



# St. Michael Catholic School

542 Cypress Ave.  
Murrells Inlet, SC 29576  
843.651.6795 (t) 843.651.6803 (f)  
[www.saintmichaelsc.com](http://www.saintmichaelsc.com)

Dear Parents/Guardians,

It's that time of year again to begin the process of re-registration and registration for the 2020-2021 school year. Despite all that has developed surrounding the COVID-19 (Coronavirus) we have had to delay the registration process until now so that we were able to tackle the challenges of distance learning for our students and families. As we all have experienced, this has truly been a year like no other, however, we remain focused and committed to working with parents and community members to promote success for our children.

Saint Michael Catholic School offers a developmentally appropriate, standards-based curriculum for students in grades PreK3 through sixth. Our staff of talented, committed educators is dedicated to nurturing the intellect and enriching the creativity of our young students in a faith-based environment.

Our curriculum follows the standards set forth by the Diocese of Charleston's Catholic Schools Office. Beginning in 2013, our Diocese partnered with Notre Dame University and the ACE Collaborative for Academic Excellence. This is a sustained professional development program that strengthens curriculum, instruction, and assessment in Catholic schools by increasing collaboration among teachers. In other words, we endeavor to cultivate a learning community in which teachers share ideas and resources, toward the goal of improving their own curriculum and instruction.

Religious instruction is part of the daily classroom routine at Saint Michael Catholic School. In grades PreK – 4<sup>th</sup>, religion is taught by the classroom teacher and incorporated cross-curricularly throughout other subjects. In grades 5 & 6, students attend a daily religion class where they are able to expand their knowledge of the teachings of Jesus. Our overall curriculum is a guideline for helping our students grow up in the Church. Love, wisdom and the knowledge of Jesus Christ are its goals. Aside from all of the core subjects, and specials, we also offer our students a variety of programs as well as extra-curricular activities including our boys' and girls' sports programs.

This year, students in grades 3<sup>rd</sup> – 6<sup>th</sup> will be issued their own Chromebook to use in their classes as well as at home. This 1 - 1 initiative allows students and teachers to utilize Google Chromebooks to create, collaborate, innovate and manage the teaching and learning that takes place at our school. As a "Google Apps for Education" school, we utilize a variety of software to engage our students and enhance the instruction that takes place in our classrooms. We value the importance of educating our 21st century learners and are constantly looking for ways to technologically enrich our classrooms.

Our full-day PK3 and PK4 year olds provide Saint Michael's youngest students with ample instructional time and many opportunities to make new friends. The children participate in a variety of academic activities designed to appeal to visual, auditory, and kinesthetic learning styles. Through the use of learning centers, our early childhood programs introduce sensory, fine motor, listening, etc. activities, aligned to the South Carolina Early Childhood Standards as well as our Catholic values, to our students. Beginning this year we will also be offering the South Carolina First Steps 4 yr. old program.

Our school community embraces many special celebrations and learning activities and we are fortunate to enjoy so many of these opportunities to learn and laugh together as a school family. We welcome your involvement in our school and parish community.

Many Blessings,

Lionel J. Martin  
*Principal*



## Admission Procedures 2020 - 2021

St. Michael Catholic School, accredited by the Diocese of Charleston and AdvancEd/SACS, serves the Catholic parishes in Horry and Georgetown counties. Our mission is to educate and guide students by providing academic excellence, spiritual development and strong Catholic values. Our school maintains a safe, nurturing environment that inspires a genuine love for learning, and encourages a lifelong quest for knowledge.

### In accordance with South Carolina State Law and the policy of the Diocese of Charleston:

- PreK3 & PreK4 children for the 3 and 4-year-old programs must be 3 and/or 4 years old by September 1 of the school year.
- Kindergarten children for the 5-year-old program must be 5 years old by September 1 of the school year.
- First grade children must have attended kindergarten and must be 6 years old by September 1 of the school year.

