



Diocese of Rochester  
**Catholic Schools**  
Faith. Academics. Community.

1150 Buffalo Road, Rochester, NY 14624 | [dorschools.org](http://dorschools.org)

January 2022

Dear Families,

We are excited to welcome your family to a Diocese of Rochester Catholic School for the 2022-2023 school year! Whether you are returning or new to our system of Catholic Schools, we hope you are looking forward to another year of growing in faith, academics, and community.

This year saw a 4% increase in overall student enrollment, marking the first increase in enrollment in many, many years. In appreciation for the dedication of our current families, and to welcome more new families to our community, we are pleased to continue the Family Ambassador Program for the 2022-2023 school year. Additional information can be found at [www.dorschools.org/ambassador](http://www.dorschools.org/ambassador). In continuing the Ambassador Program, we recognize the role that our current families serve in promoting our outstanding Catholic schools and value that support.

Together, our 16 diocesan schools welcome students in a variety of high-quality programs for students in Pre-Kindergarten through Grade 8. For more information about school locations and financial aid, please visit our website at [www.dorschools.org](http://www.dorschools.org) or contact the following schools directly:

*All Saints Academy, Corning*  
*Holy Cross School, Charlotte*  
*Holy Family School, Elmira*  
*Seton Catholic School, Brighton*  
*St. Ambrose Academy, Rochester*  
*St. Agnes School, Avon*  
*St. Francis – St. Stephen School, Geneva*  
*St. Joseph School, Penfield*

*St. Kateri School, Irondequoit*  
*St. Lawrence School, Greece*  
*St. Louis School, Pittsford*  
*St. Mary's School, Canandaigua*  
*St. Mary Our Mother School, Horseheads*  
*St. Michael School, Penn Yan*  
*St. Pius Tenth School, Chili*  
*St. Rita School, Webster*

Despite the challenges of the current pandemic, our schools continue to demonstrate academic excellence, evidenced by increases in student learning on NYS Exams and iReady growth goals. Our skilled and certified faculty and principals continue to go above and beyond to offer students a transformative Catholic School education. We look forward to continuing our initiatives in teacher collaboration, Christ-centered multiculturalism, and personalized learning in the coming year, all while continuing to instill a Catholic worldview in our learners.

I firmly believe that a Catholic education is a gift that lasts a lifetime and wish to recognize our families who sacrifice to prioritize this gift for their children. We are grateful for your continued faithfulness and dedication.

May God bless you and your families,

James Tauzel  
Superintendent of Schools



Accredited by Middle States Association



St. Rita School

*Where Faith and Knowledge Meet*

January 2022

Dear Families,

It is the most wonderful time of the year: Registration Season! I invite you to register your child(ren) at St Rita School - *Where Faith and Knowledge Meet* - for the 2022 - 2023 school year! Enclosed you will find the forms that need to be filled out as part of your enrollment process and some additional information. Please submit your non-refundable registration fee in the amount of \$125 (if paid by 3/1/22) or \$175 (if paid after 3/1/22) with your registration packet and return your completed packet to school by February 4, 2022 (for current families).

Enclosed:

1. Registration Form/Financial Obligations Form - the person(s) responsible for paying the tuition MUST sign the Financial Obligations Form.
2. Contract for Educational Services
3. St. Rita School Fair Share Program
4. FACTS tuition payment information flyer

The following forms may also be necessary if applicable:

1. Financial Aid: Please apply online through FACTS @ <https://online.factsmtg.com/sign/3G3B8>  
**Finances should never be a reason NOT to register!!**
2. New Student Registration Form (**also needed for all new incoming Pre-Kindergarten and ALL Kindergarten students**).
3. Medical forms for new entrants to all grades, as well as, Pre-K, Kindergarten, First, Third and Fifth Graders for 2022 - 2023 school year, are available on our school website and at [websterschools.org](http://websterschools.org).
4. Before School Care Program and/or After School Care Program Registration Form(s) and fees. (Before Care/Aftercare Registration Forms are not available yet).

We look forward to the 2022 – 2023 school year at St. Rita School. As always, we are ready to offer your children, our students, an excellent faith-filled education.

We are extremely proud of our St. Rita School community and all it has to offer! Should you have any further questions, please don't hesitate to contact us at (585) 671-3132.

Blessings,

Ms. Elizabeth Jensen  
Principal

# ST. RITA SCHOOL 2022 – 2023 REGISTRATION APPLICATION

Please print the following information clearly:

**Parent/Guardian** (as you wish your name to appear on official communication):

Dr./Mr./Mrs./Miss/Ms. Last Name \_\_\_\_\_ Parent(s) First Name(s) \_\_\_\_\_

**Mailing Address:**

Street \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_

**Phone #:**

Home \_\_\_\_\_ Cell (Mother) \_\_\_\_\_ Cell (Father) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Our family is registered with in \_\_\_\_\_  
Public School District of Residence

Our family is registered in \_\_\_\_\_  
Parish/Church

**Please check PreK program you are registering for:**

PreK 3 Tues./Thurs. (2 Day Program)

