%

The withdrawal process begins by notifying the Principal's Office. The withdrawal date in the above schedule is the official withdrawal date as recorded by the Principal's Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdraw date, the balance will be refunded to the parent.

Note that, regardless of when or why a student withdraws or is required to withdraw:

- Registration and other incidental fees are non-refundable and will not be returned; and
- The student may not return to the school, or transfer to any other Catholic school, until any and all prior tuition obligations for all school years have been met.

### **Dismissal**

If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the school would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct or any other outside circumstances, the School may require the parents/guardians withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the school as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School's unilateral discretion to terminate a student's enrollment.

### **Financial Aid:**

- Families must register for admission and also apply for financial aid each and every year in order to be eligible for financial aid. Awards are not automatically renewable.
- Families apply for aid through FACTS Tuition Management.
- Financial Aid will be awarded based on ranked, verified, demonstrated financial need.
- Families must declare all sources of tuition assistance; parish, diocese, outside resources, etc.
- **Financial Aid awards will be pro-rated over 10 months.**
- If a student withdraws from school before the end of the year, financial aid will be proportional to the time the student attended school.



Blessed Sacrament Preschool  
240 Regent Ave.  
Providence, RI. 02908  
401-831-3993

Tuition Agreement for \_\_\_\_\_  
Student Name(s)

Parent or Guardians:

Your signature on this Agreement is a promise to pay tuition in accordance with the terms herein. You agree to pay tuition to Blessed Sacrament School for the 2020-2021 academic year in the amount of \$6,400.00 per child + the ten-month club fee of \$300.00 per family. This amount does not include **incidental fees**, such as club and activity fees, lunch fees, fundraising or fees for before or after school care. You must make payments to the School's designated tuition management program. Blessed Sacrament uses FACTS Tuition Management. There are no in-house accounts or billings. You have the option to pay by check, credit card (online), ACH withdrawal, money order, or debit card (online). Payments made in the office will be credited to your FACTS account and posted online. Money orders are strongly preferred over cash payments.

You must be enrolled in your selected tuition payment plan by June 1, 2020. You have the option of paying tuition in **One of Three Ways:**

**Option 1: Full Payment. (FACTS enrollment fee of \$20.00)**

Payment of tuition is due on or before 08/05/2020 (Student may not begin class until tuition is paid in full).

**Option 2: Pay in two equal installments. (FACTS enrollment fee is reduced to \$20.00)**

First 50% installment is due on or before 08/05/2020

Second 50% installment is due on or before 01/05/2021

**Option 3: Ten-Month Plan. (Online, auto pay, or by invoice. FACTS Enrollment Fee of \$50.00.) Families choosing invoice option will pay an additional \$12.00/month processing fee.**

August, 2020 thru May, 2021. FACTS contract allows parents to choose the 5<sup>th</sup> or the 20<sup>th</sup> of the month to process payments.

I certify that a tuition management account online has been opened for the aforementioned student's tuition. My choice of payment is checked below:

- Option 1: Full Payment**  
 **Option 2: Pay in two equal installments**  
 **Option 3: Ten-Month Plan**

In consideration of the opportunity to enroll my student, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, I, the undersigned parent/guardian or other payer of tuition, agrees to all of the provisions of this Agreement and I understand, and agree to, each of such provisions. I understand that this is a binding contract with Blessed Sacrament School to make the payments set forth herein. All signatories are jointly liable under this Agreement.

\_\_\_\_\_  
First Parent (or Guardian) (Signature)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Second Parent (or Guardian) (Signature)

\_\_\_\_\_  
Date

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

Additional Individual Also Responsible for Tuition:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

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

Relationship: \_\_\_\_\_



School Name & Address:

Blessed Sacrament School  
240 Regent Avenue  
Providence, RI 02908



Health Care Provider Name and Address:

Grade: \_\_\_\_\_

STATE OF RHODE ISLAND  
SCHOOL PHYSICAL FORM

Phone: \_\_\_\_\_

This form may substitute for any district-issued form. All districts must accept this form. General health examinations shall be documented in a standardized format with one copy available from the Rhode Island Department of Health or in any such format that captures the same fields of information (R16-21SCHO Section 8.4)

Student Name: Last	First	Middle	Date of Birth	Sex
Address: Street	Apt #	City	State	Zip Code
			Home Phone	

PLEASE COMPLETE ALL INFORMATION BELOW (May attach immunization transcript).

