



# ANNUNCIATION WELCOMES YOU 2018-2019

## Application Packet and Lists of Requirements

### ALL Returning K-8 Students

- Active FACTS and RenWeb accounts**
- Admission Application (Family and individual student sections) PRINTED LEGIBLY
- Updated Documentation of Immunizations (if any) **~~AND~~** Catholic Sacraments (if any)
- Current Pastor Approval Form for parishioner tuition rate
- Scholarship (Step Up for Students, AAA/Gardiner/PLSA, McKay) Award Letter (if applicable)

### ALL New K-8 Students

- Active FACTS account** (to which all registration, resource, tuition, and annual extended day charges will be added)  
Register for secure online FACTS accounts by entering <https://online.factsmgt.com> in your web browser and following the instructions through to setting up your banking information. An annual fee of about \$38 will be charged by FACTS Tuition Management for 3 or more payments.
- Admission Application (Family and individual student sections) PRINTED LEGIBLY
- Local Pastor Approval Form for parishioner tuition rate—Non-parish rate will be charged until school receives
- Documentation
  1. Birth certificate (legible copy of state issued document)
  2. Baptismal certificate (**if baptized in ANY faith tradition**)
  3. Social Security Card (legible copy for all VPK and Kindergarten students)
  4. Health Form/Physical: DH 3040 less than 1 year old from your Florida doctor
  5. Immunization Form: DH 680, showing complete, age/DOB-appropriate immunizations\*  
**\*(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)**
  6. Report Cards—2 immediately prior years (if entering grades 1-8)
  7. Standardized Test Results—2 immediately prior years (if entering grades 3-8)
  8. IEP/Psychological Testing Results (if applicable)
- Scholarships
  - a) **Step Up for Students** Award Letter
  - b) **McKay**—SSN of parent who will sign voucher checks, notarized Affidavit
  - c) **AAA/Gardiner/PLSA**—correspondence listing requirements of funding agency

### ALL VPK and PK-4 (self-pay) Students

VPK Website: [www.ecs4kids.org](http://www.ecs4kids.org)

- Active FACTS/RenWeb accounts** (to which all extended day charges will be added; any self-pay tuition will be added)  
Register for secure online FACTS accounts by entering <https://online.factsmgt.com> in their web browser and following the instructions through setting up your banking information. An annual fee of about \$38 will be charged by FACTS Tuition Management for 3 or more payments.
- Admission Application (Family and individual student sections) PRINTED LEGIBLY
- Documentation
  1. Birth certificate (legible copy of state issued document)
  2. Baptismal certificate (**if baptized in ANY faith tradition**)
  3. Social Security Card (legible copy)
  4. Health Form/Physical: DH 3040 less than 1 year old from child's Florida doctor
  5. Immunization Form: DH 680, showing complete, age/DOB-appropriate immunizations\*  
**\*(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)**
- VPK ONLY:** VPK Certificate issued by Episcopal Children's Services for Clay County, signed by parent



# Annunciation Catholic School

Florida Department of Education School Number 1409

1610 Blanding Boulevard, Middleburg, Florida 32068 904/282-0504

[www.annunciationcatholic.org](http://www.annunciationcatholic.org)

**2018-2019**

## Account Commitment, Payment Arrangements

### Step 1—Parish Support

**\*Pastor Endorsement Form:** School **must** have on record a completed current form in order to be granted Tuition A and B. Family must pay non-endorsement rates of Tuition C and D until school receives form. Form is available on website or in school office.

### Step 2—Payment Plans (for fees, tuition, and full year extended day charges)

- All payments to school are non-refundable.
- All families must have an active account with **FACTS Tuition Management**. Payments are automatically debited according to the payment plan you select.
  - A) Returning families with 2017-18 FACTS accounts will be re-enrolled automatically
  - B) New families should register for their 2018-19 FACTS accounts by completing the requirements prompted at <https://online.factsmgmt.com>.
- Available plans are:
  - ✓ Full payment on/before June 1, 2018
  - ✓ Half payment on/before June 1, 2018; half payment on/before October 1, 2018
  - ✓ Begin in May 2018, making 12 payments (end in April 2019)
  - ✓ Begin in July 2018, making 10 payments (end in April 2019)
  - ✓ Entries after May 1 ONLY: equal monthly payments through April 2019
- State Scholarships accepted are Step Up for Students, McKay, AAA/Gardiner
  - ✓ Families are responsible to pay for any amounts not covered by scholarship award and must have a FACTS account
  - ✓ Families must endorse award checks or documents within one week of notification from school office or risk being billed for amount of award payment

### Step 3—Other Charges and Accounts

Your ParentsWeb account is the location for incidental charges such as lunches, extended day daily use, sports fees, replacement fees for library or text books, field trips, school-based clubs, and volunteer hours not served/not recorded on time.

