



**ST. EUGENE'S CATHEDRAL SCHOOL**  
300 Farmers Lane  
Santa Rosa, CA 95405  
School Phone (707) 545-7252 Fax 707-545-2594  
[www.steugenesch.org](http://www.steugenesch.org)

## ENROLLMENT APPLICATION

\_\_\_\_\_ School Year: \_\_\_\_\_ - \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Grade Entering \_\_\_\_\_

Child's Name: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
(Street) (City) (Zip)

Mother's e-mail: \_\_\_\_\_ Father's e-mail: \_\_\_\_\_

Parish You Attend: \_\_\_\_\_ # of Years: \_\_\_\_\_ Envelope #: \_\_\_\_\_

Previous School Attended: \_\_\_\_\_ Preschool Attended: \_\_\_\_\_

Baptismal Date: \_\_\_\_\_ Church: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZC: \_\_\_\_\_

Reconciliation Date: \_\_\_\_\_ Church: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZC: \_\_\_\_\_

First Communion Date: \_\_\_\_\_ Church: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZC: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Last First Middle

Religion: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ U.S. Citizen: Yes No

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Maiden First Middle

Religion: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ U.S. Citizen: Yes No

Home Condition: 2 Parent Household Single Parent Household Divorced Remarried  
Child Lives With: Mother Father Parents Share Joint Custody

If one parent household, mother goes by the name of: \_\_\_\_\_

<u>Other Children in Household</u>	<u>Birth Date</u>	<u>Boy</u>	<u>Girl</u>	<u>School and Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



ST. EUGENE'S SCHOOL  
FAMILY OBLIGATIONS  
2011 - 2012

**TUITION**

PLAN A – IN PARISH, 2010-2011 PEP HOURS COMPLETED

Children	Ten Payments		Two Payments		One Payment
	Monthly	Total	Semi-annually	Total	Annually
1	525.00	5,250.00	2,625.00	5,250.00	5,200.00
2	960.00	9,600.00	4,800.00	9,600.00	9,500.00
3	1,305.00	13,050.00	6,525.00	13,050.00	12,925.00
4+	1,570.00	15,700.00	7,850.00	15,700.00	15,550.00

PLAN B – OUT OF PARISH, 2010-2011 PEP HOURS COMPLETED

Children	Ten Payments		Two Payments		One Payment
	Monthly	Total	Semi-annually	Total	Annually
1	685.00	6,850.00	3,425.00	6,850.00	6,800.00
2	1,370.00	13,700.00	6,850.00	13,700.00	13,600.00
3	2,055.00	20,550.00	10,275.00	20,550.00	20,425.00

PLAN C – IN PARISH, 2010-2011 PEP HOURS INCOMPLETE

Add 50.00 per month (500.00 per year) to PLAN A.
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PLAN D – OUT OF PARISH, 2010-2011 PEP HOURS INCOMPLETE

Add 50.00 per month (500.00 per year) to PLAN B.
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**Plans “A” and “C” are for registered St. Eugene Parish families who contribute at least \$40.00 per month for 12 months each year to St. Eugene Cathedral through the weekly donation envelopes.** The 12 months run from September 2011 to August 2012. Donations to special collections are not considered part of the parish commitment. To ensure proper credit for your donations, please make sure your parish census form is current, and use the numbered envelopes provided by the parish.

Plans “B” and “D” are for families who are not members of St. Eugene Parish and/or do not contribute at least \$40.00 per month to St. Eugene Church.

**The first monthly tuition payment for 2011-2012 is due in June 2011 and is not refundable.** This payment will reserve a place for the family’s children. The remaining monthly tuition payments will be due in September through May. Payments will be made through FACTS Tuition Management Company, and details on this program will follow in the next few weeks. **The first semi-annual payment is due in June 2011, and the second semi-annual payment is due in January 2012. The annual payment is due in June 2011.**

A late fee of \$10.00 will be charged on past-due accounts each month. There is a \$15.00 charge on returned checks.

## SCHOOL FEES

### BASIC FEES

Supervision	60.00	Per family		Children	Basic Fee Total
Book Fee	100.00	Per family		<b>1</b>	<b>432.00</b>
PTO Dues	15.00	Per family		<b>2</b>	<b>649.00</b>
Capital Replacement Fee	40.00	Per family		<b>3</b>	<b>866.00</b>
Facilities Fee	50.00	Per student		<b>4</b>	<b>1083.00</b>
Technology Fee	50.00	Per student			
Diocesan Student Assessment	34.00	Per student			
Student Insurance	8.00	Per student			
Student Testing	20.00	Per student			
Student Planner	7.00	Per student			
Disaster Relief Kit	12.00	Per student			
Art Docent	5.00	Per student			
Class Kitty	15.00	Per student			
Teacher Kitty	6.00	Per student			
Assemblies Fee	10.00	Per student			

### ADDITIONAL FEES

Art Palette	5.00	1 <sup>st</sup> Grade & New Students in 2 <sup>nd</sup> – 8 <sup>th</sup> Grades
Outdoor Education Fee	275.00	6 <sup>th</sup> Grade
Graduation Fee	75.00	8 <sup>th</sup> Grade

Fees are billed once a year in July.

### SCRIP COMMITMENT

The Scrip requirement for 2011-2012 is **\$250 profit** to the school and covers revenue received from May 16, 2011 to May 15, 2012.

