



## 2024-2025 Registration Policy

### Registration

The registration process is complete when the school has received:

- Completed Student Enrollment Contract in Finals site
- Registration fees paid in Finals site
  - \$300 per student – Kindergarten – 8<sup>th</sup> grade
  - \$200 per student – Preschool/Pre-K
- Records: Updated [Certificate of Immunization Status \(CIS\)](#) and birth certificates
- All tuition and fees are current

All Registration fees are non-refundable

### Tuition

The School Commission under advice and consultation of the principal is responsible for setting up the non-refundable registration fees as well as tuition rates. Our school offers three (3) tuition payment options:

- **Annual\*** – 1 payment (August 5<sup>th</sup>)
- **Semi-Annual\*** – 2 equal payments (July and January 5<sup>th</sup>)
- **Monthly** - 12 equal payments (The 5<sup>th</sup> day of every month July through June)

\* Families who pay full tuition annually by August 5, 2024 will be discounted \$200 per family. Families who pay full tuition semi-annual by January 5, 2025 will be discounted \$100 per family. This discount only applies to families who pay full tuition (no tuition assistance).

Tuition and incidental payments are made through [Finals site \(https://guadalupe-school.schooladminonline.com/portal\)](https://guadalupe-school.schooladminonline.com/portal) - enrollment fee applies. Late fees will be applied if the account is not current. Families that are experiencing financial difficulties should contact the principal immediately.

### In-Parish Tuition

Families of K-8 students register under one of two categories: in-parish or out-of-parish. To qualify for the "in-parish" discount each school year, a family must *annually* verify with the parish office. To get started, submit your request here: <https://olgseattle.org/olg-in-parish-tuition-request>. Your request will be verified by pastor or a designated representative. The school will regularly check status with the parish, and families who no longer fulfill the requirements will be billed at the out-of-parish rate.

For "in-parish" status you will be asked to verify the following criteria:

- Families must be a **registered** household at Our Lady of Guadalupe Parish.
- Families must be committed to the parish **annual stewardship** pledge & fulfillment.
- Families must participate in the **Annual Catholic Appeal**.
- Families must help and participate in the spirit and social life of the parish.

**2024-2025 Academic Year Tuition**

**Kindergarten – 8<sup>th</sup> Grade**

**Out-of-Parish Tuition**

| No. of Children | Annual Tuition* | 12 Monthly payments |
|-----------------|-----------------|---------------------|
| 1               | \$12,232        | \$1,019             |
| 2               | \$23,464        | \$1,955             |
| 3               | \$33,946        | \$2,829             |

**In-Parish Tuition**

| No. Of Children | Annual Tuition* | 12 Monthly payments |
|-----------------|-----------------|---------------------|
| 1               | \$10,832        | \$903               |
| 2               | \$20,664        | \$1,722             |
| 3               | \$29,746        | \$2,479             |

**Early Learning Center (ELC): Preschool and Pre-K:**

*ELC rates are set separately from grades K-8, therefore sibling discounts/tuition assistance does not apply to Preschool/Pre-K.*

|                          | Annual Tuition* | 12 Monthly payments |
|--------------------------|-----------------|---------------------|
| Full Day (8am – 3pm)     | \$11,812        | \$984               |
| Half Day AM (8am – Noon) | \$6,615         | \$551               |

**Withdrawal Policy**

Our Lady of Guadalupe School contracts with faculty and staff and incurs financial obligations for the entire school year. In order for OLG to meet these financial obligations, when a student is enrolled, the parent/guardian assumes obligation to pay the contract in full.

In order to receive a full refund of the tuition paid, the parent/guardian must advise the principal **by July 31, 2024** if the student will be withdrawing. Registration fees are non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 5% of the tuition is non-refundable
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is non-refundable
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is non-refundable

Extenuating circumstances regarding the withdrawal of a student will be considered on a case-by-case basis.

The school reserves the right, if any tuition is past due, to remove the student(s) from the school. The school has the right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school will be provided unless prior and existing school fee obligations have been met.