# ANNUNCIATION

WELCOMES YOU!

2018-2019 Family Registration Page 1 of 2

<b>Family Page:</b> Number of Students to be Registered _____ (individual student pages to be attached)	Returning Family _____	New Family _____
_____	_____	_____
Last Name of Family _____	Other Last Names of Registered Students in this Family _____	
Residence or Mailing Address of Family _____	E-mail address of family (print legibly!) _____	
City _____ FL 32 _____	Main phone numbers (with area code, if not 904) of family _____	
Zip _____	_____	
<input type="checkbox"/> Sacred Heart/FI <input type="checkbox"/> St. Catherine <input type="checkbox"/> St. Luke <input type="checkbox"/> MQH	_____	
(Signed form for tuition rate discount) <input type="checkbox"/> Not Catholic	Other religious affiliation or practice in home _____	

### Agreements by family, applicable to all students registered:

**General Release of Liability:** My/our signature(s) on this page hereby releases and forever discharges Annunciation Catholic School, its officers, agents, and employees from all claims and demands, rights and causes of action of any kind that the members of this family now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the signers of this agreement and property damage resulting from any occurrence which may happen to our child/ren (or legal ward), during his/her stay at Annunciation Catholic School.

**Emergency Care:** I/we understand that in case of accident or serious illness, if the school is unable to reach a parent or guardian, I/we hereby authorize Annunciation Catholic School at its discretion to contact emergency personnel and to allow these professionals to administer treatment and/or transport the child/ren for treatment. The school is further authorized to provide helpful medical and family contact information to these health care providers if it has been provided to the school.

**Non-Urgent Care:** I/we understand that in case of accident or serious illness for which the child does not require professional emergency care providers, every effort will be made to contact a parent/guardian. In the event the school is unable to reach a parent/guardian, I/we hereby authorize Annunciation Catholic School at its discretion to call in the order I/we have listed, an emergency contact to request that he/she remove the child from the school.

**Internet Acceptable Use Policy:** I/we understand that the Internet is a powerful tool that must be used with responsibility, that the school has the right and responsibility to make and enforce rules for acceptable use. Our family has discussed and agrees to support the rules of the school.

**Diocese of St. Augustine Volunteer Policy:** The school requires each family to provide service to the school equaling 12 hours per semester, with documentation of this service to be provided to the school by December 15 and May 18 of each academic year that the family has a child in the school. These hours are not the same as service hours required by the family's parish. The Diocese of St. Augustine requires without exception that each volunteer who will have contact with students on behalf of the school must submit to the school proof of having attended Virtus' "Protecting God's Children" class, be fingerprinted at an approved facility, submit background check paperwork, and await clearance through the Diocese's Safe Environment Department. Volunteers who will not have contact with students do not have to meet these diocesan requirements.

**Handbook:** I/we understand that rules and discipline are important to the safety of my/our child/ren and all others who learn, work, visit, and volunteer at Annunciation Catholic school. This family agrees to abide by those rules and those published additionally when necessary.

**Confidentiality:** I/we understand that the information provided here is kept confidential unless the school finds it necessary to provide it to medical, law enforcement, or special education providers.

**Permit:** I am/we are legally permitted to register the child/ren whose information is attached.



### Agreement Signature(s)

\_\_\_\_\_  
Parent/Guardian 1

\_\_\_\_\_  
Parent/Guardian 2

~

My/our signature(s) above signify my/ our acceptance of the policies set forth at left as conditions of registration at Annunciation Catholic School.

**Continue on reverse**

# ANNUNCIATION

2018-2019

Image Release Form—Family



Many events at our school and parishes involve taking photographs or filming students and family members participating in the life of the church and school. We have prayer services and liturgies, musical programs and sports, art and science expositions, field trips and class programs, fundraisers and diocesan competitions, and awards, in addition to school sponsored and non-school sponsored gatherings off campus. The images that are collected are sometimes used to promote school and parish life in the wider community of print and television journalism and advertising, as well as social media outlets. These images will never be used deliberately by diocesan personnel or volunteers to endanger or embarrass or exploit any persons or groups who appear in them.

**Images** include, but are not limited to, photographs, films, recordings which may appear in promotional materials or viewing via any audio or visual newsletters, \*yearbooks, bulletins, calendars, PowerPoint (or other visual presentation software), videos, websites, blogs, social network pages or posts, framed remembrances, teaching/coaching tools, safety demonstrations, and other wholesome instances.