PreK 3 - ½ day (8:45am-11:15am)     PreK 3 - Extended Day (8:45am-2:30pm)

PreK 4 Mon./Wed./Fri. (3 Day Program)

PreK 4 - ½ day (8:45am-11:15am)     PreK 4 - Extended Day (8:45am-2:30pm)

PreK 4 Mon./Tues./Wed./Thurs./Fri. (5 Day Program)

PreK 4 - ½ day (8:45am-11:15am)     PreK 4 - Extended Day (8:45am-2:30pm)

Student's Last Name <small>(Please list only children registering at St. Rita School)</small>	First Name & Middle Initial	M/F	DOB	Present School and Grade 2021-2022	Grade in 2022/2023

For office use only

Date Registration Received: \_\_\_\_\_

Registration fee paid: Amt. \$ \_\_\_\_\_ Check # \_\_\_\_\_

Principal / School Office Signature \_\_\_\_\_

Date \_\_\_\_\_

(OVER)

**FINANCIAL OBLIGATIONS CONTRACT FOR THE 2022-2023 YEAR**  
 All information must be completed by the financially responsible person (parent/legal guardian)

Scheduled Tuition amount: K-5 \$ \_\_\_\_\_ PreK \$ \_\_\_\_\_ (Amounts subject to validation by the finance office.)

A \$125 family registration fee must be submitted with this form **due by 3/1/22. After 3/1/22 a \$175 family registration fee is due.** Cash, check, or money order only. Make checks payable to: *St. Rita School*. **Registration Fees are not refundable.**

Please indicate **Payment Plan** Preferred (choose only one): **ALL PAYMENTS ARE DUE ON THE 5<sup>th</sup> OF THE MONTH**

- FULL PLAN** Total family tuition is paid in full by August 2022. All payments are made using the FACTS Tuition Payment Program. An **annual transaction fee of \$20 payable to FACTS Management Co.**, will be added to your first tuition payment.
- SEMI-ANNUAL PLAN** Total family tuition is paid in two equal payments. August 2022 and January 2023. All payments are made using the FACTS Tuition Payment Program. An **annual transaction fee of \$20 payable to FACTS Management Co.**, will be added to your first tuition payment.
- MONTHLY PLAN** Total family tuition is paid in ten equal payments. August 2022 through May 2023. All payments are made using the FACTS Tuition Payment Program. An **annual transaction fee of \$50 payable to FACTS Management Co.**, will be added to your first tuition payment.

Please indicate **Payment Method** Preferred (choose only one):

- DIRECT DEBIT** from either a checking or savings account
- INVOICED**
- CREDIT CARD s**

**UNDERSTANDING and AGREEMENT:**

1. I have been provided with a copy of the St. Rita School Contract for Educational Services. I have read this contract, and agree to its contents.
2. I agree to pay a **\$30 late fee**, which will be assessed after the due date.
3. I understand that I will be charged one month's tuition for program withdrawal **submitted after August 15, 2022.**
4. I understand that delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, I agree to pay all costs related to the collection and/or legal process.
5. If this is a re-registration, I understand that final validation for registration and grade placement for the next school year, are dependent upon completion of all financial responsibilities for the current school year.

Signature \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date \_\_\_\_\_ % of Tuition \_\_\_\_\_  
 (Parent/Legal Guardian) (Responsible for)

Signature \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date \_\_\_\_\_ % of Tuition \_\_\_\_\_  
 (Parent/Legal Guardian) (Responsible for)

**ONLY IF APPLICABLE**

Someone **other than** the Parent(s)/Legal Guardian(s) is going to be financially responsible, therefore **I (Parent/Legal Guardian)** \_\_\_\_\_ give permission to St. Rita School to share financial information  
 (signature)

with the financially responsible person whose name is noted here \_\_\_\_\_  
 (Please PRINT name)

I \_\_\_\_\_ am the financially responsible person that will be paying tuition for students  
 (signature)  
 listed on the front of this Registration Contract.

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

Social Security #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

**St. Rita School  
CONTRACT FOR EDUCATIONAL SERVICES  
2022 – 2023**

Parent(s), guardian(s), and other persons responsible for payments should read all the provisions of this contract, complete the required Registration Form (front & back) & sign and return the Registration Form to the St. Rita School office.

A student is accepted for enrollment (*or re-enrollment*) when the Registration Contract and attachments thereto, along with the Registration Fee, have been delivered to the school, countersigned and dated; and, with regard to re-enrollment, successful completion of the current academic year, and the recommendation of the school is required. This contract contains the entire understanding of the parties and supersedes any prior understandings and/or written or oral contracts between them. No other verbal or written agreement shall, in any way vary or alter any provision of this contract unless all parties consent to vary or alter any provision of this contract in signed writing.