IMMUNIZATIONS

Please enter dates in MM/DD/YYYY format

Hepatitis B					
Diphtheria-Tetanus-Pertussis DTaP < 7 years					
Pneumococcal Conjugate PCV					
Polio					
Haemophilus Influenzae Type B Hib					
Measles-Mumps-Rubella MMR					
Varicella					<input type="checkbox"/> Student has history of varicella disease
Tetanus-Diphtheria-Pertussis Tdap/Td > 7 years					
Rotavirus					
Hepatitis A					
Meningococcal					
HPV					
Influenza					

Medical Exemption:

- Hep B   
 DTaP   
 PCV   
 Polio   
 Hib   
 MMR   
 Varicella   
 Td/Tdap   
 Rotavirus   
 Hep A   
 Mening   
 HPV   
 Influenza

PHYSICAL EXAMINATION

Date of PE \_\_\_\_/\_\_\_\_/\_\_\_\_      Height \_\_\_\_\_      Weight \_\_\_\_\_      BP \_\_\_\_\_

PLEASE NOTE ANY HEALTH PROBLEM, CHRONIC HEALTH CONDITION OR DISABILITY THAT MAY AFFECT BEHAVIOR OR HEALTH AT SCHOOL:

- ASTHMA: No  Yes  If yes, complete an *Asthma Action Plan* ([www.health.ri.gov/publications/actionplans/2012Asthma.pdf](http://www.health.ri.gov/publications/actionplans/2012Asthma.pdf))
- ALLERGIES: No  Yes  (Please explain) \_\_\_\_\_ EPINEPHRINE AUTO-INJECTOR REQUIRED: No  Yes   
If student has a severe allergy (food, insect, other) complete a *Food Allergy & Anaphylaxis Emergency Care Plan* ([www.foodallergy.org/document.doc?id=234](http://www.foodallergy.org/document.doc?id=234))
- DIABETES: No  Yes  If yes, complete a *Physicians Order Form For Students With Diabetes* ([www.health.ri.gov/forms/school/PhysicianOrdersForStudents/WithDiabetes.pdf](http://www.health.ri.gov/forms/school/PhysicianOrdersForStudents/WithDiabetes.pdf))
- OTHER: \_\_\_\_\_

Treatment Plan: \_\_\_\_\_

RESTRICTIONS: Can participate in physical education/sports: Fully  With limitation

MEDICATION (REQUIRED AT SCHOOL): No  Yes  (Please list) \_\_\_\_\_

Other medication(s) that may affect behavior or health at school: \_\_\_\_\_

LEAD SCREENING (Required for children < 6 years old) Student is in compliance with lead screening requirements: Yes <input type="checkbox"/> No <input type="checkbox"/>	SCOLIOSIS SCREENING Yes <input type="checkbox"/> No <input type="checkbox"/>	VISION SCREENING (Children entering Kindergarten) <input type="checkbox"/> Passed Screening <input type="checkbox"/> Screened & referred for comprehensive exam <input type="checkbox"/> Referred for comprehensive exam, but not screened
TUBERCULOSIS (If required by school district) Date of TB test: _____		Screening / Referral Date: _____      Comprehensive Exam Date: _____

HEALTH CARE PROVIDER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**Blessed Sacrament School  
240 Regent Avenue  
Providence, RI 02908**

**Authorization for Release of School Records**

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Name of the school your child is transferring from

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Street Address

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City

State

Zip Code

**PLEASE RELEASE THE OFFICIAL RECORDS OF:**

Name of Student: \_\_\_\_\_

**TO: Mr. Christopher Weber, Principal  
Blessed Sacrament School  
240 Regent Avenue  
Providence, RI 02908**

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

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

**Thank you for your cooperation**

# Blessed Sacrament School

## 2020-2021 Registration Acknowledgements

The preschool handbook, and Acceptable Use of Technology form are available on the school's website. Your signature below each category indicates you, and your student(s), have read and agree to the terms found in each notice. **This signature sheet must be returned with your registration paperwork.** If you have any questions about the agreements, you can find each of them on the school webpage, <http://blessedschoolpvd.com>.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

1. I have read and agree to the terms found in the Blessed Sacrament School Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Please print

2. I have read and agree to the terms found in the Blessed Sacrament School Acceptable Use of Technology Form.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Please Print

3. If you would like your student's photo to be excluded from school publications and social media posts, please check the box below.

I do not want my child's image used in school promotional materials and acknowledge that he/she may be excluded from certain school events as a result.