\*Yearbooks often include school sports teams, clubs, altar servers, awards, and candid images.

## Therefore,

- Yes  No  Without compensation, I/we hereby grant permission to the Catholic Diocese of St. Augustine, its affiliated entities, agents, and employees (hereinafter referred to as "the Diocese"), the right to photograph me/us and my/our child/ren listed on this form and to use and reproduce these photographs as described above.
- Yes  No  I further give the Diocese copyrights to all images, works, acts, plays, and appearances made by or with us and the right to alter the same without restriction.
- Yes  No  I/we hereby release the photographer, the journalists, and the publications or media outlets they represent, as well as the parish/church/school involved, the Bishop of the Diocese of St. Augustine, a corporation sole, and all of its employees and agents, from all claims of liability or damages that we might assert under Florida Statute 540.08, or any other statutory or common law claims relating to the use of said images or the reproduction of our names, voices, likenesses or other identifying characteristics.
- Yes  No  I/we hereby certify that I/we have read the foregoing and fully understand its contents and intend for this document to be legally binding.
- Yes  No  This permission shall remain in effect unless revoked by me/us and communicated in writing to Annunciation Catholic School.
- Yes  No  Our/my child/ren's photograph may be in the school \*yearbook.
- Yes  No  Our/my child/ren may appear in the Grade 8 class photograph, graduation photograph, and other events specific to Grade 8. Not applicable
- Yes  No  Our/my child/ren may be filmed for any of the *Angel News* shows.
- Yes  No  Our/my child/ren's photograph may be included in such remembrances as a class auction project, and the school's newsletter, Facebook page, apps, and other social media.

\_\_\_\_\_  
Print Parent Name for child/ren listed below

\_\_\_\_\_  
Parent Signature

\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Student Name

**Reverse side completed?**



# ANNUNCIATION

## Registration for 2018-2019 School Year Student Registration Page 2 of 2



Student(s) live(s) with:

- Both parents   
  Mother only   
  Father only   
  Mother and Stepfather   
  Father and Stepmother  
 Guardian(s)/Other \_\_\_\_\_ Any deceased parent(s)?  Mother     Father

Is there a custody situation of which the school should be aware?  No     Yes (If yes, complete Custody Order required at school)

\_\_\_\_\_  
Parent/Guardian with legal right to enroll student(s)

\_\_\_\_\_  
Parent/Guardian with legal right to enroll student(s)

\_\_\_\_\_  
Primary Email (frequently checked for school messages)

\_\_\_\_\_  
Primary Email (frequently checked for school messages)

\_\_\_\_\_  
Occupation/Employer

\_\_\_\_\_  
Occupation/Employer

(\_\_\_\_\_) \_\_\_\_\_  
Cell Phone                      Work Phone

(\_\_\_\_\_) \_\_\_\_\_  
Cell Phone                      Work Phone

\*\*\*\*\*  
\*\*\*\*\*

\_\_\_\_\_  
Non-Custodial Parent/Guardian-

\_\_\_\_\_  
Non-Custodial Parent/Guardian-

Is this ↑ person allowed to pick up child?  Yes  No

Is this ↑ person allowed to pick up child?  Yes  No

\_\_\_\_\_  
Non-Custodial Parent/Guardian Primary Email

\_\_\_\_\_  
Non-Custodial Parent/Guardian Primary Email

\_\_\_\_\_  
Non-Custodial Parent/Guardian Occupation/Employer

\_\_\_\_\_  
Non-Custodial Parent/Guardian Occupation/Employer

(\_\_\_\_\_) \_\_\_\_\_  
Non-Custodial Parent/Guardian Cell Phone & Work Phone

(\_\_\_\_\_) \_\_\_\_\_  
Non-Custodial Parent/Guardian Cell Phone & Work Phone

When the school is unable to reach a parent/guardian listed above, I/we authorize the school to call the persons listed below to assume temporary care of my child, to pick up/leave campus for rest or medical attention, or to transport my child to an off-campus student activity in the event other arrangements have not been made known to the school. **I/we will add and delete as necessary in this student's ParentsWeb profile any other individuals who may also provide this assistance for this student.**

1. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

### Required Race Demographics for County, State, U.S. Statistics:

- American Indian/Native Alaskan     Asian  
 Black     Native Hawaiian/Pacific Islander     White/Caucasian     Two or more races

