

# Nativity of Mary Early Childhood Center



10021 E. 36<sup>th</sup> Terrace  
Independence, MO 64052  
(816) 353-0284

Dear Parent:

We are very pleased you have shown an interest in our Early Childhood Center. Enclosed please find a brochure explaining what we have to offer your child.

Enrollment fills up fast and since we work on a first-come first-serve basis, we have taken the liberty of enclosing a tuition contract, registration and health form. These forms must be filled out and returned along with a \$110.00 non-refundable registration fee in order to secure a place for your child in our Preschool. We will also need a copy of your child's birth certificate and baptism certificate, if applicable.

Child needs to be 3 or 4 years old respectively by August 1, 2018 and fully potty trained.

Program runs mid August thru May.

Classes: **Morning** – 8:00 am – 11:00 am **School Days** – 8:00 am – 3:10 pm **Full Days** – 7:00 am – 5:30 pm  
**Two day classes** are M/W or T/Th and **three day classes** are M/W/F or T/Th/F  
 Snacks are provided for all classes and lunch is provided for school day and full day classes.

|   |                    |                    |
|---|--------------------|--------------------|
| Tuition: 3 yr olds – Morning class – 8:00 am-11:00 am | 2 days a week      | \$183.00 per month |
|   | 3 days a week      | \$219.00 per month |
| School days – 8:00 am-3:10 pm                         | 2 days a week      | \$348.00 per month |
|   | 3 days a week      | \$428.00 per month |
|   | 5 days a week      | \$632.00 per month |
| Full days - 7:00 am-5:30 pm                           | 2 full days a week | \$468.00 per month |
|   | 3 full days a week | \$612.00 per month |
|   | 5 full days a week | \$752.00 per month |
| 4 yr olds – Morning class – 8:00 am-11:00 am          | 3 days a week      | \$209.00 per month |
| School days – 8:00 am-3:10 pm                         | 3 days a week      | \$388.00 per month |
|   | 5 days a week      | \$592.00 per month |
| Full days - 7:00 am-5:30 pm                           | 3 full days a week | \$592.00 per month |
|   | 5 full days a week | \$728.00 per month |

All preschool registration should be returned to the school office. If you have any questions or need assistance, please feel free to call the office at (816) 353-0284.

We are looking forward to hearing from you and hoping we can share the coming year with your preschooler!

Nativity of Mary Early Childhood

**Nativity of Mary Preschool**  
**10021 E. 36<sup>th</sup> Terrace**  
**Independence, MO 64052**  
816-353-0284 School      816 353-2184 Church  
[www.nativityofmary.org](http://www.nativityofmary.org)  
**January 31, 2018**

**The registration process for the 2018-2019 school year for Nativity of Mary School continues with the fulfillment of your current obligation for the 2017-2018 school year which must be paid by **May 1, 2018.****

### **Registration Dates and Fees**

The registration process for the 2018-2019 school year is as follows:

The Registration Form should be completed in full, signed and dated, and returned to the school office no later than **Friday, February 23, 2018.**

The registration fee pays for your child's classroom supplies, daily sheets, technology, some expenses related to field trips, student accident insurance, and Diocesan Assessment.

**The registration fee for the upcoming school year is:  
\$110 per child**

**\*\* Registration Non-Refundable\*\***

The registration fee is to be paid in one lump sum no later than **Friday, February 23, 2018.**

### **Tuition Payment Options**

An important step in the registration process is deciding upon and committing to your tuition payment arrangement. Continuing with the 2018-2019 school year, several payment options will be available.

### **AM CLASS / SCHOOL DAY / FULL DAY PRESCHOOL**

Tuition can be paid in one lump sum or in nine monthly payments. **Enclosed in this packet is a 2018-2019 tuition fee sheet.**

If tuition is paid in one lump sum, the amount will be discounted by 3% cash/check. Payment in full will be due by August 1, 2018. If tuition is paid monthly, it will be based on nine equal monthly payments. The first monthly payment will also be due by August 1, 2018. The final monthly payment will be due by April 1, 2019. All payments must be received in the business office by the 1<sup>st</sup> of each month. A \$25.00 fee will be assessed for checks returned for insufficient funds and future payments must be made in cash or money order. When tuition becomes delinquent, your child/children may not return to school until tuition is paid.