1. Parent(s)/Guardian(s) agree to pay the tuition and fees required.
2. St. Rita School will provide an education to the child(ren) enrolled based on the guidelines established by the State Of New York and the Catholic Diocese of Rochester. Parent(s)/Guardian(s) hereby enroll the students named on the Registration Contract in St. Rita School Program for the 2022-2023 school year based upon the following conditions:
  - a. Tuition will be paid in accordance with the PAYMENT PLAN & PAYMENT METHOD selected on the Financial Obligations Contract.
  - b. Tuition payment(s) must be received by FACTS on or before the due date(s). For each payment received after the due date indicated by the chosen payment plan, a \$30.00 delinquency charge shall be imposed.
  - c. If the payment is not received by the next billing period, the responsible party will be contacted by the school at which time a payment arrangement will be made.
  - d. If any bill for tuition remains unpaid 30 days after the due date, the student and/or other students for whom we are responsible, will not be allowed to receive reports cards and for any bill for tuition that remains unpaid for 60 days the student will not be able to attend school until such arrears are paid in full or specific arrangements are made in writing and approved by the Business Office.
  - e. We understand that the school shall have the right to collect funds in default of this contract, and we hereby agree to reimburse the school for all reasonable expenses of collection incurred, including reasonable attorney's fees and court costs.
  - f. FACTS Management Company will assess a \$30.00 fee on accounts with insufficient funds.
  - g. The parent(s) or guardian(s) understand that the obligation to pay the tuition for the full year is unconditional and that no portion of such tuition paid, or any outstanding balance will be refunded or canceled in the event of absence, withdrawal or dismissal from the School of the above student. In the event of either sustained loss of employment or a job transfer necessitating a re-location of the student, requests for full or partial reimbursement will be considered. Such requests will require supporting documentation and the full cooperation of the parent(s)/guardian(s) making the request. The parents(s) or guardian(s) agrees to pay the School whatever balance remains unpaid after a decision is made regarding such requests.
  - h. The parent(s) or guardian(s) understand that program withdrawals submitted after August 15<sup>th</sup> will result in their tuition account being assessed an amount equal to one month's tuition [annual tuition/10].

**PLEASE KEEP FOR YOUR RECORDS - DO NOT RETURN TO SCHOOL**

**St. Rita School  
CONTRACT FOR EDUCATIONAL SERVICES  
2022 – 2023**

- i. The payment methods listed in the financial obligation section of the Registration Contract are for the financial convenience of the parent(s)/guardian(s). They are not to diminish the parent(s)/guardian(s) obligation to pay the entire annual tuition for reasons of voluntary withdrawal, dismissal or absence of a child.
  - j. Tuition is also not subject to adjustment because of illness, absence, vacation or school closing.
  - k. Full PreK4 (5 day Extended Day) – 5<sup>th</sup> Grade tuition is required for the oldest enrolled child from a family. A sibling discount will be applied to the full PreK4 (5 day Extended Day) – 5<sup>th</sup> Grade tuition for any additional children enrolled in our PreK4 (5 day Extended Day) – 5<sup>th</sup> Grade Program. No sibling discounts are applied for students enrolled in our PreK Program [except for PreK4 (5 day Extended Day)] .
  - l. Tuition for students entering the school after the start of the school year will be prorated based on the remaining number of months in the school year.
3. The school believes that a positive and constructive working relationship between the school and the student's parent(s)/guardian(s) is essential to the fulfillment of the school's mission.
  - a. Parents are required to attend formal parent/teacher conferences, which are held once each year. Furthermore, if a need arises, they will attend special conferences as scheduled.
4. The school reserves the right in its sole discretion to require withdrawal of a Student if:
  - a. The Student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community.
  - b. A parent/guardian or other individual closely related with the Student fails to cooperate with the School, or disregards, or is unable to abide by the rules and regulations of the School.
  - c. The Principal determines that the continued involvement of a parent or guardian with the School is not in the best interest of the School.
5. St. Rita School agrees, in consideration of the tuition (*as outlined in the Tuition Schedule and the Financial Obligations section of the Registration Contract*), to admit the child(ren) listed to its educational program for the 2022-2023 school year; and to accord and entitle such child all rights and privileges enjoyed by other children of like ages and grades in attendance at St. Rita School.

Please note: This contract does not include Before/After School Care.



# St. Rita School Tuition 2022 – 2023

## **PreK 4 (5 Day – Extended Day)\* - Fifth Grade**

### *2022-2023 Rates*

1 Child	\$5,050
2nd Child	\$3,400
Each Add'l Child	\$1,700

**Tuition Credit of \$200 for Kindergarten students who register by March 1, 2022, current St. Rita School PreK 4 students registering for Kindergarten by March 1, 2022 will receive a \$400 Tuition Credit.**

*\* Multi child discount available to families with students in grades PreK 4 (5 Day – Extended Day) thru 5th Grade*

### **PreK 3 (2 Day Program)\*\***

#### **Tu/Th**

	<b>½ Day</b>	<b>Extended Day</b>
	<b>8:45am-11:15am</b>	<b>8:45am-2:30pm</b>
Each Child	<b>\$2,150</b>	<b>\$3,700</b>

### **PreK 4 (3 Day Program)\*\***

#### **M/W/F**

	<b>½ Day</b>	<b>Extended Day</b>
	<b>8:45am-11:15am</b>	<b>8:45am-2:30pm</b>
Each Child	<b>\$2,500</b>	<b>\$4,000</b>

### **PreK 4 (5 Day Program)\*\***

#### **M/Tu/W/Th/F**

	<b>½ Day</b>	<b>Extended Day</b>
	<b>8:45am-11:15am</b>	<b>8:45am-2:30pm</b>
Each Child	<b>\$3,900</b>	<b>\$5,050</b>

The cost to educate each child is estimated to be \$7,900 for the 2022 - 2023 school year.  
Your St. Rita School tuition is subsidized by St. Rita Parish.

