

SAINT KEVIN SCHOOL

www.saintkevinschool.org

e-mail: stkevinschool@aol.com

APPLICATION FOR ADMISSION

Date: _____ Grade Applying for: _____

Kindergarten Full Day: _____

Applicant's Full Name: _____
Last First Middle Initial

Home Address: _____
City State Zip Code

Date of Birth: _____ Place of Birth: _____

School Presently Attending: _____

Mother's Name: _____
Last First Occupation

Father's Name _____
Last First Occupation

Telephone (Home): _____ Business: _____

Mother's Maiden Name: _____

Religion of Parents: Mother _____ Father: _____

Parish to which you belong: _____

Sacraments Child Has Received:

Baptism: _____
Church Month Day Year

First Communion: _____
Church Month Day Year

Social Security Number of Child: _____

Has your child ever been referred to an I.E.P.? _____
Yes No

Address where your child will be transported to and from school if different from above:

_____ City State Zip Code

At various times, photographs are taken of our students, I/we give permission for my/our child's picture to be used for the newspaper and other materials for St. Kevin's School.

Signature of Parent(s) _____

SAINT KEVIN SCHOOL

39 Cathedral Road

Warwick, RI 02889

e-mail: stkevinschool@aolo.com

School web site: www.saintkevinschool.org

Registration Form

**PLEASE COMPLETE ONE PER FAMILY
PARENTAL INFORMATION**

Father: _____
 Last **First** **Middle**

Address: _____
 Street **City** **State**

Home Telephone No.: _____ **E-Mail Address:** _____

Work Telephone No.: _____ **Cell or Pager No.:** _____

Place of Employment: _____

Occupation: _____

Religion: _____ **Parish:** _____

If St. Kevin – Budget No.: _____

Mother: _____
 Last **First** **Middle**

Address: _____
 Street **City** **State**

Home Telephone No.: _____ **E-Mail Address:** _____

Work Telephone No.: _____ **Cell or Pager No.:** _____

Place of Employment: _____

Occupation: _____

Religion: _____ **Parish:** _____

If St. Kevin – Budget No.: _____

Step-Parent (If applicable)

Name: _____ **Occupation** _____

Place of Employment: _____ **Work Phone:** _____

Please Give The Following Information: (Optional)

_____ **Father deceased** _____ **Mother deceased** _____ **Parents Separated/Divorced**

If parents are separated or divorced, to whom should additional correspondence be sent?

Name: _____

Address: _____

Home Telephone No.: _____ **E-Mail Address:** _____

BINDING TUITION CONTRACT

I would like to reserve a place for my child (children) at Saint Kevin School for the 2015-2016 school year. It is understood that my child is enrolled for the school year and that I am liable for tuition and all other expenses incurred for the 2015-2016 school year.

I/We do hereby enter into agreement with Saint Kevin School that I/We, the undersigned parent/guardian will comply with the school's rules and regulations and I/We accept those decisions made by the administration as stated below.

Parent/Guardian Responsible for Tuition: _____

Address: _____ P.O. Address: _____

City: _____ State: _____ Zip Code: _____

Home Tel: () _____ Cell Phone: () _____ () _____

Send Tuition Statement to these Email Addresses: (1): _____ (2) _____

Signature(s): (1) _____ (2) _____

****Another Person is making tuition payment and requires a monthly invoice:** Name _____

Complete Address: _____

Tel: () _____ Email (Required): _____

8-MONTH CLUB: I/We agree to the required participation in Saint Kevin School **8-Month Club** for the School Year 2015-2016.

****Signature(s):** (1) _____ (2) _____

FUNDRAISING: I understand the need to fundraise and agree to abide by the terms set by Saint Kevin School.

****Signature(s):** (1) _____ (2) _____

SCHOOL PHOTOGRAPHS: At various times photographs are taken of our students. I/We give permission for my/our child/children's pictures to be used for the newspapers and for other materials associated with Saint Kevin School. The photographs become the exclusive property of Saint Kevin School and will not be used for any other purpose then intended as stated.

****Signature(s):** (1) _____ (2) _____

SAINT KEVIN SCHOOL DELINQUENT TUITION POLICY

When tuition payment is delinquent by 30 days, parent(s)/guardian(s) will receive a dated written notice requiring them to contact the school immediately. If contact fails and/or payment is not received within two weeks after date of notice, Saint Kevin School will contact the parent(s)/guardian(s) to arrange an appointment to determine a plan for payment of tuition. If a parent(s)/guardian(s) fail to show up at the scheduled appointment the student(s) will not be allowed to continue classes. The student(s) will not be allowed to return to class until their tuition account has been paid and brought up to date.