For your convenience, we also encourage payment via automatic withdrawal from your bank account. This payment option eliminates the need to write a check as well as postage expenses. Your bank account information is confidential and in no way is disclosed to Nativity of Mary through this type of transaction. If you are interested in this option, please complete the attached Authorization for Automatic Tuition Payment and return it to Melissa Clancy, Finance Manager. A voided check for the account must also be submitted to initiate the transaction.

On-line payment is available. Go to [Nativityofmary.org](http://Nativityofmary.org) and click on “Donate now or Pay tuition”. You can pay with your Credit Card, Checking or Savings Account.

Please note that Credit/Debit Card transactions have a 2.75% fee. When processing your credit card you will need to click “Yes” when you receive the pop-up asking to help offset the credit fees. If you choose “No” the credit card fee will be added to your tuition balance.

**\*\*No fees attached when using your checking or savings accounts\*\***

Extended hours are 7:00 am – 5:30 pm. We ask that you respect the fact our staff members have other commitments beyond 5:30 pm. You will be assessed a late fee of one dollar for every minute you are late. This should be paid by cash or check to the staff members on duty. Failure to pick up your child more than three times will result in suspension or termination of services. All other policies and guidelines are followed in the school handbook.

### **Preschool School Day Information**

Preschool will follow the K-8 school schedule. When school is closed, all of preschool will be closed. If your child/children attend the full day preschool program and there is a half day of school, you will be responsible for reserving a space for each child by signing up on the provided list located on the sign in/out table. The school newsletter will have information pertaining to these days. When inclement weather occurs, look for Nativity of Mary School and you will also receive an automated phone call with the information.

### **Registration Notice**

Provided you remain current with your 2017-2018 obligation and satisfy the registration requirements as stated above, your child will be registered for the 2018-2019 school year at Nativity of Mary. Remember the registration packet and first installment needs to be received **by February 23** or your registration will be cancelled and your child’s reservation for the coming school year will become available to another child.

**NATIVITY OF MARY PRESCHOOL  
2018-2019 REGISTRATION & TUITION CONTRACT**

The registration process for the 2018-2019 school year for Nativity of Mary Preschool begins with the fulfillment of your current Tuition obligation for 2017-2018.

**Parent/Guardian:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

\_\_\_ **Active Catholic - Nativity Parish**  
\_\_\_ **Active Catholic - \_\_\_\_\_ Parish.**  
\_\_\_ **All Others** (Active Catholics are those parishioners who regularly worship and actively participate in parish life in their church home).

**Child:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Child:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Total Preschool Registration Fee Due: \$ \_\_\_\_\_ \*\* Registration Non-Refundable \*\***

**Fee Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_/\_\_\_/\_\_\_ Check # \_\_\_\_\_**

**Preschool Tuition:**

**Total Preschool Tuition \$ \_\_\_\_\_**

**Frequency of Tuition Payment: (check one)**

\_\_\_ **Pre-payment In Full -- 3% discount**      **Amount \$ \_\_\_\_\_**

\_\_\_ **Monthly (9 payments – Aug. thru April, due 1<sup>st</sup> of month) Amount per month \$ \_\_\_\_\_**

**Method of Payment: (check one)**

\_\_\_ **Check/Cash**

\_\_\_ **Automatic Funds Withdrawal**

(If choosing Automatic Funds Withdrawal, please include the Authorization for Automatic Tuition Payment form and a voided check for the account to be debited.)

\_\_\_ **On-Line – Nativityofmary.org – click on “Donate now or pay tuition”**  
(credit/debit cards will have a 2.75% fee)

I hereby accept full responsibility for payment of registration fees and tuition for the above named children. I promise to pay to the order of Nativity of Mary Parish and School the amounts indicated at the scheduled due dates according to the payment plan selected above which is an integral part of this Note/Contract.

