



2021-2022 Registration Requirements New Families

All new families must register in person. The following documents must be presented at the time of registration:

- 1. A copy of the child's Birth Certificate**
- 2. Recent Report Card, Standardized Test Scores and any other documentation pertaining to your child's academics or learning needs for students in grades K thru 8.**
- 3. A Non-Refundable Registration Fee of \$275 per student. The registration fee includes Home and School Association fees, books, supplies and technology.**

Your child's Registration will be finalized upon approval of the principal and the receipt of the following documents by the school:

- A copy of the child's Baptismal Certificate and verification of reception of any additional Sacraments, if applicable.
- A copy of the child's most recent Immunization Records.
- Proof of participation in your Parish within the Archdiocese of Newark if registering as a Supporting Family (Grades K-8 only).

Health forms are to be completed and signed by your physician. You may use the Physical Examination Report contained in this packet or one provided by your physician. All health forms are due in the School Office no later than August 1, 2021.

Age Requirements:

- All Children entering Pre-Kindergarten 3 must be three years old on or before October 1, 2021 and be toilet trained.
- All Children entering Pre- Kindergarten 4 must be four years old on or before October 1, 2021 and be toilet trained.
- All Children entering Kindergarten must be five years old on or before October 1, 2021.



2021-2022 Tuition & Fees (Please retain this sheet for your Records)

PAYMENT OPTIONS: Tuition will be collected using the FACTS Tuition Management System by one of two ways:

- 1) **In Full** – One-time payment in full by June 1, 2021 receiving a 3% discount
- 2) **11 Equal Monthly Payments** – beginning July 1, 2021 (must be paid in full by May 3, 2022)

Kindergarten – Grade 8			
		Tuition Paid Monthly	Tuition Paid in Full by June 1, 2021
Supporting Families*	1 Child	\$5,920	\$5,742
	2 Children	\$10,360	\$10,049
	3 Children	\$13,820	\$13,405
Non-supporting Families*	1 Child	\$7,130	\$6,916
	2 Children	\$11,365	\$11,024
	3 Children	\$14,920	\$14,472

* **Supporting families** are those who actively participate in their parish within the Archdiocese of Newark. The Non-supporting Family Rate will be automatically applied until we receive your completed Verification of Active Status Form (see page 5 of Registration forms). Please note that you are responsible for ensuring the school office receives a completed form in order to be eligible for the Supporting Family Rate.

Pre-K3 & 4		
	Tuition Paid via FACTS	Tuition Paid in Full by June 1, 2021
5 Full Days	\$6,700	\$6,499
5 Half Days	\$5,905	\$5,728

– FEES – REGISTRATION FEES ARE NON-REFUNDABLE!

Registration Fee per Student Fee includes Home and School Association dues, books, supplies and technology fees. The registration fee is non-refundable.	\$275 per student
Raffles In an effort to maintain our quality educational programs and reasonable tuition rates, each family is required to participate in raffles incorporated throughout the 2021-22 school year in the amount of \$300 for K-8 families and \$150 for PreK-only families. Families may choose to pay a buyout in the same amount.	\$300 K-8 / \$150 PreK Family Only <i>through raffle participation in 2021-22 school year</i>
8th Grade Graduation Fee	\$300 per 8th Grader <i>charged via FACTS</i>
PreK / Kindergarten Supply Fee	\$35 per PreK/Kindergarten Student <i>charged via FACTS</i>



2021-2022 Registration (page 1 of 4)

- Student Information - PLEASE PRINT CLEARLY

Please complete the information below for all of your children who you are registering to attend Corpus Christi School for the 2021-2022 term in **Grades K- 8:**

Name: _____ Date of Birth: _____ Gender: _____

Grade (9/21): _____ Address: _____

Name: _____ Date of Birth: _____ Gender: _____

Grade (9/21): _____ Address: _____

Name: _____ Date of Birth: _____ Gender: _____

Grade (9/21): _____ Address: _____

Name: _____ Date of Birth: _____ Gender: _____

Grade (9/21): _____ Address: _____

Please complete the information below for all of your children who you are registering to attend Corpus Christi School for the 2021-2022 term in **Pre-Kindergarten:**

Name: _____ Date of Birth: _____ Gender: _____

Grade: Pre-K 3 or 4 - Full Day / Half Day (Please Circle One for grade and one for session)

Address: _____

Name: _____ Date of Birth: _____ Gender: _____

Grade: Pre-K 3 or 4 (Please Circle One) – Full Day or Half Day (Please Circle One)

Address: _____



2021-2022 Registration (page 2 of 4)

- Family Information -

Please provide the information below pertaining to the Parent/Guardian of the student(s) you are registering in Corpus Christi School.

