



# ENROLLMENT BOOKLET

January 2025

Dear Families,

We welcome you to the Annunciation Catholic School family. Clay County's Catholic community endeavors to balance the rising costs of providing the gift of a high quality Catholic education to your children with finding ways for families to afford what you pray for. I encourage every family to explore the many scholarship opportunities provided by the state of Florida, our supporting parishes, and the school itself.

Scholarship opportunities through the state are administered by Step Up for Students/EMA:

- Florida Tax Credit (FTC) and Family Empowerment (FES-EO), which are available to all K-8 students in the state of Florida. These awards pay nearly all of a student's tuition for the school year.
- Family Empowerment Scholarship for students with Unique Abilities (FES-UA), for qualifying PK-8th Grade students with IEPs or special physical health considerations. This scholarship generally pays all of a student's tuition, and sometimes for additional services and/or learning materials or devices.

Whether you've been with Annunciation for awhile or you're just joining our family, we hope you will consider pre-qualifying your students for significant financial help by visiting the websites on the next page.

If your family has a special circumstance for which you would like additional consideration, please contact me at [principal@annunciationcatholic.org](mailto:principal@annunciationcatholic.org).

Stephen Eiswert  
Principal

## Our Mission

Inspired by the Annunciation of Our Lord,  
and rooted in our Catholic Faith,  
the Mission of Annunciation Catholic School is  
to develop the potential of every child,  
to promote academic excellence,  
and to foster the Christian ideals of love, witness, and service  
in partnership with our families and parishes.

**Annunciation Catholic School**

1610 Blanding Boulevard, Middleburg, FL 32068 (904) 282-0504  
[www.annunciationcatholic.org](http://www.annunciationcatholic.org)

## 2025-2026 TUITION RATE & FEES

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### Tuition Rate (per student)

- Grades K- 8 ..... \$8,835.00

### Additional Fees

- Graduation Fee (each 8th Grade student) ..... \$100.00

### VPK Fees (yearly/student)

- 3-Hour VPK day (7:45-10:45am) ..... State covered
- Wraparound 10:45am-3:00pm ..... \$3,300.00
- Wraparound 10:45am-6:00pm ..... \$4,800.00

### K-8 Extended Day Fees (yearly/student)

- Morning (7:00-7:15am), 1 child ..... \$420.00  
Each additional child ..... \$220.00
- Afternoon (3:00-6:00pm), 1 child ..... \$1,520.00  
Each additional child ..... \$1000.00
- Late Pick Up Fee (after 6:00p) per minute, per child .... \$5.00

### PK-8 Occasional Extended Day Fees (daily/student)

- Morning (7:00-7:15am), 1 child ..... \$5.00  
Each additional child ..... \$3.75
- Afternoon (3:00-6:00pm), 1 child ..... \$16.00  
Each additional child ..... \$16.00
- PK Extension each child (to 3:00pm) ..... \$24.00  
(to 6:00pm) ..... \$35.00
- Late Pick Up Fee (after 6:00p) per minute, per child .... \$5.00

## TUITION & FEES PAYMENT

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Tuition, Graduation Fee, and Extended Day payments are not refundable.

The difference between tuition and any scholarship award amount is the responsibility of the family.

ACS now contracts with FACTS to process tuition payments electronically and a FACTS Tuition Management account must be set up and completed at the time of enrollment to arrange for month or semi-annual automatic bank payment from your checking or savings account. ALL payment of tuition and fees will be made through the Family Portal (FACTS-SIS).

Families who require a payment plan for full-year Extended Day charges must also have an active account with FACTS Tuition Management.

Families who have not already created a FACTS Tuition Management account should register by completing the requirements prompted at <https://online.factmgt.com>. Payments are automatically debited according to the payment plan you select:

- Full payment on/before June 1 (\$20.00 annual fee to FACTS Tuition Management)
- Half payment on/before June 1 & half payment on/before October 1 (\$20.00 annual fee to FACTS Tuition Management)
- Begin in July, making **10 payments** ending in April (\$46.00 annual fee to FACTS Tuition Management)

## INCIDENTAL CHARGES

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All incidental charges, such as lunches, sports fees, replacement fees for library or text books, field trip, school-based clubs, occasional use of Extended Day services, and Family Service Hours not served/not recorded on time, will be billed to the Family Portal (FACTS-SIS).

Invoices will be sent monthly, at a minimum.

Accounts must be kept current for student(s) to remain at Annunciation. A late fee of \$25.00 may be applied at the end of each month for past due accounts. Records are not transferred to new schools and scholarships are not transferred if families have an unresolved balance at time of departure or last day of school, whichever is first.