**Reverse side  
completed?**

Office Use:	
On File (OF) or Provided (P):	Birth Cert. ____ SSN ____ DH3040 ____ DH680 ____ Baptismal Cert. ____ IEP ____ Other Dox ____
	New to ACS provided from immediately prior 2 years: report cards (grades 1-8) ____ and standardized test results (grades 3-8) ____
	Family Page ____ # of Student Page(s) ____ Custody documents ____ RW-1 ____ RW-2 ____ DB ____ QB ____ FACTS ____
	Parish Discount Form ____ Circle Scholarship Documents: SUFS ____ Award Letter
	VPK/ECS Certificate ____ McK ____ Affidavit SSN ____



# Extended Day

## 2018-2019

### Registration Form

Annunciation Catholic School  
1610 Blanding Boulevard  
Middleburg, FL 32068

[www.annunciationcatholic.org](http://www.annunciationcatholic.org)  
(904) 282-0504

**All Full School Year Selections will be billed to your FACTS account according to your selections below.**

**PRINT ALL INFORMATION**

**Make Selections with X in  box(es) below:**

- Full Time
- Occasional
- Morning only
- Afternoon only

<input type="checkbox"/> K-8 7:00-7:15a.m.	<input type="checkbox"/> PreK 7:00-7:15a.m.
<input type="checkbox"/> K-8 Dismissal – 5:55p.m.	<input type="checkbox"/> PreK 10:45a.m. – 3:00p.m.
	<input type="checkbox"/> PreK 10:45a.m. – 5:55p.m.

Child	18-19 Grade	Child	18-19 Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Child lives with:  Both Parents  Mother  Father  Other

_____	_____	_____	_____
Parent/Guardian Name	Cell Phone	Home Phone	Work Phone
_____	_____	_____	_____
Parent/Guardian Name	Cell Phone	Home Phone	Work Phone

Persons to be notified **AND** authorized to pick up child(ren) in case Extended Day staff is unable to reach parent/guardian:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Please list any ALERTS by child (conditions, disabilities, or allergies) that would be helpful for Extended Day personnel to know.

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

Extended Day personnel has my permission to call for emergency medical assistance.

_____	_____	_____
Parent/Guardian Signature	Parent/Guardian Printed Name	Date



# Annunciation Catholic School

Florida Department of Education School Number 1409

1610 Blanding Boulevard, Middleburg, Florida 32068 904/282-0504

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**2018-2019**

## Schedule of Fees, Tuition, and Extended Day Rates

<b>Fees for <u>Each Family</u> of Kindergarten through Grade 8 Student</b>		<b>Non-Refundable</b>
Registration—A, <b>Early</b> (through 4/13/2018)	\$ 270.00	~ or ~
Registration—B, <b>Late</b> (on or after 4/13/2018)	\$ 370.00	
Building Fee	\$ 200.00	

<b>Fee for <u>Each Student</u> in Kindergarten through Grade 8</b>		<b>Non-Refundable</b>
Resources	\$ 640.00	

<b>Fee for <u>Each Student</u> in Grade 8 only (in addition to Resource Fee)</b>		<b>Non-Refundable</b>
Graduation	\$ 70.00	

<b>Tuition for <u>Each Student</u> in Kindergarten through Grade 8</b>		<b>Non-Refundable</b>
A. First or only student in family WITH pastor* endorsement	\$4,070.00	
B. Each additional student in family WITH pastor* endorsement	\$3,310.00	
C. First or only student in family WITHOUT pastor* endorsement	\$6,170.00	
D. Each additional student in family WITHOUT pastor* endorsement	\$4,880.00	

<b>Tuition for <u>Each Student</u> in Pre-Kindergarten (4-year-olds)</b>		<b>Non-Refundable</b>
A. Qualified with Episcopal Children’s Services Certificate for Clay County	\$0	(if conditions are met)
B. Non-Qualified for VPK—Family Pays for each Student	\$2,750.00	

<b>Extended Day Rates,</b>		<b>Daily Rates, Per Stay, Per Child—</b>
<b>Non-Refundable</b>	<b>Full Year</b>	<b><u>Due at time of Service</u></b>
Mornings: 1 Child	\$ 360.00	\$ 3.00
Mornings: Each Additional Child	\$ 180.00	\$ 3.00
Afternoons: 1 Child (Grades K-8)	\$1,300.00	\$12.00
Afternoons: Each Additional K-8	\$ 850.00	\$12.00
PK Extension: Each Child to 3:00	\$2,700.00	\$17.00
PK Extension: Each Child to 5:55	\$4,175.00	\$26.00
Late Pick Up: After 5:55 p.m., per minute, per child		\$ 2.00

**Other expectations:** Volunteer Service to school (12 hours per semester per family) which are pre-billed and reduced when you log the hours; monthly “dollar-dress-down” fundraisers for gym/physical education, and other activities/small charities as accepted by principal.