#### **Notes:**

Rates do not include the nonrefundable \$175 (**\$125 if register by March 1, 2022**) family registration fee.

\*\*PreK Programs are subject to change depending on enrollment.

Financial assistance for K-5 tuition is available based on financial need. Parents can apply for financial assistance from St. Rita School by submitting a FACTS Grant & Aid Application. The FACTS application fee is \$35 per family, payable to **FACTS**. Both the application form and \$35 fee are due to FACTS by May 16, 2022. Financial Assistance is NOT available for Pre-K programs.



# St. Rita School Tuition 2022 – 2023

## Applying to St. Rita School

Applications will be accepted for Pre-Kindergarten through Fifth Grade starting **January 27, 2022**. Current families, please return your application to the school office no later than **February 4, 2022** to assure placement.

### What You Need to Apply

- Birth certificate
- Baptismal certificate (if applicable)
- Check or cash in the amount of \$175 (**\$125** if paid by March 1, 2022) payable to **St. Rita School**. Please note this fee is nonrefundable.

Application, registration, and tuition information forms, as well as immunization record sheets, transportation requests, and Before/After School Care forms will be available for you when you apply. You will be able to pick up a registration packet on January 27, 2022 and submit the paperwork to St. Rita School with \$175 (**\$125** if paid by March 1, 2022) for the nonrefundable registration fee. When you are notified of acceptance, you are able to apply to FACTS for subsidy.

The 2021-2022 tuition must be current in order to be awarded assistance.

**Notification of acceptance will be mailed after March 1.**

## Considerations

St. Rita School administration is dedicated to providing each child with a high-quality faith-based educational experience. We strive to guide our students to be the best they can be and grow in faith. All of this is done with a dedicated faculty and staff while keeping affordability as a contributing factor foremost in our minds. It is our goal to remain aware of the financial pressures facing our families and be considerate when setting tuition and fees.

Please read over carefully the **CONTRACT FOR EDUCATIONAL SERVICES**. By signing the registration form, you have accepted the terms and conditions of this contract. Notably:

*2.g. The parent(s) or guardian(s) understand that the obligation to pay the tuition for the full year is unconditional and that no portion of such tuition paid, or any outstanding balance will be refunded or canceled in the event of absence, withdrawal or dismissal from the School of the above student. In the event of either sustained loss of employment or a job transfer necessitating a re-location of the student, requests for full or partial reimbursement will be considered. Such requests will require supporting documentation and the full cooperation of the parent(s)/guardian(s) making the request. The parents(s) or guardian(s) agrees to pay the School whatever balance remains unpaid after a decision is made regarding such requests.*

*2.h. The parent(s) or guardian(s) understand that program withdrawals submitted after August 15th will result in their tuition account being assessed an amount equal to one month's tuition [annual tuition/10].*





## Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school's website and locate the FACTS link, or go to <https://online.factsmgt.com>

### FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

### Frequently Asked Questions

- **Is my information secure?**  
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://factsmgt.com/Security-Compliance).
- **When will my payments be due?**  
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**  
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**  
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**  
Changes to your address, phone number, email address, or banking information can be made at [Online.FACTSmgt.com](https://Online.FACTSmgt.com) or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**  
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

### FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://Online.FACTSmgt.com). Customer Care Representatives are also available to assist you 24/7.**



## Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit <https://online.factsmgmt.com/aid>

After completing the online application, you will need to upload all required supporting documentation.

The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.  
**NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:  
**Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization  
**Farm** - send Schedule F and Form 4562 Depreciation and Amortization  
**Rental Property** - send Schedule E (page 1)  
**S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825  
**Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825  
**Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

**IMPORTANT:** If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed.

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

A non-refundable application fee may be required before your application will be submitted.

**NOTE:** Award decisions are made by the institution providing the financial aid, not FACTS.



St. Rita School

*Where Faith and Knowledge Meet*

## **Scholarships available 2022-2023 for St. Rita School families (Grades K-5):**

Please see our school website: <https://stritawebster.org/admissions/> for further information and applications.

### **1. REDDINGTON SCHOLARSHIP**

The Reverend John A. Reddington Scholarship Fund was established under the Will of Father John Reddington to provide for Catholic education at any level and for college education (non-denominational) for residents of the Diocese of Rochester. A scholarship committee exists to review all applications and to select individuals to receive scholarship grants.

There is no limit on the number of times a student may apply for a scholarship. Scholarships are not automatically renewed each year. Students must reapply annually.

The Scholarship Fund is a needs-based fund, and the student must be performing to his/her potential. This past spring the fund had **(115)** qualified students apply for the scholarship and were able to assist **(115)** applicants.

