

May 26, 2021

Dear Visitation Pre-School Families,

As a parish, we have persevered through extreme hardship over the past year. Despite COVID-19 induced restrictions and capacity limitations on Mass attendance we continue to give thanks for our vibrant faith community and the parish's continuing commitment to its educational ministry. Over the past year, your administration and teachers worked tirelessly and, in concert with catholic schools across the diocese, were committed to providing a full time, in-person education for your children.

We look forward to the 2021 – 2022 academic year with optimism! We are energized by the prospect of starting a return to normal while incorporating the lessons learned from the past year. We remain committed to improving the educational experience at Visitation Catholic School. In that spirit, we are pleased to announce an enhanced tuition structure that reaffirms the school's mission and aligns to its priorities as a parish school committed to families of the parish.

An attachment to this letter provides complete details about tuition rates for the 2021 – 2022 academic year. In addition to tuition, there is a per student supply/book fee for 2021-2022 of \$450. We ask that this fee, which is non-refundable be remitted via Smart Tuition by July 31, 2021. We recognize the sacrifices each family makes to send their children to Visitation Catholic School. We are able to provide faith formation and a quality education at tuition rates more competitive than area parochial/private schools because of the continuing financial support of the school by the parish.

Please note that the Tuition Election and Policies and Procedures Acknowledgement Form must be completed, signed, and returned to the school office by June 4, 2021.

Thank you for your continued support and I look forward to a tremendous upcoming school year.

God Bless You,

Fr. Greg Skowron, Pastor  
Visitation Parish

Carrie Mijal, Principal  
Visitation Catholic School

## Visitation Catholic School

### 2021-2022 Pre-school Tuition Election and Policies and Procedures Acknowledgement Form

Visitation Parish seeks to draw all to Jesus Christ, by celebrating the Sacraments, educating people of all ages in the Truths of the Catholic Faith, and reaching out to those in need. An integral part of the Parish's educational ministry is Visitation Catholic School which seeks to educate children of parish families and others in the community in the truths of the Catholic faith. Visitation fosters a healthy preschool educational experience by providing a positive and supportive environment for all children to develop a love of learning.

The pre-school's tuition structure reflects its mission, which first and foremost, is to provide an opportunity for children of parish families to receive an education in the Catholic tradition, as well as offer a similar opportunity, as capacity allows, for others interested in a parochial/private school education.

Parishioner is defined as a family who:

1. Regularly attends Sunday Mass and Holy Days of Obligation
2. Receives the sacraments of the Eucharist and Confession at least once a year
3. Observes the fasting and abstinence disciplines of the Church
4. Is registered with the parish using the parish registration system  
<https://visitationparish4.flocknote.com/>
5. Assists with the material needs of the Church each according to their own ability with their time (volunteering), treasure (monetary tithing), and talent (lectoring, cantoring, or otherwise contributing your skills to help the parish).

The Parishioner tuition rates apply to those families who meet the definition of Parishioner. For those families who do not meet the definition of Parishioner, we welcome you, as capacity allows, to take advantage of a parochial/private school education for an additional Non-Parishioner fee of \$500.

Applicable Parishioner tuition rates for the 2021 – 2022 academic year may be found on the Tuition Schedule below.

<u>Pre-School Full Day</u>		<u>Pre-School Half Day</u>	
2 Days per Week	\$3,500	2 Days per Week	\$2,275
3 Days per Week	\$4,000	3 Days per Week	\$2,600
4 Days per Week	\$4,500	4 Days per Week	\$2,925
5 Days per Week	\$5,000	5 Days per Week	\$3,250

#### Notes

- In addition to tuition a non-refundable per student supply/book fee of \$450 is due and payable by July 3, 2021 via Smart Tuition to confirm your child's place in the pre-school, which is applicable to all preschool students regardless of half or full day and number of days per week elections.
- Non-parishioner tuition rates are \$500 greater than the stated parishioner tuition rates.