## FINANCIAL AID

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### Step Up for Students (State Scholarship)

- The Florida State Legislature determines the actual award amounts for state scholarships each summer. These amounts may vary because of student grade level, county of student's residence, or other special considerations as they deem appropriate.
- Parents/guardians must apply at [stepupforstudents.org](http://stepupforstudents.org) to be considered for the state scholarship. All families are eligible.  
FTC (Florida Tax Credit)  
FES-EO (Family Empowerment - Economic Opportunity)  
FES-UA (Family Empowerment - Unique Abilities)
- Families must approve electronic documents through their SUFS portal within one week of notification from scholarship agency or risk being billed for amount of award payment.

### Folds of Honor (Private Scholarship)

- Private scholarship for qualified retired military.  
Eligible families should apply at [www.foldofhonor.org](http://www.foldofhonor.org).

- **Only one scholarship may be applied to a student's tuition.**
- Scholarship/grant funds are never given directly to families, but rather, are deducted from a student's annual tuition when funds are received.
- If a family fails to meet qualifications at any time during the school year, the scholarship may be revoked.

# VPK REQUIREMENTS

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- VPK Certificate issued by Episcopal Children’s Services [www.ecs4kids.org](http://www.ecs4kids.org) for Clay County, signed by parent. This certificate covers the VPK student’s academic day, 7:45am–10:45am, provided attendance restrictions are followed. The certificate does not cover Wraparound stays prior to or after the academic day; charges for these stays are the responsibility of the family. Full year stays are billed to your FACTS Tuition Management account. Occasional stays are billed to your Family Portal account. Payments must remain current for student to remain in VPK and wraparound extended day at Annunciation.
- If using the FES-UA (Family Empowerment - Unique Abilities) state scholarship, provide the **Award ID** to the ACS Office.
- Enrollment in Kindergarten requires successful completion of a Pre-Kindergarten program. However, enrollment in the VPK programs at Annunciation Catholic School or St. Luke Child Care does not guarantee a spot in Kindergarten at ACS in the next academic year.

# K-8 REQUIREMENTS

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- Each family is expected to provide 24 family service hours each year, 12 hours per semester. Hours not served or recorded through the Family Portal each semester are billed to the Family Portal as an incidental charge, the first 6 hours at the rate of \$30.00 per hour and the remaining 6 hours at the rate of \$15.00 per hour. More information about Family Service Hours is available at the ACS website.
- If using any state scholarship through Step Up for Students, provide the **Award ID** to the ACS Office.
- Kindergarten and 7th grade students **must** provide current Immunization Form: DH 680 showing complete, age/DOB-appropriate immunizations in order to begin school. Medical exemptions must be pre-approved through the Diocesan Superintendent's Office.

# ADDITIONAL INFORMATION

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## School Hours

Office Hours, Monday - Friday .....	7:15am - 3:30pm
Summer Hours .....	9:00am - 2:00pm
School Day, Monday - Friday .....	7:45am - 2:35pm (K-4th Dismissal) & 2:45pm (5th-8th Dismissal) [Gates open at 7:15am and Morning Assembly begins at 7:35am]

## Contact Us

General Information: [frontdesk@annunciationcatholic.org](mailto:frontdesk@annunciationcatholic.org)  
 Tuition/Billing: [accounting@annunciationcatholic.org](mailto:accounting@annunciationcatholic.org)  
 Principal: [principal@annunciationcatholic.org](mailto:principal@annunciationcatholic.org)  
 For more information, visit us at [annunciationcatholic.org](http://annunciationcatholic.org)

## K-8 School Uniforms

Risse Brothers School Uniforms  
 Shop Online: [www.rissebrothers.com](http://www.rissebrothers.com)                      Shop In Store: 8595 Beach Blvd, Suite 324, Jacksonville, FL 32216  
 Visit the office to shop for recycled school uniforms.

## VPK & K-8 PE Uniforms

Shorts and shirts only available for sale at the school office during normal office hours.  
 Visit the office to shop for recycled PE uniforms.

## School Supply Lists

School supply lists may be found at the ACS website.  
 Bibles required for students in Grades 5-8 are available for sale at the school office during normal office hours.  
 Bulk Buy option available to select at time of enrollment.

## Medical Authorization Forms

EpiPen, Inhaler, and prescription medication authorization forms must be completed and on file at the office. All forms are available through the ACS website under Parents/Forms or directly at [annunciationcatholic.org/forms](http://annunciationcatholic.org/forms).