****PLEASE PRINT CLEARLY especially email addresses. Thank you!**

Father's First/Last Name: _____

Mother's First/Last Name: _____

Primary Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Parent Information

Father's Occupation: _____

Father's Employer: _____

Father's Day/Work Phone: _____

Father's Cell: _____

Father's E-Mail: _____

Mother's Occupation: _____

Mother's Employer: _____

Mother's Day/Work Phone: _____

Mother's Cell: _____

Mother's E-Mail: _____

- Emergency Information -

Please list 3 emergency contact numbers:

1. Contact Name: _____ Relationship: _____

Home Tel: _____ Work Tel: _____ Cell: _____

2. Contact Name: _____ Relationship: _____

Home Tel: _____ Work Tel: _____ Cell: _____

3. Contact Name: _____ Relationship: _____

Home Tel: _____ Work Tel: _____ Cell: _____



2021-2022 Registration (page 3 of 4)

– Student Release –

Please list individuals (other than parents, unless otherwise advised) authorized to pick up the student from Corpus Christi School:

Individual _____ Relationship to Student _____

Individual _____ Relationship to Student _____

Individual _____ Relationship to Student _____

– Legal & Custody Issues –

Are there any legal or custody issues and/or restrictions regarding the student: Yes ___ No ___

If you answered yes, please call the office to set-up an appointment with the principal and provide her copies of the court mandated documents.

– Parish Information –

Please list the Church in which you are a supporting parishioner in the Archdiocese of Newark, NJ, and also complete additional form included in this packet in its entirety

Church: _____ Town: _____

Pastor: _____ Phone: _____



2021-2022 Registration (page 4 of 4)

– Parent/Guardian Acknowledgement –

I/We acknowledge that the information provided is current and accurate:

Parent/Guardian Names: _____

Mother Signature: _____

Father Signature: _____

Date: _____

For Office Staff Use Only

Amount Paid: _____ Check No.: _____ Date Processed: _____



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VERIFICATION OF ACTIVE PARISHIONER STATUS

The cost of Catholic education continues to rise each year. Corpus Christi will make every effort to continue to subsidize families who actively participate in their parish. To be eligible for the supporting archdiocesan tuition rate, **you must return this form to the school office no later than March 1, 2021** with the signed approval of your local pastor. **Otherwise, in accordance with Archdiocesan guidelines, you will be billed at the non-supporting tuition rate.**

Our family is a registered member of:

Name of Church: _____

Parent/Guardian's Signature: _____

If your family contributions, (i.e. envelopes or egiving) are under a maiden or other name please provide that name: _____

Home Address: _____

Phone: _____

Child Name: _____ Grade: _____

Child Name: _____ Grade: _____

Child Name: _____ Grade: _____

Child Name: _____ Grade: _____

I hereby certify that the above named family is eligible for the supporting/active archdiocesan tuition rate at Corpus Christi School during the 2020/2021 school year.

Pastor's Signature: _____

(PARISH SEAL)

Parish: _____

Date: _____

***NOTE:** Active parishioner status can be determined by presence at weekly Mass, consistent participation in weekly offering, and/or ministry participation.



2021-2022 Financial Obligation Policy (page 1 of 3)

Please fill out and sign this Financial Obligation Policy and return in its entirety (pages 1 through 3).

Corpus Christi School funds its quality Catholic education program through tuition and support from the Archdiocese of Newark. When registering your child at Corpus Christi School, you agree to make timely payments in accordance with the Corpus Christi Financial Obligation Policy.