### The registration process is completed ONLY when:

- Registration Form is completed for **EACH** student
- Emergency Medical Information completed for **EACH** student
- Tuition/Fees payment information is completed and signed
- PTO Fair Share Agreement form is completed and signed
- After School Program registration (if applicable)
- Media/Photo Consent form for **EACH** student
- Release of Records (new families in grades 1 - 6) (new families only)
- Parish Verification Letter is submitted to supporting parish (if applicable)
- Non-refundable Registration and Instructional fees are paid
- Birth Certificate must be submitted (new families only)
- SC Immunization Certificate - DHEC 1148 must be submitted (due before school begins)
- Baptismal Certificate (new families only - if applicable)
- DSS Form 2900 (PreK4 students only - sent home during first week of school)
- SC First Steps PK4 program (child must be Medicaid eligible)

Enclosed in this packet are several important items for your information; many of these items are necessary forms to be completed in order to secure your child/ren's enrollment for the upcoming school year. Please note spaces in all grades will not be reserved until the school receives the registration form (and other forms in the packet) as well as the non-refundable \$600 instructional fee for each returning student and \$650 for each new student. Additionally, any current families that are in arrears with their tuition and/or any outstanding balances will not be able to re-register until the balance is brought to a current status. **Please be sure to complete a registration form for **EACH** child in your family applying for enrollment to St. Michael Catholic School.**



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## Student Registration Form (Please type or print legibly and complete a form for each child):

Application Date: \_\_\_\_\_

Student's Name \_\_\_\_\_  
Last First Middle Suffix

Preferred Name \_\_\_\_\_ Entering Grade Level \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Age \_\_\_\_\_ Gender \_\_\_\_\_ Blood Type \_\_\_\_\_

Race \_\_\_\_\_ Religion \_\_\_\_\_ Church Affiliation \_\_\_\_\_

**\*\* (Parish Verification Letter required with pre-registration)**

School currently attending \_\_\_\_\_

Reason for transfer from previous school \_\_\_\_\_

### **\*Primary Family Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Home Phone 1 \_\_\_\_\_ Listed Home Phone 2 \_\_\_\_\_ Listed

### **\*Father's Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Father or Guardian's Name \_\_\_\_\_  
Last First Middle Suffix

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Father's Business/Occupation \_\_\_\_\_  
Name Address Work Phone

Religion & Church Affiliation: \_\_\_\_\_ Marital Status: \_\_\_\_\_

### **\*Mother's Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Mother or Guardian's Name \_\_\_\_\_  
Last First Middle Suffix

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Mother's Business/Occupation \_\_\_\_\_  
Name Address Work Phone

Religion & Church Affiliation: \_\_\_\_\_ Marital Status: \_\_\_\_\_

**The instructional fee must accompany this form.**

Parent's Signature \_\_\_\_\_

**For Office Only:**

Payment Received \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Date Received: \_\_\_\_\_

Parish Verification Letter received: SM \_\_\_\_\_ PB \_\_\_\_\_ SJ \_\_\_\_\_ SA \_\_\_\_\_ Other \_\_\_\_\_



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## **Emergency Medical Information:**

**Emergency Contacts (Other than Parents/Guardians):** Please type or print legibly

1. Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

3. Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **Medical Contacts:**

Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hospital: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Insurance: \_\_\_\_\_ Ins. Group: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Permission to Treat: \_\_\_\_\_

Medical Conditions/Allergies (**describe all**): \_\_\_\_\_

## **Ethnic Group:**

(Please check which one applies to the student, this information is for statistical purposes only.)

