



**ST. CHARLES BORROMEO
CATHOLIC SCHOOL**

**ROMAN CATHOLIC
ARCHDIOCESE OF OKLAHOMA CITY**

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April 20, 2011

Dear School Patron,

Enrollment for 2011-2012 has started! The School Advisory Council, Principal, and Pastor have been working diligently as we strive to ensure that St. Charles Borromeo Catholic School (SCBCS) meets its Mission and provides an outstanding academic education.

We are declaring big and bold changes! We are pleased to announce the following items relating to tuition and other financial matters for the upcoming academic year:

1. **An all inclusive tuition rate** – no separate charges for other fees except for a one-time registration fee of \$100/family applied to your tuition! No book, art, PTC, party money, physical education, assignment book, or eighth grade fees. (In 2010-2011 these fees totaled \$218 per child, assuming one child at SCBCS; \$273 if an eighth grader.) At the beginning of the school year, you will have significantly lower cash outlays – no fees to pay!
2. **Total cost per student less in 2011-2012** – tuition for Pre-Kindergarten through Eighth Grade follows:
Catholic, Member of St. Charles Borromeo Catholic Church - \$3,200 for the first child;
Catholic, Member of another Catholic Parish - \$4,450 for the first child;
Non Catholic - \$4,800 for the first child; and
Each additional child per family unit - \$2,200.
3. **All tuition rates per classification have decreased!** For students who are members of St. Charles Borromeo Catholic Church, total charges in 2011-2012 as compared to 2010-2011 will be 9.9% less, assuming one child; 10.2% less for two children; and 6.1% less for three children.
4. **A 3% discount off the annual tuition rate** if paid in full by June 30, 2011. Otherwise, tuition now can be financed from 10 to 12 monthly payments if so desired – it is your choice.
5. **Full Day Pre-Kindergarten tuition is substantially less** than in prior years. Pre-Kindergarten students will be responsible for paying for their daily cafeteria lunch as all other students do.
6. **Aftercare Care rates will increase 50¢ to \$3.50 per hour.** SCBCS offers this to accommodate its working parents. This rate increase is due to rising costs; however, it is still substantially lower than other Aftercare programs offered in the surrounding area.

*Empowered by Gospel values to develop lifetime learners
who are Christ-like in serving, caring, and becoming.*

7. **All students must participate in the FACTS Tuition Management Program.** Use of this tuition payment system is mandatory so that SCBCS can effectively and efficiently manage its tuition collection process while offering convenience to students and their families. Over 70% of the students currently use FACTS at SCBCS. Except for a one-time only set-up fee, there are no interest or finance charges assessed when utilizing FACTS as well as no credit checks.

You can establish a FACTS account by accessing the school's website at <www.scbschool.org> and selecting the "FACTS" link. In addition, if you do not have an account, there are two forms included in this packet: One is for establishing an electronic account, and the second is to obtain payment coupons should you choose this option. Payment coupons do not require having a bank account or the use of the Internet. Again, it is your choice of options. If for any reason a student does not subscribe to FACTS, \$400 will be due upon registration. \$50 represents administrative costs which are not applied to tuition while the remainder will be applied to tuition.

Enrollment Instructions/Procedures

1. Every student who plans on attending SCBCS needs to enroll by completing his/her Enrollment Card (located within this packet). Please keep the Enrollment Card in good condition and return to the SCBCS office by June 3, 2011, to guarantee that your student will be assured of a space in his/her respective class.
2. Every student must have up-to-date immunization records on file at SCBCS. If the student has received any new immunizations since August 2010, please provide a copy of that record to the SCBCS office. (This includes a new Seventh Grade requirement.)
3. Every student attending SCBCS for the first time must have up-to-date immunization records on file at SCBCS before attending class.
4. Every Catholic student is required to have sacramental records completed and documented on the Enrollment Card. Please ensure that the student's actual date of Baptism, First Confession, and First Communion are shown in the space provided.
5. Complete both sides of the Enrollment Card and do not forget to sign it! SCBCS **must have current emergency telephone numbers** in order to contact you. It is vital to your student's safety that we have more than one way to contact you in case of illness, injury or other emergency. Please contact the SCBCS office if any of your contact information changes – address, home phone, cell phone, work or emergency contact, and e-mail.

We look forward to having your student in our School! Please contact the School Office at 789-0224 if you have any questions about SCBCS.

Sincerely,

Mr. Todd Gungoll
Principal

Rev. Timothy Luschen
Pastor
St. Charles Borromeo
Catholic Church

Mr. Gregory Brunsmann
Chair
School Advisory Council

Enclosures