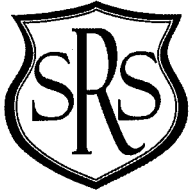
**Scholarships awarded are in the average range of \$100.00 to \$500.00 per year. The committee will only consider those applications that indicate a family's maximum yearly income of \$60K or LESS and require proof of school registration of student attending.**

### **2. KIM MASTRANGELO MEMORIAL SCHOLARSHIP (established 2014)**

Kim Mastrangelo (1967-2014) cared so much about St. Rita School, volunteering her time over a decade of her life, even as she battled cancer. This scholarship has been created to continue Kim's efforts to sustain and develop St. Rita School for decades' more students to enjoy. She never doubted the faculty, staff, and families that make our school such a vibrant community. However, Kim was concerned about St. Rita having enough funding to provide financial assistance, especially as parents faced the costs of sending their children to multiple Catholic schools (elementary, middle school, and high school) at the same time. The primary goal for the Kim Mastrangelo Memorial Scholarship is to provide financial assistance for families who need help providing a Catholic education for their children in multiple Diocese of Rochester Catholic schools.

**Eligibility** Parents (guardians) of children enrolled in grades K-5 at St. Rita School are eligible to apply for the scholarship. Awards can be based on the applicant meeting some or all of the following criteria:

- Other child(ren) enrolled in grades 6-12 in a Diocese of Rochester Catholic school
- Demonstrated financial need
- Registered and supporting member of a parish in the Diocese of Rochester
- Participation in parish life
- Regularly celebrate the liturgy and sacraments



St. Rita School

*Where Faith and Knowledge Meet*

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### **3. BUILDING A BRIGHTER FUTURE SCHOLARSHIP**

The Building A Brighter Future Scholarship is a need-based tuition assistance scholarship available to students, K-8th grade, across our 16 Diocesan schools for the 2022-2023 academic year. The scholarship advances our mission to educate, inspire, and develop children into future leaders of the Church and community by expanding financial supports for school families.

For more information on the BABF Scholarship please visit -  
<https://www.dorschools.org/scholarship>

# FAIR SHARE DONATION PLEDGE

## FOR THE

### 2022 – 2023 SCHOOL YEAR

Name of Donor \_\_\_\_\_

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

All St. Rita School families are asked to consider making a donation pledge at the time of registration. This donation can be made in any amount, at this time (with registration) or may be paid annually (in August), semi-annually (August and February), or monthly (August to May) and is tax-deductible.

This donation is a way to continue to bridge the gap between the actual cost of educating our students and the tuition charged. The actual cost of educating a full-time student at St. Rita School for 2022 - 2023 is projected at \$7,900.

**For the school year 2022 - 2023 I/we pledge a donation to**

**St. Rita School in the amount of \_\_\_\_\_.**

Donation Options: (check one)

\_\_\_\_\_ 1. My donation will be used without restriction in the area of greatest need at St. Rita School.

\_\_\_\_\_ 2. My donation will be used to provide financial aid for the children of St. Rita School.

Choose one:

\_\_\_\_\_ I will pay the total now.

\_\_\_\_\_ I will pay the total in August and wish to be sent a reminder.

\_\_\_\_\_ I will pay the total in two parts, August and February, and wish to be sent a reminder.

\_\_\_\_\_ I will pay in ten monthly payments and wish to receive a reminder each month (August - May)

**Please make checks payable to *St. Rita School*. Please do not include this payment with registration fee or tuition checks.**

Signature \_\_\_\_\_

For Office Use Only		
Date Paid _____	Amount _____	check # _____
Date Paid _____	Amount _____	check # _____

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intentionally blank!



# St. Rita School

## New Student Registration Form

**Grade Level Entering** (Circle appropriate grade) ----->

**Date Entering** \_\_\_\_\_

**(Please circle one):**

PreK 3 ½ Day

PreK 3 Extended Day

PreK 4 ½ Day

PreK 4 Extended Day

3 Day Program

5 Day Program

K    1    2    3    4    5

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

**Address** \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

**Home Phone Number** \_\_\_\_\_

**School District where you reside** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**City/State of Birth** \_\_\_\_\_

<input type="checkbox"/> Native American	<input type="checkbox"/> African American	<input type="checkbox"/> Asian
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Mixed Race
<input type="checkbox"/> Pacific Islands	(Required - please check all that apply)	

**Last School attended (if appl.)** \_\_\_\_\_

**Child lives with** \_\_\_\_\_ **Relationship to student** \_\_\_\_\_

**Student's Religion** \_\_\_\_\_ **Family is registered at** \_\_\_\_\_  
(Name of Church/Parish)

Sacrament	Date	Church	City
<i>Baptism</i>			
<i>First Eucharist</i>			
<i>First Penance</i>			
<i>Confirmation</i>			

(Received - for office use only):

Birth Certificate \_\_\_\_\_

Baptismal Certificate \_\_\_\_\_

**Mother's Information**

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
(if different from student's legal primary residence) Street City Zip

**Phone number** \_\_\_\_\_  
Home Cell

**Email** \_\_\_\_\_  
(to be used for Parent Portal, My Student Progress generated emails, SRS "Weekly Updates" and teacher/office communication)