White  Black  Hispanic  Asian  American Indian  Multi-Racial

**Pick-up Information (People authorized to pick-up your child(ren) from school\*):** Please type or print legibly

1. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Notes: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Notes: \_\_\_\_\_

3. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Notes: \_\_\_\_\_

*\*Adults on this list will be asked for photo identification prior to the release of your child.*

*\*Please note that it is the responsibility of the parent/guardian to notify SMCS with updated information when applicable.*



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## 2020 - 2021 Tuition & Fee Schedule

**TUITION FOR PARISH AND NON-PARISH CATHOLIC STUDENTS** (registered and attending a local parish – SMCS requires regular participation in church envelope system)

**Cost to educate per student - \$11,500**

### TUITION RATES:

(1<sup>st</sup> child full tuition; Multiple child discount \$300 per 2<sup>nd</sup> child or more)

PK4 – 6 <sup>TH</sup> GRADE STUDENTS:	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child or more
SMCS Parishioner / Non-Parishioner Catholic Students	\$5,500	\$10,700	\$15,900	\$21,100
Non-Catholic Students	\$6,500	\$12,700	\$18,900	\$25,100

To be paid annually (August), semi-annually (August & January), monthly (12-months: July – June)

### TUITION RATES:

PreK3 amounts are based on 1 student's tuition	PreK (3 year olds)
HALF DAY (7:45am – 11:00am)	\$2,900
FULL DAY (7:45am – 2:45pm)	\$4,160

### INSTRUCTIONAL & OTHER FEES:

(ALL FEES ARE NON-REFUNDABLE AND APPLY TO ALL STUDENTS)

No discounts on fees for multiple children

FEES DUE BY: JUNE 30, 2020	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child or more
Total fees for Returning Students:	\$600	\$1,200	\$1,800	\$2,400
Total fees for New Students:	\$650	\$1,300	\$1,950	\$2,600

**TECHNOLOGY FEE: \$75 per student grades 3 – 6** (this fee does NOT include chrome book insurance)  
**ART FEE: \$30.00 per student (K – 6)** must be paid each year on or before the first day of school



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## Sibling Discount

Discounts will apply for multiple students in the same family according to the following: \$300 discount per 2<sup>nd</sup> child or more.

## Exceptional South Carolina / Miscellaneous Tuition Fees:

Students that qualify for special education services will be responsible for an additional tuition fee of \$4,000.00. This fee will provide for additional instructional services such as small group instruction, Student Academic Plan accommodations and modifications, etc. This additional fee will be paid through the use of internal and external scholarships; each family will not be responsible for paying this additional fee. Families of South Carolina Exceptional Students who do not qualify for the full tuition amount will have to pay the difference.

## Financial Aid

Financial aid is available to students in Grades PreK4-6. If you are interested in applying for tuition assistance, please complete the application via FACTS. FACTS Grant and Aid applications are required for any family who is looking for the potential of tuition assistance. This includes St. Elizabeth Ann Seton Tuition Assistance grant and any parish or school assistance. The FACTS Tuition Management website is: ([www.factsmgt.com](http://www.factsmgt.com)). Upon completion of the FACTS Tuition application, our office will be notified of eligibility. **All FACTS applications for tuition assistance are due by Tuesday, June 30th.** After that time, we will inform you of any financial aid in which you have qualified.

## Parish Subsidy

Parish Subsidy is granted at the decision of the Pastor for Catholic students in grades PreK4 - 6th. Members of St. Michael Parish must have record of contributing to the church by using their envelopes in order to be considered for the Catholic rate. **Please Note: no subsidy is granted for Catholic students in PreK3.**

## Additional Information

All fees (instructional, technology and art) are non-refundable and non-transferable. Monthly tuition is due and payable according to FACTS Management payment options. There will be a \$35 late fee charged for all late payments or returned checks. This fee will be added according to FACTS Managements schedule unless arrangements have been made. Final report cards and records will be held if tuition and fees are not current.

## SC First Steps PK4

South Carolina First Steps 4K offers full-day four-year-old programs in private, faith-based, and community-based preschool providers through SC's Child Early Reading and Education Program (CERDEP). Eligibility requirements: child must be 4 yrs. old on or before Sept. 1, 2020; eligible for Medicaid, free or reduced-price lunch program, SNAP/TANF, OR be transient, homeless, or in foster care; also must be a resident of South Carolina (proof of residency required).