Families that exceed the requirement will earn tuition credit equal to half their profit over \$250. Families that make a sincere effort but bring in less than \$250 profit will be charged the difference. Families that do not participate in Scrip will be charged \$300.

### PEP HOURS

Each family is required to complete **24 parent volunteer hours** each year, at least 10 of which must be in designated areas, in order to qualify for “A” or “B” tuition the following year. Please see the tuition and PEP policies for further clarification.

### FUNDRAISING

There is a mandatory fundraising commitment of **\$200 per family**, which may be met with one of the following options:

- 1) Buy or sell **Spartan Sweepstakes** raffle tickets totaling at least \$200.
- 2) Increase your Scrip profit commitment by \$200.
- 3) Make a donation of \$200 – all in July or \$20 each month.

The mandatory fundraising commitment covers only part of the funds the PTO raises for our school, so your support is needed for other fund-raisers too.



# ST. EUGENE'S CATHEDRAL SCHOOL

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WWW.STEUGENESCH.ORG

## **ADMISSIONS CRITERIA AND APPLICATION POLICY:**

St. Eugene's Cathedral School in the Diocese of Santa Rosa, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of St. Eugene's School. St. Eugene's Cathedral School in the Diocese of Santa Rosa does not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and tuition assistance programs and athletic and other school-administered programs. Likewise, St. Eugene's School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national and/or ethnic origin.

## **ADMISSIONS CRITERIA:**

### **I. READINESS CRITERIA:**

- A. The readiness of the child for grade level will be taken into consideration for placement into St. Eugene's Cathedral School.
  1. Age - Any child entering the kindergarten at St. Eugene's Cathedral School must be five years old by September 1<sup>st</sup> of the year he/she enters St. Eugene's Cathedral School.
  2. Any child entering the first grade at St. Eugene's Cathedral School must be six years old by September 1<sup>st</sup> of the year he/she enters St. Eugene's Cathedral School.
  3. In the grades 2-8, we use the public school cut-off date.
  4. Emotional Maturity - The student needs to be able to handle our particular classroom environment.
- B. Students requesting entrance into St. Eugene's Cathedral School will be given a screening test by the administration and/or teachers to determine academic placement and readiness for the curriculum program as established by St. Eugene's Cathedral School. The screening test is used by the administration and faculty strictly to determine placement and readiness, and neither the test nor results are returned to the applicant.
- C. Students will have to submit report cards of the current and previous school years.



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## **II. GENERAL CRITERIA:**

- A. All applicants and their families must accept and support the school philosophy and school policies.
- B. Since the relationship among the parents, student, teacher and administration is so important, St. Eugene's Cathedral School puts high priority on parental cooperation, a positive and supportive attitude, and the desire for Catholic education, as opposed to private school education.
- C. School families (siblings): Children who have brothers and/or sisters in the school are given first priority so as to honor the integrity of the families, providing the families are active parishioners current in tuition payments, service hours, SCRIP commitment, and parish donation.
- D. St. Eugene's Cathedral School services active parishioners next. This means the parish families that are officially registered with the parish office of St. Eugene's Cathedral Church. The official registration is kept on file in the parish office. Active parishioners support the parish through regular use of the envelope system. Active parishioners are involved in parish ministries and programs and actively participate in and support parish fund-raisers. Parish families demonstrate, through vital support of the parish, their commitment to the values of Catholic education and active parish life.
- E. Next, St. Eugene's Cathedral School services active non-parish Catholics. This refers to families who are registered in another parish and who demonstrate vital commitment to Catholic education and active parish life. Families entering St. Eugene's Cathedral School who are out of St. Eugene's parish will use "Plan B" for tuition payment.
- F. Next, St. Eugene's Cathedral School services families who are not Catholic, but who demonstrate commitment to Catholic education. These families will use "Plan B" for tuition payment.
- G. Baptismal certificates must be submitted with the application.
- H. Availability of Space: While we admit a full kindergarten each year, we can only admit into grades first through eighth as an opening occurs. We do not know of openings until the beginning of June when our current families submit intent to return forms.



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## **APPLICATION POLICY:**

### **APPLICATION PROCEDURE:**

1. Secure a application form and admission criteria sheet from the school office or on the school website. Read over the criteria sheet carefully and complete the form.
2. Turn dated and completed application and related materials into the school office. You will be notified by mail of the spring screening date. A non-refundable screening fee will be charged for this service.
3. You will be called and notified by mail if your child has been admitted to St. Eugene's Cathedral School. Notification will be made as soon as openings become available.
4. If your child cannot be admitted into the school for that particular year, he/she will be placed on a waiting list for that grade. We do not publish the numbers, names, or placement on the waiting list.
5. Your child will be entered into the school according to the criteria previously stated. We do enter children throughout the year, as space is made available.
6. It is your responsibility to contact the school office yearly to keep your child's application current. It is also your responsibility to return to the school office any school forms that request information about your desire to keep your child on a waiting list. Failure to do this will result in your child's application being dropped from the waiting list.

### **REQUIREMENTS OF ALL SCHOOL FAMILIES:**

- A. One of the key values we strive to teach and to model at St. Eugene's Cathedral School is that of Christian service for others. Thus, parents are requested to give 24 hours of service to the school during the school year. Service hours are selected by the parents (a P.E.P. hour form will be provided with acceptance, listing areas in which the hours can be done).
- B. There is a \$250.00 a year SCRIP profit commitment per school family.
- C. There is a \$200.00 mandatory fundraising commitment per family per year.

9/2011