This agreement shall be in effect for the 2018 – 2019 school year, becoming effective the date of signature of all parties.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa Clancy, Business Manager**

\_\_\_\_\_  
**Date**

**NATIVITY OF MARY SCHOOL**  
**10021 E. 36th TERRACE**  
**INDEPENDENCE, MISSOURI 64052**  
**816-353-0284                      FAX 816-356-0286**

STUDENT INFORMATION FORM - **EARLY CHILDHOOD**

PLEASE PRINT

PUPIL'S NAME \_\_\_\_\_  
LAST FIRST MIDDLE DATE

ADDRESS \_\_\_\_\_  
STREET CITY ZIP PHONE

BIRTH \_\_\_\_\_  
CITY & STATE MO DAY YEAR CHURCH YOU BELONG TO

PUPIL'S SOCIAL SECURITY # \_\_\_\_\_

3 yr old \_\_\_\_ 4 yr old \_\_\_\_ Mornings (8:00-11:00) \_\_\_\_ School day (8:00-3:10) \_\_\_\_ Full Day (7:00-5:30) \_\_\_\_

2 day - M/W \_\_\_\_ T/Th \_\_\_\_ 3 day - MWF \_\_\_\_ T/Th/F \_\_\_\_ 5 day - M-F \_\_\_\_

\*\*\*\*\*

FAMILY DATA

FATHER \_\_\_\_\_  
LAST FIRST MIDDLE RELIGION

ADDRESS \_\_\_\_\_

\_\_\_\_\_ HOME PHONE                      CELL PHONE                      E-MAIL  
EM

\_\_\_\_\_ PLOYER                      OCCUPATION                      BUSINESS PHONE                      BUSINESS HOURS

MOTHER \_\_\_\_\_  
LAST FIRST MIDDLE RELIGION

ADDRESS \_\_\_\_\_

\_\_\_\_\_ HOME PHONE                      CELL PHONE                      E-MAIL

\_\_\_\_\_ EMPLOYER                      OCCUPATION                      BUSINESS PHONE                      BUSINESS HOURS

PERSONS AUTHORIZED TO PICK UP CHILD

CHILD'S BAPTISM DATE \_\_\_\_\_

CHURCH \_\_\_\_\_

CITY & STATE \_\_\_\_\_

\*\*\*\*\*

FOR OFFICE USE ONLY

Carmen \_\_\_\_\_ ECC \_\_\_\_\_

Submitted Immunization Record \_\_\_\_\_

Submitted Copy of Birth Certificate # \_\_\_\_\_

Submitted Copy of Baptismal Certificate \_\_\_\_\_ \$110.00 Enrollment Fee \_\_\_\_\_ Ck # \_\_\_\_\_

\*\* Non-Refundable \*\*

**NATIVITY OF MARY PRESCHOOL**  
**10021 E. 36<sup>TH</sup> Terrace**  
**Independence, MO 64052**  
[www.nativityofmary.org](http://www.nativityofmary.org)

**AUTHORIZATION FOR AUTOMATED TUITION PAYMENT**

**Preschool Tuition-I (we) hereby authorize Nativity of Mary Church to debit my (our) bank account for nine equal monthly payments on the first day of each month beginning August 1, 2018 thru April 1, 2019.**

**Please check one:    Checking \_\_\_\_\_    Savings \_\_\_\_\_**

**Amount \$ \_\_\_\_\_    Account # \_\_\_\_\_    Routing # \_\_\_\_\_**

**Bank name and complete address \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

**Your name \_\_\_\_\_    Date \_\_\_\_\_**  
**(please print)**

**Signature \_\_\_\_\_**

**PLEASE ATTACH TO THIS FORM A VOIDED CHECK FOR THE ACCOUNT THAT IS TO BE DEBITED.**

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**\* We will only process EFTs on the 1<sup>st</sup>. If you want your payment processed on a different date, please set up to pay online.**



## **NATIVITY OF MARY CHURCH AND SCHOOL**

*Rooted in faith | Growing in knowledge | Serving others*

### **Tuition Collection Policy**

#### **Late or incomplete payment**

**Phase 1:**

A reminder letter with past due amount will be mailed

**Phase 2:**

A phone call will be made to attempt to make payment arrangements regarding your past due amount.

**Phase 3:**

The Tuition/Scholarship team will be notified and a second collection letter will be mailed out.

**Phase 4:**

A mandatory meeting with the Tuition/Scholarship team will be set. At this meeting, a final tuition payment plan will be proposed from the team to bring your account current. Any previous payment plan(s) will be voided.

**Phase 5:**

According to our Parent/Student Handbook, when tuition becomes delinquent, your child(ren) may not return to school until your account is brought current.

**\*All accounts have a primary account holder and tuition statements will not be split between parties**



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