**Birthplace and Date of Birth** \_\_\_\_\_

**Citizenship** \_\_\_\_\_

**Religion** \_\_\_\_\_ **Last Grade Completed in School** \_\_\_\_\_

**Did you attend a Catholic School?** \_\_\_\_ Yes \_\_\_\_ No

**Elementary** \_\_\_\_\_  
(name of school)

**High School** \_\_\_\_\_  
(name of school)

**College** \_\_\_\_\_  
(name of school)

**Occupation/Career** \_\_\_\_\_

**Place of Business** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Work Phone Number** \_\_\_\_\_

*Check all that apply:*

Married	Deceased	Divorced	Separated	Remarried	Single
---------	----------	----------	-----------	-----------	--------

**If remarried – Spouse's name:** \_\_\_\_\_



## Father's Information

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
(if different from student/mother) Street City Zip

**Phone number** \_\_\_\_\_  
Home Cell

**Email** \_\_\_\_\_  
(to be used for Parent Portal, My Student Progress generated emails, SRS "Weekly Updates" and teacher/office communication)

**Birthplace and Date of Birth** \_\_\_\_\_

**Citizenship** \_\_\_\_\_

**Religion** \_\_\_\_\_ **Last Grade Completed in School** \_\_\_\_\_

**Did you attend a Catholic School?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Elementary** \_\_\_\_\_  
(name of school)

**High School** \_\_\_\_\_  
(name of school)

**College** \_\_\_\_\_  
(name of school)

**Occupation/Career** \_\_\_\_\_

**Place of Business** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Work Phone Number** \_\_\_\_\_

*Check all that apply:*

Married	Deceased	Divorced	Separated	Remarried	Single
---------	----------	----------	-----------	-----------	--------

**If remarried – Spouse's name** \_\_\_\_\_

**Family Information**

Other language(s) spoken in the home \_\_\_\_\_

*Please list other children in the family:*

Last Name	First	Date of Birth	School Attending

**OPTIONAL - Please include any additional information you feel we should know:**

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**Additional Information**

**Person to be contacted in case of an emergency if parent/guardian cannot be reached:**

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone Numbers \_\_\_\_\_  
Home Cell Work

**PARENT/GUARDIAN AUTHORIZATION FOR LOAN OF TEXTBOOKS**

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

Name of Public-School District Student resides in: \_\_\_\_\_

Name of Nonpublic School attending: St. Rita School, Webster NY located in Webster Central School District

**LOAN OF TEXTBOOKS**

I hereby request the Loan of Textbooks in the name of: \_\_\_\_\_  
(Student's Name)

I authorize St. Rita School to act on behalf of this student in identifying and ordering books to be loaned to the student identified above and residing in the school district above. Textbooks must be maintained in good condition. Replacement of damaged or lost textbooks, are the responsibility of the student.

DATE: \_\_\_\_\_

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SIGNATURE OF PARENT OR GUARDIAN

Nonpublic School Official:

I certify that the student above is a student in our school and that the textbooks requested are required by said student for a period of one semester or longer.

Elizabeth Jensen, Principal  
 St. Rita School  
 1008 Maple Dr. Webster NY 14580  
 585-671-3132

## **BUSING – ALL STUDENTS K-5**

**IMPORTANT – BUS REQUESTS (K-5) MUST BE SUBMITTED BY APRIL 1<sup>st</sup> OR TRANSPORTATION MAY BE DENIED!**

2022-23 Private/Parochial (Non-Public) School Transportation Forms for most School Districts are available on their website. **This form/submission is due to your School District's Transportation Department no later than April 1, 2022.** Some School Districts (ie: Webster) have online applications that need to be completed online.

\*\*\*\*\*

## **HOME DISTRICT - NEW REGISTRATION**

**NEW STUDENTS (K-5) - Please note:** When your child begins Kindergarten at St. Rita School, or if you move into a new School District, you must register your son/daughter with the School District that you reside in, so that they can be approved for transportation and also for textbook loans. It is usually necessary to provide them with a copy of your tax bill or utility bill to verify residency. If you have any questions, please don't hesitate to call us at (585) 671-3132, or your School District's Registrar's Office.

Webster CSD online Non-Public School Registration -  
<https://www.websterschools.org/districtpage.cfm?pageid=1720>

\*\*\*\*\*

## **MEDICAL/DENTAL FORMS**

**ALL CHILDREN** must be current with immunizations per **NY STATE LAW**. Speak with your pediatrician for guidelines.

The following forms need to be filled out or provided from you or your pediatrician's office for **ALL NEW ENTRANTS**, in addition to **PreK, Kindergarten, 1<sup>st</sup>, 3rd, and 5th** grade students for the 2022-2023 school year:

1. COPY of NYS School Health Examination Form (Physical form and immunization records from Pediatrician): Please provide most recent copy with registration and provide new copy before 1<sup>st</sup> day of school if applicable. Must be signed by pediatrician and dated on or after 9/1/2021.
2. Dental Certificate: Signed by dentist, dated on or after 9/1/21 and due before start of school if applicable.
3. WCSD Student Health History: Filled out by parent, due before start of school.
4. PreK Consent to Treat (if applicable).
5. Potassium Iodide (KI) Refusal/Opt-Out (if applicable – due to proximity of Ginna Nuclear Power Plant. Please see our website for this form.)