Tuition and Fees

Tuition will be collected using the FACTS Tuition Management System to make 11 monthly payments or a onetime payment as described herein. The FACTS system provides payment options with your credit card (2.85% service charge) or automatic deduction from a bank account. The FACTS yearly enrollment fee is \$41 payable to FACTS. Tuition payments are payable in eleven (11) equal installments on the first of each month beginning July 1, 2021 and ending on May 3, 2022. Families also have the option of paying in full by June 1, 2021. By paying your tuition in full by June 1st you receive a 3% discount on your child(ren)'s total tuition. **All tuition payments must be completed by May 3, 2022.** For returning families the registration fee of \$275 per student will be charged and billed via FACTS on February 15, 2021. **The school office is unable to accept tuition payments. All payments must be made through FACTS.**

The Archdiocese of Newark Schools Office tuition policy requires families to be current on tuition and fees. Also, students of families who are more than 30 days past due for tuition for the 2020-2021 school year will not be guaranteed placement for the 2021-2022 school year. Corpus Christi School for the 2021-2022 school year reserves the right to discontinue educational services for any account that is past due in excess of 30 days.



2021-2022 Financial Obligation Policy (page 2 of 3)

Supporting Family and Non-supporting Family Tuition Rates (K-8)

The Archdiocese of Newark oversees the operation of all schools as part of the “Lighting the Way” program. As part of this program, the Archdiocese subsidizes the operations of Corpus Christi School as well as provides a discounted tuition rate for families who also are active parishioners in any parish within the Archdiocese of Newark. Parishioner status will be determined by the individual pastor within the parish where the family participates.

Families who are not supporting members of Corpus Christi Parish or another Parish in the Archdiocese of Newark are not eligible for the Supporting Family Tuition rate.

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Pre-K3 & 4		
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5 Full Days	\$6,700	\$6,499
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Raffles In an effort to maintain our quality educational programs and reasonable tuition rates, each family is required to participate in raffles incorporated throughout the 2021-22 school year in the amount of \$300 for K-8 families and \$150 for PreK-only families. Families may choose to pay a buyout in the same amount.	\$300 K-8 / \$150 PreK Family Only through raffle participation in 2021-22 school year
8th Grade Graduation Fee	\$300 per 8 th Grader charged via FACTS
PreK / Kindergarten Supply Fee	\$35 per PreK/Kindergarten Student charged via FACTS



2021-2022 Financial Obligation Policy (page 3 of 3)

Current Graduating Class

All tuition and fees must be paid in full by May 3, 2022 in order for graduating students to participate in graduation activities and ceremonies. Tuition and fees paid after May 3, 2022 but before graduation must be made in cash or money order.

Tuition Agreement:

I/We agree to pay tuition for our child/ren as outlined on page 2 of this document.

Family Name: _____

of children Grade K-8: _____

of children in PreK3 _____ (check one:) _____ Half Day _____ Full Day

of children in PreK4 _____ (check one:) _____ Half Day _____ Full Day

(Any family with 4 or more children enrolled in K-8 simultaneously pay a maximum of the 3rd child rate for tuition, however, registration fees are required for each child.)

ALL FORMS IN THIS DOCUMENT MUST BE COMPLETED IN ORDER FOR YOUR CHILD/REN TO BE REGISTERED.

As a reminder, families are required to update all information on file with FACTS online at <https://online.factsmgt.com> BEFORE May 1, 2021.

We agree to comply with the Corpus Christi Financial Obligation Policy for the 2021-2022 school year and agree to make payments and pay all tuition by May 3, 2022.