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**Other Commitment Requirements**

**Fundraising Commitments**

Ensure the success of our school community by participating in our 2024-25 Annual School Fund (<https://www.guadalupe-school.org/fundraising/olg-annual-fund/>). Your contributions are vital to bridging the financial gap between tuition and educational costs. Achieving 100% participation not only demonstrates our community's unity but also strengthens our eligibility for grants and public funding. Your contributions complement the Parish subsidy and Parent Organization fundraisers, amplifying our collective impact. All school families are expected to participate to the level they are able.

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**Auction Requirements**

Each family is required to procure an auction donation item/service/sponsorship valued at a minimum of \$200 retail OR provide a \$200 cash donation (<https://guadalupe-school.ejoinme.org/2025cashdonation>). All cash donations or intent to donate an item/service/sponsorship are due November 29, 2024 (items themselves are due no later than December 6, 2024).

### **Commitment Hours Requirements**

From June 1, 2024 through May 30, 2025, the requirements for commitment hours, or volunteer time to our school and/or parish are:

- Returning families – 50 hours
- New families Grades K-8<sup>th</sup> – 40 hours
- Preschool/Pre-K – 20 hours

Unmet hours will be charged at the rate of \$50 per hour. More on our web site: <https://www.guadalupe-school.org/volunteers/>

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### **To Volunteer for Your Child's Class – Virtus Safe Environment Program**

All parents/guardians must complete the Virtus Safe Environment Program. Please go to [VirtusOnline.org](https://VirtusOnline.org) to register and complete the training or to check your status on previous training.

- Using your home address is important because your training record will follow you to a new ministry location and make it easier to locate your information, instead of being combined with an entire school or parish location.
- Use a valid email address for the Certificate of Completion; otherwise you may not receive a copy to turn into your school/parish.
- List all locations at which you will participate. This allows all locations to verify the participant has completed the required training.

Please contact [sandyp@olgseattle.org](mailto:sandyp@olgseattle.org) with questions.

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### **Optional Programs**

#### **Financial Aid or Tuition Assistance**

Our Lady of Guadalupe School is committed to making Catholic education accessible to all. Along with Fulcrum Foundation, OLG School provides assistance to returning K-8 families who submit completed tuition assistance applications by December 31, 2024.

Limited assistance will be available for newly enrolling students who apply for tuition assistance and enroll prior to May 1, 2024. [More about tuition assistance \(https://www.guadalupe-school.org/facts/\)](https://www.guadalupe-school.org/facts/)

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#### **Extended Day Care (EDC)**

##### **Explanation of Rates**

- Registration Fee – Each family (K-8) shall pay an annual \$30 registration fee to use this program.
- Grades K-8: Rate is \$8.00 per hour per child. There is a minimum one-hour charge per visit. After the first hour, time is broken down into half hours with a five-minute grace period (i.e. 3:00 – 3:45 = 1 hour, 3:00 – 4:30 = 1.5 hours, 3:00 – 5:05 = 2 hours)
- Invoices will be created by the end of the month reflecting the prior month's balance. If payment is not received by the due date, a late fee may be assessed.
- Late Pick-up – A fee of \$1 per one (1) minute after 6:00 PM will be added to your monthly statement. Failure to pay these fees will result in your child being denied care until payment is made.

Extended Day Care (EDC) Schedule – EDC is open from 7:00 AM to 6:00 PM and is open on half days, but closed during full days off from school unless otherwise stated. EDC will follow the schedule for late start if we have inclement weather.

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#### **Early Learning Center (ELC) Preschool/Pre-K Aftercare**

- \$160 per month per child after school care 3:00-6:00 PM

*Other schedule options are at the discretion of the ELC Director.*

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**Band**

Band is an elective program for 5<sup>th</sup>-8<sup>th</sup> grade. The annual cost per student is \$160 or \$20 monthly for eight months. Fees will not be prorated, unless approved by the school principal.

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**Photo Authorization**

Per Archdiocesan policy, photos of 4 or more students can be used on media without consent as long as there are no published names.

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**School Directory and Emergency Notification System**

Parent contact information will be used in the School Directory and for our emergency notification system.