



January 2024

Dear Families,

Thank you for choosing St. Helen's School. We look forward to welcoming you and your child to the St. Helen's community. Whether you are a returning family or a new family we are glad you are here!

Registration for current families begins at 8am on January 26, 2024. The application for registration is attached. Please fill out the registration forms and return them along with the non-refundable registration fee in the same folder your student brought home. The registration fee for current families is \$175 for one child, or \$225 for multiple children. If you have children here already and are registering a new child, please add them to the student data form in the packet. You do not have to come to the new family registration day on January 28. Please put the registration fee in the small envelope that is included in the packet. Forms brought earlier will not be accepted. If you are not returning to St. Helen School, please return the forms and envelope and write on the envelope NOT RETURNING and we will follow up with you separately.

Registration for new families begins at 10am on Sunday, January 28, 2023. Registration forms are available to print out on our website or we will have them available that day. On January 28, we will not accept forms without the \$400 nonrefundable registration fee and the required forms for each child being registered. Please note that each new student, regardless of grade, must have a birth certificate along with registration forms.

For your reference, here are the forms needed to register students in each grade:

	Birth certificate	Vision exam	Dental exam	Physical exam	Baptism certificate
Preschool	X			X	
Kindergarten		X	X	X	
2nd grade			X		X
6th Grade			X	X	
New students (all grades)	X	X	X	X	



Age requirements:

In compliance with state law, the following age requirements will be followed without exception. We will not admit students' mid-year to any grade level **unless the family has been relocated**.

- 3yr old Pre-school: 3rd birthday on or before September 1.
- 4yr old Pre-school: 4th birthday on or before September 1.
- Kindergarten: 5th birthday on or before September 1.
- Grade 1: 6th birthday on or before September 1.

Teacher requests:

Every teacher at St. Helen's is a dedicated and talented educator and so we will not be accepting any teacher requests for the 2024-25 school year. Your child will have an exceptional educational experience no matter what classroom they are placed in for the coming school year.

Acceptance letters:

For new students in grades 1-8, acceptance notifications will be sent out within three weeks of submitting all of the registration materials.

Transfer

Students are required to meet as a family with the principal prior to registration. Documentation including a birth certificate, transcripts and a letter of recommendation are required. All transfer students in grades K-8 are accepted on a conditional basis for thirty days.

Preference will be given to students in this order:

- Current students
- Siblings of current students
- New students whose families are parishioners at St. Helen and are part of our communities
- New students who are in good standing at their previous school with regard to academics, behavior, attendance, and tuition

Tuition:

- Current families: please double check that your information in FACTS is correct and current. If you have a younger sibling starting school with us, you must add them to your FACTS account.
- New families: please set up an account in FACTS, our tuition management system. All tuition and financial aid is managed through FACTS.



Financial Aid:

- We offer many financial aid packages. Please fill out all financial aid information on the FACTS platform if your family is in need of aid.
- If you have received financial aid in the past, you still must fill out the financial aid information this year. Please do not assume that because you received aid in years past, your financial aid automatically renews. This may not be the case. You must fill out the financial aid information in FACTS each school year.

Again, thank you for choosing St. Helen's School. We look forward to sharing your child's educational experience with you in the coming years!

With gratitude,

Kristine Gritzmacher
Interim Principal



Statement of Fees 2024-2025

Family Name _____

Grades of Children _____

Non-refundable Registration New Families - \$400.00

Date _____

Payment/Check # _____

Non-refundable Registration Returning Families

\$175.00 (One Child)

\$225.00 (Family)

Date _____

Payment/Check # _____

Sacramental Preparation Fee

First Communion & Reconciliation – 2nd Grade \$ 75.00

Confirmation 7th & 8th Grade \$125.00

Graduation Fee – Grade 8th \$125.00

Kindergarten Graduation \$50.00

New Family _____

Returning Family _____



Emergency Form 2024-2025

Please Print

Family name: _____

In case of emergency, contact (please include two contacts other than parents/guardians):

Name	Relationship to student	Phone #1	Phone #2
_____	_____	_____	_____
_____	_____	_____	_____

<u>Name of child</u>	<u>Date of birth</u>	<u>Allergies/Disabilities</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of child's primary doctor: _____ Phone: _____

Medical insurance company: _____

Medical insurance policy number: _____

Other important information: _____

It may occur that St. Helen School may have to bring your child to the Emergency Room for treatment. Any person 17 years of age or younger cannot authorize treatment for himself/ herself.

If you wish to authorize treatment in the event, we are unable to reach you, both parents should sign below. You are not required to fill out this portion of the Emergency Form.

To Dr. _____ or Emergency Physician on duty. This is to authorize any treatment for our children in the event that neither of us can be readily located to give permission.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____



**Photo Release Form
2024-2025**

I give permission for St. Helen School and Big Shoulders Fund to use photographs of my child(ren) in its promotional materials, including advertisements and newspaper stories. This permission will be effective until I ask that it be rescinded.

I do NOT give St. Helen School and Big Shoulders Fund permission to use photographs of my child(ren) on the school's website and in its promotional materials.

**Walking Trip Permission Form
2024-2025**

I give permission for my child(ren) to take short walking trips around the block for classroom or physical education activities. I understand that the activity will be supervised by a teacher.

I do NOT give permission for my child(ren) to take short walking trips off campus.

**Technology Use Consent Form
2024-2025**

Access to school technology resources is not private, and the school will monitor students' activities on any of those resources including, but not limited to, the stand-alone computers, electronic files, Internet access, email, fax, and phone. Violation of these provisions may result in suspension or revocation of system access. Any actions taken through the school networks that are in violation of the school disciplinary code will be handled in accord with the code and appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

I have read and agree to the school's regulations for the use of the technology resources and have discussed with my child(ren). I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations.