Parent/Guardian Name _____

Signature _____

Date _____

*****Please return all three pages in their entirety*****



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Corpus Christi School

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PHYSICAL EXAMINATION REPORT

Name _____ Birthdate _____ Male _____ Female _____

Address _____ Town _____ Zip _____ Phone _____

Health History _____

Chicken Pox _____ Cancer _____ Fractures _____ Blood Disorders _____

Diabetes _____ Orthopedic Disorders _____ Strep Infection _____

Asthma _____ Defective Hearing _____ Rheumatic Fever _____

Epilepsy _____ Defective Speech _____ GI Disorders _____

Allergies _____ Operations _____

Height _____ Weight _____ Blood Pressure _____ Pulse _____

Vision: R _____ L _____ Both _____ Glasses Needed _____

Hearing: R _____ L _____

Head and Neck _____ Lungs _____ Extremities _____

Nose _____ Heart _____ Neurological _____

Eyes _____ Abdomen _____ Urinalysis _____

Ears _____ Back _____ Hemoglobin/Hematocrit _____

Throat _____ Genitalia _____ Scoliosis Screening _____

Chest/Breast _____ Hernia _____

Allergic to Medication: Yes ___ No ___ If "Yes" type of medication _____

MMR _____ Measles _____ Mumps _____ Rubella _____ Booster _____

DPT _____ TDAP _____ Polio _____ Varicella _____

HIB _____ Pneumonia _____ Hepatitis B _____ Meningitis _____ Influenza _____

Does the student require medication? Yes _____ No _____

Type of Mediation _____

If yes, a physician's note is needed with diagnosis, name of medication and when it should be administered.

Parent's Signature _____ Date _____

Physician's Signature _____ Date _____



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Census

Dear Parents/Guardians,
Please take a moment to help us with the following information. We are **required** by the Archdiocese to provide current data.

Family Name _____

We have # _____ child/ren in K – 8 at Corpus Christi

We have # _____ child/ren in the Pre-K at Corpus Christi

1. Our family is Catholic: _____ or Non-Catholic: _____
2. Our family is registered at Corpus Christi Parish YES _____ NO _____
3. If you answered “no” to number 2 above, please name your current Parish if applicable.

Name of Parish: _____

4. Our child/ren’s ethnic background is (check one):

Hispanic ____ Non-Hispanic ____

5. Our child/ren’s race is (check one):

Native American ____ White ____
Asian ____ Two or more races ____
Black ____ Unknown ____
Native Hawaiian/Pacific Islander ____

*Thank you for your cooperation. This information is for Census purposes only.
Please return as soon as possible.*



FACTS Tuition Management Program

Tuition will be collected using the FACTS Tuition Management System by making 11 monthly payments or a one-time payment as described herein.

- The FACTS system provides payment options with your credit card (2.85% service charge) or automatic deduction from a bank account.
- The FACTS **yearly** enrollment fee is approximately \$41 payable to FACTS at the time of registration for the new school year.
- Tuition payments are payable in eleven (11) equal installments on the first of each month beginning July 1, 2021 and ending on May 1, 2022.
- Families also have the option of paying in full by **June 1, 2021** or at the time of registration. By paying your tuition in full by June 1, 2021 or at the time of registration you receive a 3% discount on your child or children's total tuition.
- **All tuition payments must be completed by May 3, 2022** no matter when you commence payment.
- **The school office is unable to accept tuition payments. All tuition payments must be made through the FACTS system.**

New families must register on FACTS no later than March 1, 2021 or at time of registration.

You can do this in one of two ways:

WEBSITE: <http://online.factsmgt.com>

PHONE: 866-441-4637



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2021-2022 Uniform Information

PreK 3 & 4	<p>Fall and Spring: Navy gym shorts and gold t-shirt</p> <p>Winter: Navy sweatpants/leggings and sweatshirt</p>
Girls	<p>Grades K-3: Plaid jumper, NAVY polo with logo (short/long sleeve), gray v neck sweater with school logo, navy knee high socks or tights, black, brown or navy shoes Optional: Girls may wear khaki slacks</p> <p>Grades 4-8: Khaki skort, NAVY polo with logo (short/long sleeve), gray v neck sweater with school logo, navy knee high socks or tights, black, brown or navy shoes Optional: Girls may wear khaki slacks</p> <p>Gym: Navy gym shorts, gray t-shirt with logo, navy sweatpants and sweatshirt (depending on season), sneakers</p>
Boys	<p>Grades K-8:</p> <p>Fall and Spring: Short sleeve NAVY polo shirt and khaki shorts, white socks, white sneakers</p> <p>Winter: Long/short sleeve NAVY polo shirt, khaki pants, gray v neck sweater with school logo, dark socks, black, brown or navy belt and shoes</p> <p>Gym: gym shorts, gray t-shirt with logo, sweatpants and sweatshirt (depending on season), sneakers</p>



Mr. G's Embroidery in Kearny, NJ is
 Corpus Christi School's official uniform supplier.
Uniforms may be purchased in-store or online!