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## SMCS Tuition/Fees Payment Information (2020 - 2021)

Family Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

Student \_\_\_\_\_ Grade Entering \_\_\_\_\_

**Please select the planned frequency of your tuition payments including how and when your fees will be paid. Select one of the next 3 items:**

- Tuition will be paid in full to SMCS (due August 3, 2020). (A 2% discount will be applied to the tuition fee when paid in full.)
  
- Tuition will be paid in two equal payments to SMCS (August 3, 2020 and January 4, 2021). (A 1% discount off the total amount will be applied to the second payment.). An administration fee of \$10.00 will be collected by FACTS when your contract is finalized.
  
- Tuition will be paid in 12 monthly payments via FACTS (July 2020 thru June 2021). An administration fee of \$45.00 will be collected by FACTS when your contract is finalized.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## “FAIR SHARE” Service - to - School Agreement

### ***Policy Statement:***

In an effort to improve our fundraising obligations and the educational enrichment programs offered to the children of St. Michael Catholic School, the Fair Share Hours Policy was designed to evenly share volunteering responsibilities throughout all registered families. The program will allow for adequate staffing of PTO sponsored events and other scholastic programs that help benefit our school, thus helping to keep our tuition costs lower. It also helps us maintain our “family atmosphere” that makes our school so special. As a result, mandatory service hours are required of all registered families.

The number of service hours required by all registered families at St. Michael Catholic School is a minimum of 7 hours per quarter (a total of 28 hours per academic year). Any parent, legal guardian, grandparent, or immediate family member over 18 years of age may fulfill your family’s service obligation. If you will be volunteering in any capacity that involves our students, Safe Haven certification through the Diocese of Charleston is required along with background screening information (forms for background screening are available in the school office). Additional information and registration for Safe Haven can be obtained by visiting <http://charleston.CMGconnect.org>. This is now an online course.

If you are unable to fulfill these hours, you will be required to pay an opt-out fee of \$140 per quarter.

**This Service-To-School Agreement is required of all registered families.**

Note: Any outstanding hours or monetary contribution must be reconciled quarterly, before report cards are issued and/or issuance of school transcripts. Also, there is NO carrying over or sharing of hours.

Each family must have a signed Service-to-School Agreement form on file in the school office each academic year. Agreement form is issued in packet at time of Registration.

**I have read and agree to the Fair Share Hours Policy.**

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_





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## **After School Program (After-Care):**

Saint Michael Catholic School offers an After School Program (ASP) for all students in grades PK3 through sixth grade. This program begins at dismissal (2:45pm) and ends at 5:30pm daily. We offer a structured daily routine that allows time for homework, snack, outside play (when available), and supervised activities.

### **The rates for our After School Program (ASP) are:**

The daily rate for pre-registered students is \$14.00/day.

For example, if you only need after care on Tuesdays and Thursdays, the weekly rate would be \$28.00/week.

After the first child each additional child is 50% off.

### Weekly rates are:

\$70.00 per week for 1 child

\$105.00 per week for a family of 2 children

If you anticipate ever needing to use our After School Program, please fill out the form below and return it to school.

## **AFTER SCHOOL PROGRAM (ASP) REGISTRATION FORM**

### **PLEASE PRINT:** (Please type or print legibly)

Student's Name \_\_\_\_\_  
Last First Middle Nickname

Student's Name \_\_\_\_\_  
Last First Middle Nickname

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### **Family Information:**

Father or Guardian's Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Father's Business/Occupation \_\_\_\_\_  
Name Address Work Phone

Mother or Guardian's Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Mother's Business/Occupation \_\_\_\_\_  
Name Address Work Phone

After School Program for my child(ren) is:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- 

\_\_\_\_\_ X \$14.00/day = \_\_\_\_\_  
(# of days per week) (weekly rate)

Additional sibling's weekly rate is 50% (equal or lesser value.)