If a student(s) account goes into delinquency a third time during the school year the parents may be required to withdraw the student(s) from the school permanently. Should this action be required, written notice of the date of withdrawal will be sent to the parent(s)/guardian(s) by Saint Kevin School and delinquent accounts may be subject to legal action or handed over to a collection agency.

Providence, RI Diocesan policy prohibits Catholic Schools in the Diocese from registering students from other Catholic schools with delinquent accounts.

I/We have read the above and understand the policy:

Signature(s) required: (1) _____ (2) _____

SAINT KEVIN SCHOOL TUITION INFORMATION - 2015/2016

PLEASE PRINT and complete the Registration and Tuition Contract for the school year 2015/2016.

TUITION PAYMENTS: Tuition will be billed in 10 monthly payments on the first day of school of each month, **starting with August, 2015** through May, 2016. Payments are due at the office on or before the 15th day of each month.

Advance payments of any amount may be made during the school year to reduce, or pay off, your tuition balance.

Notify us in advance should you anticipate making a late monthly payment and give us the date we will receive it.

If you anticipate to be unable to make payments according to the payment schedule listed on the Registration Form, attach a letter to the form explaining your situation, or contact us by July 1, 2015, at the Email Address below, so that we can come up with a plan that will help you keep your payments current during the entire school year.

TUITION ASSISTANCE: Please advise us on the registration form if you are the recipient of FACTS tuition assistance or if you will receive tuition assistance from your parish or other sources.

GIFT CARDS and Blue Tuition Cards are redeemable as a tuition payment at any time during the school year. Please address all questions regarding these programs to Mrs. Marsella at the school office.

BOOK/MATERIAL FEE: The \$70 Book/Material fee per student will be billed in seven installments from October, 2015 to April, 2016. This fee will be added to your monthly payment on your invoice/statement. Pre-K students attending 2 days per week will be charged a \$50 Material Fee annually and billed in five payments from October, 2015 to March, 2016.

AUGUST, 2015 TUITION: If you are registering your student(s) after August 10, 2015 you are required to pay the August, 2015 tuition payment with the registration.

If registering your student(s) after September 1, 2015, you are required to pay tuition for the month of August and the month of September with the registration.

PAYMENT DATE: All payments received during a given week are deposited on Friday morning. The Friday date will be recorded as the date of payment (not check date) on your statement/invoice.

QUESTIONS: If you have questions, now or during the school year, regarding tuition, the best way for a quick response is to Email the Tuition Office, stkevin.tuition@gmail.com. If you send a written note with payment it could be more than a week before you receive a response.

EMAIL ADDRESS: The correct Email address is very important to us since your monthly statement and important messages will be sent Email to you. If the Email address you give us at the beginning of the school year becomes obsolete, please provide us with the new address immediately. Do not give us Email addresses that you never check or check rarely. If you submit more than one Email address with the registration please indicate the Email address where you would like the Tuition Statement to be sent.

If someone other than yourself is paying your student's tuition and they require a monthly statement please give us that person's information including Email address. In this case, please let us know if you also require a monthly statement. If you do not have an Email address we will mail the statement to your home address.

We recommend that you keep a copy of the Registration Form and Binding Tuition Contract along with this information letter for reference throughout the school year.

Thanking you in advance for your cooperation.

Mail Payments to: Saint Kevin School Tuition Office, 39 Cathedral Road, Warwick, RI 02889 or drop off your payment at the school office. EMAIL address: stkevin.tuition@gmail.com

UNIFORM REQUIREMENTS

Proper dress is part of the training that we are trying to impart to students. Following the dress code is part of that character that we believe is essential in a good Catholic education. We appreciate your cooperation in regard to uniform. Children's sweaters, school bags, etc. should be marked with the child's name. Additionally, parents should make sure that their children are wearing the correct uniform and that it is worn properly. Failure to do your part is embarrassing for your youngster, particularly if he/she is not attired properly. As the school year progresses, the older children particularly need to be reminded of the dress code.

Donnelly's (Cranston RI) is the uniform supplier for Saint Kevin School. Uniform images are available on Donnelly's website, www.donnellysclothing.com

GIRLS SCHOOL UNIFORM

Girls Pre-K

- Navy blue sweatpants or fleece shorts (with school logo) and light blue polo shirt (short or long sleeved depending on the weather with the school logo). A long sleeved sweatshirt with the school logo may be worn in cooler weather.