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# WEBSTER CENTRAL SCHOOL DISTRICT STUDENT HEALTH HISTORY

**TO BE FILLED IN BY PARENT/GUARDIAN AND ATTACHED TO THE HEALTH APPRAISAL FORM:**

(Please Print) School \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_

Mother's Name \_\_\_\_\_ / \_\_\_\_\_  
Primary Phone Secondary Phone

Father's Name \_\_\_\_\_ / \_\_\_\_\_  
Primary Phone Secondary Phone

Physician's Name \_\_\_\_\_ Physician's Phone \_\_\_\_\_

Dentist's Name \_\_\_\_\_ Dentist's Phone \_\_\_\_\_

**IF YES TO ANY OF THE FOLLOWING QUESTIONS, EXPLAIN BY NUMBER & GIVE DATE OF OCCURRENCE:**

\_\_\_\_\_

\_\_\_\_\_

1. Any known allergies to foods, bee/insect stings, latex, medicines, etc.? <ul style="list-style-type: none"> <li>• Describe reaction: (local swelling, hives, face swelling)</li> <li>• Are emergency meds required? <b>Yes No</b></li> </ul>	Yes No
2. Sustained any injury or illness which required medical attention and/or hospitalization or surgery? <ul style="list-style-type: none"> <li>• If YES your child may need to be cleared with an MD note to participate in sports/gym.</li> </ul>	Yes No
3. Is your child under a physician's care now for any existing problem?	Yes No
4. Absence or loss of function for eye, kidney, testicle, or other organ?	Yes No
5. Requires any ongoing medication at home or school? List above	Yes No
6. Has asthma? <ul style="list-style-type: none"> <li>• Are emergency meds required? <b>Yes No</b></li> </ul>	Yes No
7. Had a convulsion, seizures, concussion, or loss of consciousness?	Yes No
8. Has diabetes?	Yes No
9. Has recurrent headaches? Explain above (frequency, intensity, any medication)	Yes No
10. Complained of chest pain or fainting during physical exertion?	Yes No
11. Has heart disease, murmur, or irregular heartbeat?	Yes No
12. Wears Orthodontic braces? <ul style="list-style-type: none"> <li>• If YES is a specialized mouthpiece from an orthodontist required for sports/PE? <b>Yes No</b></li> </ul>	Yes No
13. Had any teeth capped or replaced artificially?	Yes No
14. Wears Glasses? <ul style="list-style-type: none"> <li>• For Sports? <b>Yes No</b></li> <li>• If YES, are glasses impact resistant?----<b>Yes No</b></li> <li>• Contact lenses? <b>Yes No</b> If YES, <b>How long?</b></li> </ul>	Yes No
15. Wears Hearing Aid Devices? <span style="float: right;">Type</span>	Yes No
16. Is there any medical condition or restriction which may be made worse by playing sports/PE?	Yes No
17. Required by MD to wear brace/support device to play sports/PE?	Yes No

**I certify that the above information is true and accurate and understand that it will be relied upon by the Webster Central School District. If medication is prescribed (only valid for current school year) on the health appraisal on reverse side, I authorize the school nurse to administer the prescribed medication as directed by health care provider. I authorize the school nurse to contact the health care provider regarding information on this health appraisal form on reverse side for one calendar year from the date I signed below.**

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_ Relationship \_\_\_\_\_

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**WEBSTER CENTRAL SCHOOL DISTRICT  
DENTAL CERTIFICATE**

New York State Education Law Article 19 § 903 states a Dental Health Certificate is requested to be furnished by the student at the same time that a Health Appraisal is required and must:

- be signed by a licensed dentist
- be no older than the 12 months prior to the beginning of the current school year; therefore the certificate must be dated after September 1, previous school year
- describe the dental health condition at the time of the exam
- state that student is in fit condition of dental health to permit school attendance

SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN**

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Dentist's Name \_\_\_\_\_ Dentist's Phone \_\_\_\_\_

Physician's Name \_\_\_\_\_ Physician's Phone \_\_\_\_\_

I authorize my child's dental care provider(s) to release the dental information requested on this form per NY State Education Law Article 19 § 903 to the school nurse and district medical officer and authorize the school nurse/ district medical officer to contact the dental provider regarding information on this form for one calendar year from the date I signed.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DENTAL HEALTH INFORMATION (TO BE COMPLETED BY DENTIST)**

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

- Visible fillings and/or restoration(s) present: \_\_\_ Yes \_\_\_ No
- Untreated caries present: \_\_\_ Yes \_\_\_ No
- Treatment Urgency: \_\_\_ No obvious problem found  
\_\_\_ Dental care recommended  
\_\_\_ Urgent care needed

Student is in fit condition of dental health to attend school: \_\_\_ Yes \_\_\_ No *If No, Plan of Action:*

\_\_\_\_\_  
Dental Professional Signature

\_\_\_\_\_  
Date

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

OR

Office Stamp

**PARENTS RETURN THIS FORM TO THE SCHOOL  
ORIGINAL TO BE RETAINED IN STUDENT'S SCHOOL RECORD**

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St. Rita School

*Where Faith and Knowledge Meet*

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Dear PreK Parent/Guardian:

Below, please find a "Consent for Treatment" from the Webster Central School District. Because our Health Office is staffed by a nurse from the Webster Central School District, she is employed to treat students K-5. In order for the nurse to provide typical school nurse services as outlined in the consent for your PreK student, please complete the consent below and return.