I plan to utilize the After School Program on an as-needed basis.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## **Elementary School RELEASE AND USE OF STUDENT IMAGE, PHOTO, RECORDING OR OTHER MEDIA**

I, the undersigned parent/legal guardian of \_\_\_\_\_, a minor/student in Grade \_\_\_\_\_, hereby grant to St. Michael Catholic School, the following rights:

**The right** to use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as "image") of the above minor in connection with its educational, promotional, fundraising activities, or any other legitimate purpose.

**The right** to use, reproduce, publish, exhibit, distribute and transmit the image of my minor individually or in conjunction with other images or printed matter or video tape, recordings, still photography, CD-Rom, and any other manner of media now known or later developed.

**The right** to use, reproduce, publish, exhibit, distribute and transmit the image of my minor individually or in conjunction with other images or printed matter on the school's internet website. No personal information such as home or email address or phone numbers will be published.

**The right** to record, reproduce, amplify, edit and simulate my minor's image and all sound effects produced – for example, when placing a video on the school website.

**The right** to assign the above-mentioned rights to third parties, including the school's yearbook publisher and other Catholic schools that my child(ren) may visit during the school day (ex.- high school shadowing).

I understand that the recording, still photos or other media incorporating the image of minor will become the property of the school. I hereby waive the right to inspect or approve my minor's image or any finished materials that incorporate said image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of minor's image and nothing herein will create any obligation on the part of the school to make use of the rights or materials set forth herein.

I hereby release and forever discharge the Bishop of Charleston, a Corporation Sole, DBA the Catholic Diocese of Charleston, St. Michael Catholic School/Church, their agents, employees and assigns from any and all claims, demand, rights, and causes for action of whatever kind that may arise from the use of minor's image, including but not limited to all claims for defamation and invasions of privacy.

I certify that I am parent/legal guardian of the above referenced minor and, unless otherwise noted below, I give my consent to the above for myself and on behalf of said minor. This agreement shall be valid for as long as the above student is attending (enrolled) at St. Michael Catholic School, unless and until revoked in a writing delivered to the school principal, but any such revocation shall not apply to images in existence at the time of such revocation.

**Yes – I consent to the above.**

**No – I do not consent to the above and my child(ren) will NOT participate in activities that will or may result in their images being used in any manner.**

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date



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## Saint Michael Catholic School *Parish Verification Letter*

Dear Father:

This family, \_\_\_\_\_, indicated that  
Last Name                      Father                      &                      Mother

their child(ren): \_\_\_\_\_,  
Last Name                      First Name                      Grade

\_\_\_\_\_  
Last Name                      First Name                      Grade

\_\_\_\_\_  
Last Name                      First Name                      Grade

\_\_\_\_\_  
Last Name                      First Name                      Grade

and \_\_\_\_\_  
Last Name                      First Name                      Grade

and themselves meet the requirements of *Active Registered Parishioner* and are entitled to the Catholic Tuition rate at Saint Michael Catholic School.

Family Envelope #: \_\_\_\_\_ (required)

The above family and student(s) meet the requirements of the policy listed above.

Signature of Pastor: \_\_\_\_\_

Parish: \_\_\_\_\_



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## Request for Records

Date: \_\_\_\_\_

Re: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Student(s)

The above named student(s) has/have enrolled in our school. Please forward his/her records, including health records, social security number, birth certificate, immunization records, IEPs, psychological test results, standardized test results, 504 plans, special education placement papers, and any other pertinent information to us as soon as possible.

Sincerely,

Lionel J. Martin, Principal

To: \_\_\_\_\_ (name of school child is transferring from)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I hereby authorize the above named school to forward the records requested.

Signature of Parent/Guardian: \_\_\_\_\_