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#### To Do Checklist

1. \_\_\_\_ Confirm your desired tuition rate as Parishioner or Non-Parishioner
2. \_\_\_\_ For Parishioners, add your family to the Vis School Family group & confirm your other information (if you have not logged in to Flocknote since registering with the parish, you will need to create a login password. Please DO NOT re-register in Flocknote) If you need to sign up in Flocknote go to <https://visitationparish4.flocknote.com/> Be sure to add your family to the Vis School Group and completely fill out the parish registration information.
3. \_\_\_\_ For Parishioners, confirm your information or sign up for a tithing level based upon your reflection, giving according to your own ability utilizing the E-Giving portal (for your weekly or monthly donation) <https://giving.ncsservices.org/app/giving/visitationegiving>
4. \_\_\_\_ New families sign up in SmartTuition when you receive the link from the school.
5. \_\_\_\_ Return the Tuition Acknowledgement form by June 4, 2021.

## Visitation Catholic School

### 2021-2022 Pre-school Tuition Election and Policies and Procedures Acknowledgement Form

#### Tuition Policies and Procedures

##### Tuition Election and Policies and Procedures Acknowledgement Form

All families with children enrolling in pre-school must complete and submit a Pre-school Tuition Election and Policies and Procedures Acknowledgement Form to the school office.

##### Tuition Amount

Tuition rates are based upon the family's status as a Parishioner or Non-Parishioner.

Parishioner status will be reviewed periodically. If a family moves from Parishioner status to Non-parishioner status at a review period, the Non-parishioner tuition rate will be applied for the remainder of the academic year.

##### Tuition Payment Service Provider

Visitation Catholic School has partnered with Smart Tuition to service tuition accounts. All Tuition and fee payments MUST be made utilizing Smart Tuition (now Blackbaud Tuition Management). To enroll in the service, follow the instructions on the following landing page: [www.smarttuition.com](http://www.smarttuition.com)

If you have technical difficulties accessing the system, call 866-395-2986. If you have general questions about the program or your ability to utilize an online service provider, you may call the assistant principal, Katie McVey at 630-834-4931.

##### Tuition Payment Terms and Past Due Policies

Tuition is payable in ten equal monthly payments via [SmartTuition](#) tuition payment service. School fees are applied to the Smart Tuition accounts in July. The first payment of the Smart Tuition ten-payment plan is made in August and the last payment in May.

The following procedures will be employed to resolve past due payments:

- 5 Days Past Due
  - Initial correspondence via email and/or letter indicating past due balance
  - Request for written (email) response on plan to bring past due balance current
- 10-Days Past Due
  - Second correspondence via phone call from Principal or Assistant Principal to understand family circumstance and develop agreed upon course of action
  - Follow up to phone call with a written summary of agreed upon course of action
- 30-Days Past Due
  - If agreed upon course of action is not being followed, request in-person meeting between parents, school administration, and parish finance manager to evaluate/develop revised payment plan to bring current past due amounts and ensure future tuition payments due not become past due, as needed

## Visitation Catholic School

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- Approval of the revised plan must be approved by Principal or Assistant Principal and Parish Finance Manger
- 45-Days Past Due
  - Confirmation that SchoolSpeak access has been suspended pending resolution of the past due balance.
- 60-Days Past Due
  - If agreed upon course of action is not being followed and after evaluation of the relevant facts and circumstances, Principal and Pastor to determine if students will be permitted to continue their education for the remainder of the academic year and/or enroll the following academic year

**Visitation Catholic School**

**2021-2022 Pre-school Tuition Election and Policies and Procedures Acknowledgement Form**

**Please return this page to the Visitation school office by June 4, 2021.**

Based on our family's status for the fiscal year July 1, 2021 through June 30, 2022, please bill us according to the following tuition schedule:

Parishioner \_\_\_\_\_

Non-Parishioner \_\_\_\_\_

The names and grades of our children attending the Preschool for the 2021 – 2022 academic year are as follows:

	First	Last	Full or Half	# Days
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Print Parent Name(s) \_\_\_\_\_

Signature of Parent(s)\* \_\_\_\_\_

Date Signed \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact email \_\_\_\_\_

\* or signature of Guardian