Please feel free to contact me with questions or concerns.

Sincerely,

Ms. Elizabeth Jensen  
Principal

#### Consent for Treatment

As a parent or person in parental relation to \_\_\_\_\_ (the "Student"), a student at St. Rita School (the "Private School"), I hereby provide my authorization to those at Webster Central School District (the "District") providing Nursing Services for the Private School to provide such Nursing Services to the Student, such services are defined under the New York Education Law and its implementing regulations. I further understand and acknowledge that our family health insurance and/or home owners' insurance are the primary coverage for any injury or accident that occurs at the Private School in the course of receipt of Nursing Services and that the District is not responsible for any injury or accident resulting from its provision of Nursing Services.

By signing below, I voluntarily assume all of the risks involved in the Student's receipt of Nursing Services, recognizing the potential benefit of such services outweigh any such risks. I hereby release, waive, covenant not to sue, and discharge the District, and its Board of Education, officers, staff, agents and representatives (the "Releasees") from any and all liability, claims, demands and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by me, or by my child, whether caused or contributed to by the negligence of the Releasees or otherwise arising out of or related to the Student's receipt of Nursing Services. I agree that this document shall bind my guardian, assigns, heirs, administrators and executors forever.

Name of Parent or Person in Parental Relation: \_\_\_\_\_

Signature of Parent or Person in Parental Relation: \_\_\_\_\_

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

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# 2022-2023 REGISTRATION CHECKLIST- for your reference

Current Families: please return **completed** registration forms to the school office **by Friday, February 4, 2022.**

<b>✓ if Complete</b>	<p><b>Information Required:</b></p> <p><b>2022-2023 Registration Contract/Financial Obligations Contract</b> (Both sides <b>MUST</b> be completed and signed)  <b>**</b> If financial responsibility of tuition payment is shared between individuals both parties must sign the Financial Obligations Contract and indicate % of tuition responsible for <b>AND</b> set up separate FACTS Tuition payment accounts.</p> <p><b>2022-2023 Contract for Educational Services</b> (Please read and keep for your records)</p> <p><b>\$125 Registration Fee if paid by 3/1/2022 or \$175 Registration Fee if paid after 3/1/2022</b>          (please make checks payable to: <b>St. Rita School</b>)</p> <p><b>New Student Registration Form (Also includes Authorization for Loan of Textbooks for New Students)</b>          This form is required for all <b>NEW</b> students to St. Rita School in grades PreK 3 through 5 <b>AND</b> for current St. Rita School PreK 4 students entering Kindergarten.</p> <p>1. Copy of Birth Certificate (<b>For new students only – returning students do not need to provide an additional copy</b>)</p> <p>2. Copy of Baptismal Certificate (if applicable – for new students only – returning students do not need to provide an additional copy)</p> <p><b>Webster CSD (or home district) Non-Public School Registration Online Submission (for all K &amp; new Grade 1-5 students):</b> may require proof of residency</p> <p><b>Current Medical Forms (required for all NEW STUDENTS, all PRE-K, all KINDERGARTEN and returning students in Grades 1, 3, and 5.)</b></p> <ol style="list-style-type: none"> <li>1. "REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM WITH IMMUNIZATION RECORDS" (or copy of physical with immunization records) - By physician/pediatrician, dated on or after 9/1/20. <b>DUE WITH REGISTRATION</b></li> <li>2. "DENTAL CERTIFICATE" - By dentist, dated on or after 9/1/20, due before school starts if applicable</li> <li>3. "WCSD STUDENT HEALTH HISTORY" - By parent, due before school starts</li> <li>4. "CONSENT TO TREAT" - All PreK 3 and PreK 4 students only (if applicable)</li> <li>5. Potassium Iodide (KI) Refusal/Opt-Out (if applicable – due to closeness to Ginna. Please see our website for this form)</li> </ol>
Not available yet	<p><b>Before/After School Care Registration Form AND Registration Fee</b></p> <p><b>FACTS Online Registration</b></p> <ol style="list-style-type: none"> <li>1. New families <b>and</b> existing families wishing to change their payment plan or payment method must go onto the FACTS Tuition Payment Website at <b>https://online.factsmgt.com/signin/3G3B8</b> and complete the family registration.</li> <li>2. If financial responsibility of Tuition payment is shared between individuals <b>both</b> parties must complete a family registration on FACTS. If a third party wishes to make a credit card payment online (ie: grandparent) you must register/authorize them as a user for your FACTS account.</li> </ol>