In-store:

713 Kearny Avenue – Rear Unit, Kearny, NJ 07032
 (Enter on Magnolia Avenue)
201-991-0030

Online:

website: **www.ccsuniformstore.com**
 password: **cougar**

Uniform categories listed along the top of the webpage.



Extended Care Program

The Corpus Christi School Extended Care Program is offered for students enrolled in grades **Pre-K 3, Pre-K 4 and Kindergarten through 8th**. The program is focused on assisting those parents who are in need of safe and quality care for their children before and after school hours.

BEFORE SCHOOL CARE:

Pre-K 3 & Pre-K 4 **7:00am - 8:00am – \$8.00**
Kindergarten – 8 **7:00am - 7:40am – \$8.00**

AFTER SCHOOL CARE:

The **After School Care** session begins immediately after classes are dismissed. This is a semi-structured program. Upon arriving and “settling in,” the children may enjoy a **snack/drink provided from the home.**

The Extended Care Program will allow time for **homework and study** and reading time as well as playtime activities. Children may bring in appropriate toys/games and tablets from home as well. Please know they are responsible for their own belongings. CCS will not be held responsible for lost, damaged or stolen items.

The availability and costs for **After School Care** sessions are as follows:

<u>Pre-K 3 & Pre-K 4</u>	<u>Kindergarten – 8</u>
2:30pm - 3:30pm – \$10.00	2:45pm - 3:30pm – \$10.00
2:30pm - 5:00pm – \$15.00	2:45pm - 5:00pm – \$15.00
2:30pm - 6:00pm – \$20.00	2:45pm - 6:00pm – \$20.00

On a Noon dismissal day aftercare will only run until 4:00pm, the cost for all students is:

12:00pm - 3:00pm – \$25.00
12:00pm - 4:00pm – \$30.00

For multiple child families participating in extended care a 25% discount will be offered for 2 or more children from the same family.

ALL CHILDREN MUST BE PICKED UP BY 6:00 PM. If you cannot be at the school by 6:00 PM, you must arrange an authorized person to pick up your child. If you pick up your child after 6 pm, a late fee of \$10 will be charged for each additional 10 minutes.

THERE WILL BE NO AFTER CARE ON HALF DAYS BEFORE MAJOR HOLIDAYS (Thanksgiving, Christmas, Easter etc...).

The Extended Care Program for all students will be held in the upper cafeteria in the Big School.

The fees for the Extended Care Program are to be paid as billed via *Smart Care*. Information on *Smart Care* on backside of this sheet.



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Extended Care SmartCare Payment System

SmartCare is a cloud-based solution that enables parents, center directors and teachers to be connected in real-time through your own mobile devices and via web portal. SmartCare serves as our School's Extended Care management software and we want to be sure that you understand what this means for you:

Sign Out Kiosk: This allows you to use your mobile devices to seamlessly scan your children out of the extended care program with a unique QR code. You will also use the key tag QR to set up a numerical passcode. You will be able to share the code with an authorized pick up person via text.

Mobile Features: Check communications, receive notifications, view billing account information, pay your Extended Care balances...all on the app!

Manage Billing! View and pay by debit / credit card (2.85% fee) or by checking account (no fee) on the Parent App or via the Parent Web Portal. Because SmartCare is cloud-based, when payments are processed the center will update in real time!

It is so easy to start using SmartCare!

- 1) Once you are enrolled in CCS Extended care you will receive an email from SmartCare Services to set up your account. Please make sure we have your correct email address on file.
- 2) Download the SmartCare app on your mobile device from the App Store or Google Play and begin receiving updates from SmartCare
- 3) Once you receive an email invoice you can pay online through SmartCare. Payments are made monthly and invoices will be emailed from SmartCare on or about the first day of the month. No payments can be made to the school.

If you should have any questions regarding your invoice or the SmartCare program please email Michele Donovan, the CCS Extended Care Director at mdonovan@corpuschristischool.net.

Thank you!