I have read and discussed with my parents/guardian the regulation for the school's technology resources and agree to abide by its provisions.

**Tuition Contract
2023-2024**

We appreciate the sacrifices our families make to invest in their child's education and faith formation. The published tuition rates do not cover the full cost of education. The operation of the school is tuition-based and therefore, families must honor all financial obligations for the school to operate efficiently. All families must be registered with the FACTS Tuition Management Company. The registration process is not complete if your FACTS enrollment form is not received. All consideration for financial assistance is based upon an application created through FACTS. The online application must be submitted before financial assistance can be awarded to a family. There are no exceptions. Each family must apply by April 14, 2023. Scholarships may not be available after that date. Families that receive financial assistance must also apply for a Tuition Tax Credit Scholarship in January 2025.

If a family is beyond thirty days in arrears, attendance interruption days will take place each month. Arrangements for payment need to be made with the principal to avoid the attendance interruption days.

I understand that I must be enrolled in the FACTS Tuition Management Plan in order for the registration process to be complete. I understand that attendance interruption days for my child may take place if my tuition account is beyond 30 days overdue. I understand that my child may be excluded from athletics if the tuition payment is in arrears.

**Answer on Signature Sheet
Keep this page for your file.**



Child Pick-up Permission Form School Year 2024-2025

Please print

Family name: _____

If you arrange for someone else to pick up your child(ren) from school, you must inform the office. Please do not rely on your child(ren) to deliver the message. We will only accept a change in plan if you send a note or call the office. Please inform friends and relatives that your child(ren)'s teacher may ask for identification when your child is picked up.

Name of Child

Grade entering

_____	_____
_____	_____
_____	_____
_____	_____

I give the following individuals permission to pick up my child(ren) from school:

Name of person Relationship to student(s)

_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian name: _____

Parent/Guardian signature: _____ Date: _____



2347 West Augusta Boulevard Chicago, IL 60622

A WORLD of OPPORTUNITIES for YOUR CHILD

Tuition & Fee Schedule 2024-25

Please note that all fees (books and materials, technology, fundraising and field trips (with the exception of the 8th grade Springfield trip) are included in the tuition. All families are required to purchase or sell a Christmas Cash Raffle ticket in December. The cost of the raffle ticket is \$100.00. St. Helen Catholic School is tuition based. The cost to educate each child is \$8,500. Therefore, fundraising is a vital component to the efficient management of school finances and to close the gap between the cost to educate each child and the published rate of tuition. It is understood that not all families can participate monetarily in the fundraisers. However, all families are expected to volunteer at fundraisers throughout the year.

St. Helen Catholic School sponsors a robust athletic program. Fees are kept to a minimum so that play is inclusive. It is expected that parents of athlete's volunteer at games and outings in order to ensure a safe and well managed athletic program.

Tuition

Grades K-8

One Child \$ 8,050.00

Two Children \$15,300.00

Three Children \$20,940.00

Four Children \$24,160.00

Five Children \$24,160.00

Preschool \$ 9,260.00

2 Children in Preschool \$16,670.00

Registration Fees – Non-refundable

New Families \$ 400.00

Returning Families \$ 175.00 One Child

\$ 225.00 Family Rate

Sacramental Fees

First Communion \$ 75.00

Confirmation \$ 125.00

Graduation Fees 8th Grade \$ 125.00

Kindergarten Graduation \$ 50.00

Before/After Care Morning 7:00-7:45 Afternoon 3:00-6:00

One Child \$75.00/month or \$6.00 daily \$200.00 per month

Family Rate \$100.00/month \$6.00 per hour per child \$300.00 per month Hourly Rate Per Child \$ 6.00 per hour



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A WORLD of OPPORTUNITIES for YOUR CHILD

**Morning and Afternoon After-Care
Registration 2024-2025**

Please Print

Family Name _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Parent's Name _____ Phone _____

Parent's Name _____ Phone _____

Address _____ Zip Code _____ Home Phone _____ Work Phone _____

Children will be released from the After-Care program only to those people whom you have authorized. Please list below the names of people other than the parents authorized to pick up your child(ren).

Name _____	
Relationship _____	Name _____
Relationship _____	Name _____
Relationship _____	Name _____
Relationship _____	

Emergency Numbers

Please list adults (18 years or older empowered to make decisions regarding your child(ren)) in the case of any emergency when you cannot be contacted. They must be available and the listed telephone number between the hours of 3:00-6:00 p.m.

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

Please indicate the services that you will be using.

_____ Morning Care (7:00-7:45) am _____ Afternoon Care (3:00 – 6:00 pm) Monthly payment is billed as an incidental expense to Your FACTS account.

Accounts in arrears will jeopardize your child's continued acceptance in the program.



Signature Sheet 2024-2025

Please Print Clearly

Parent's Name _____

Student's Name Last _____ **First** _____ **Grade** _____

____ **Yes, I have read and consent to the Photo Release Form**

____ **No, I do not consent to the Photo Release Form**

____ **Yes, I have read and consent to the Technology Use Consent Form I have read and discussed with my parent/guardian the regulation for the school's technology resources and agree to abide by its provisions.**

Student signature(s): _____ **Date:** _____

____ **Yes, I have read and consent to the Tuition Contract Form**

____ **Yes, I have read and consent to the Walking Trip Permission Form Parent's**

Signature _____

Print Last Name _____ **First** _____