



INCARNATION PARISH SCHOOL
 123 W. Glenoaks Blvd.
 Glendale, CA 91202
 P 818.241.2269 F 818.241.4734
 www.incaschool.org

RETURNING STUDENT REGISTRATION 2011-2012

- A **\$250.00 non-refundable fee** must accompany this form in order to secure a place (\$50 for re-registration; \$200 for the book fee for 1 child).
- Registration will be processed **only if a family's current balance** is up-to-date. Information will be held in a file until balance is paid, and the student will be placed on a waiting list.
- Parishioners of Incarnation must **attach their year-end statement from the Parish** in order to verify that the **minimum contribution of \$500.00** has been met. Otherwise the non-parishioner tuition will be assessed.
- Please complete both pages and return to the Business Office.
- **Re-registration period: February 1st – March 4th**. Applications received after March 4th will be considered along with new student applications.

Registration Information

Family Name _____

1. Child's Name _____ Entering Grade _____ in Fall 2011

2. Child's Name _____ Entering Grade _____ in Fall 2011

3. Child's Name _____ Entering Grade _____ in Fall 2011

We **DO NOT** intend to return for the 2011-2012 school year.

Tuition Payments

___ Full payment of yearly tuition by **August 15th**

Note: If paid on or before August 1, 2011 a 3% discount is applied.

___ Monthly payment through FACTS

(Current account & # of payments will be used unless new banking information is attached).

Mandatory Fundraising Payment Options

\$250.00: Scrip Contribution	<input type="checkbox"/> Add to FACTS Payment <input type="checkbox"/> Pay school on or before October 15th
\$150.00: Auction Dinner Tickets	<input type="checkbox"/> Add to FACTS Payment <input type="checkbox"/> Pay school on or before February 1st
\$100.00: Raffle Tickets for Auction	<input type="checkbox"/> Sell in the Spring <input type="checkbox"/> Add to FACTS Payment <input type="checkbox"/> Pay school on or before February 1st
\$150.00/per child: Jog-A-Thon	<input type="checkbox"/> Add to FACTS Payment <input type="checkbox"/> Pay school on or before event deadline

Family Participation Hours

___ Will perform 40 hour requirement per family.

*Note: \$25/per hour will be assessed for each hour not completed by **May 31, 2012.***

___ Will pay \$500.00 in lieu of participation hours by **November 15, 2011.**

___ Will pay \$500.00 in lieu of Family Participation hours monthly through FACTS.

Commitments and Responsibilities

At Incarnation School, we are in partnership with you in the education of your child(ren). In this cooperative spirit we need your support. **Please read each of the following items and sign below, signifying that you agree to comply. These commitments and responsibilities are mandatory in order for your child to attend Incarnation School.**

We, as parents, make a solemn commitment to:

- worship every weekend at Mass (as parishioners).
- pay all financial obligations when due:
 - Tuition: FACTS payments the 5th, 10th, 20th or the 25th of each month
 - Book fee of \$200.00 per child (by **August 15th**)
 - Mandatory fundraising
 - All other program fees incurred (ASP, AM Care, Sports, field trips, etc.)
- submit or update complete health records by **August 15th**
- provide positive support of school policies and programs as set forth in the Parent Handbook and/or explained at parent meetings or in letters received from the school.
- attend **three** General PTO Meetings.
- abide by carpool and parking rules. (This is a crucial safety issue!)
- ensure that my child(ren) arrive in proper uniform daily.
- ensure that my child(ren) arrive on time for school daily.
- complete 40 Family Participation Hours, or pay \$500.00 in lieu of Participation Hours, or \$25.00 for each uncompleted hour.
- complete VIRTUS training .
- comply with fingerprinting requirements when applicable.

The signature below indicates that we agree to abide by all of the above commitments.

Family Name _____

Parent signature

Date

Office Use:

_____ Date Received

_____ Business Office clearance (no outstanding balance)

Attached:

_____ Parish form

_____ Parishioner (\$500 minimum contribution met)

_____ Updated banking information & voided check (if changed)

Amount \$ _____ (\$250 due now)

Check # _____

Cash _____