Girls Grades K-4:

- Plaid box pleat jumper, white round collar blouse (short or long sleeved depending on the weather with school logo) and plaid criss-cross tie.
- Black or brown shoes, with navy blue or white crew socks that come over the ankle or tights. NO sport socks or stockings; knee socks are appropriate.
- An optional navy blue sweater with the school logo. Sweater choices are: v-neck pullover, v-neck vest and v-neck cardigan.

Physical Education Uniform – Navy blue sweatpants or fleece shorts (with school logo), light blue polo (short or long sleeved depending on the weather with school logo). A long sleeved sweatshirt with the school logo may be worn in cooler weather. Sneakers are worn on gym days with white socks. Sneakers can be a color other than black, but must be plain.

Girls Grades 5-8:

- Plaid box pleat skirt (no more than 1 inch above the knee), white oxford blouse (short or long sleeved depending on the weather with school logo) and plaid criss-cross tie.
- Black or brown shoes, with navy blue or white crew socks that come over the ankle or tights. NO sport socks or stockings; knee socks are appropriate.
- An optional navy blue sweater with the school logo. Sweater choices are: v-neck pullover, v-neck vest and v-neck cardigan.
- Navy blue blazer to be worn on special occasions.

Physical Education Uniform – Navy blue sweatpants or fleece shorts (with school logo), light blue polo (short or long sleeved depending on the weather with school logo). A long sleeved sweatshirt with the school logo may be worn in cooler weather. Sneakers are worn on gym days with white socks. Sneakers can be a color other than black, but must be plain.

Grades K-8, Cold Weather (December 1 – March 15th):

- Girls are allowed to wear khaki pleat front twill slacks with the above white blouse and belt.

BOYS SCHOOL UNIFORM

Boys Pre-K

- Navy blue sweatpants or fleece shorts (with school logo) and light blue polo shirt (short or long sleeved depending on the weather with the school logo). A long sleeved sweatshirt with the school logo may be worn in cooler weather.

Boys Grades K-8:

- Khaki (flat or pleat front fit) pants with a black belt, white oxford button down shirt (short or long sleeved depending on the weather with the school logo) and plaid tie.
- Khaki (flat or pleat front fit) shorts may be worn until Columbus Day and after May 1.
- Black or brown socks, which come over the ankle, must be worn. **NO SPORT SOCKS.**
- Black or brown shoes that tie or loafers are acceptable.
- An optional navy blue sweater should have the school logo. Sweater choices are: v-neck pullover, v-neck vest and v-neck cardigan.
- *Grades 5-8 only:* Navy blue blazer to be worn on special occasions.

Physical Education Uniform – Navy blue sweatpants or fleece shorts (with school logo), light blue polo (short or long sleeved depending on the weather with school logo). A long sleeved sweatshirt with the school logo may be worn in cooler weather. Sneakers are worn on gym days with white socks. Sneakers can be a color other than black, but must be plain.

ALL GRADES ADDITIONAL REQUIREMENTS

The principal reserves the right to determine if the students are in violation of any of the below additional requirements. Parents will be notified and appropriate action will need to be taken as determined by the principal.

Grooming Requirements Boys and girls are to be well groomed at all times. Hair must be neat, not appear unkempt, bushy or disheveled. It is expected that boys will have a traditional style cut. Long hair is unacceptable. Students are to avoid extremes in hair styles (either too long or too short), unnatural hair coloring and/ or other ornamental hair products. This includes carving lines or numbers and completely shaving one's head. Girls must also maintain their hair in styles that are appropriate for their age. Jewelry and earrings should be discreet and kept to a minimum. Girls may wear one earring in each lobe, no dangling earrings because they are a safety hazard at gym or playing outside. Boys are not allowed to wear earrings. Nails need to be neatly manicured; clear nail polish is acceptable. Make-up is not allowed.

Casual / Dress Down Days Occasionally students are given the opportunity to wear “everyday” clothes to school. These must be tidy in nature, with no holes. Shirts may not have any offensive sayings or logos on them, and tank tops are not allowed for boys or girls. Flip flops, crocs and the like are not acceptable as they pose a safety hazard. Shorts and skirts need to be of a modest length; short shorts or mini- skirts are not allowed. It is important to note that students are not required to participate in dress up or dress down days. If they choose not to participate, they can simply wear their uniform.

Footwear Respectable shoes are required for all grades. Black or brown shoes that tie or loafers are acceptable. Clogs, Crocs, or any other type of open back shoes and heels are not allowed. Sneakers are worn only on gym days. Sneakers can be a color other than black, but must be plain, preferably without black soles as they scuff the floors.